

GULL LAKE

Community Schools

Ryan

Intermediate

Student

Handbook

2016-2017

Thomas M. Ryan Intermediate
9562 East M-89
Richland, MI 49083
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www.gullakecs.org

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**2016-2017
STUDENT HANDBOOK**

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Richland, MI 49083
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Telephone & Fax Numbers

Front Office	(269) 548-3700
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Building Administration & Front Office Staff

Andy Fuehr, Principal
Danielle Buckmaster, Assistant Principal
Chauntelle Boot, School Social Worker
Martha Mauzy, Secretary
Angela Bell, Secretary

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Thomas M. Ryan Intermediate



Dear Parents,

Welcome to Thomas M. Ryan Intermediate! Ryan is an elementary school housing all of Gull Lake's students in Grades 3, 4, and 5. The mission at Ryan is "Learning and Leading Together". Parents and students will see this mission lived out in classrooms through core instruction as well as through the teaching and modeling of Leader in Me principles based on the bestselling book by Stephen R. Covey *The 7 Habits of Highly Effective People*. Skills such as being proactive, setting and accomplishing goals, and working together support our desire to develop the leadership capabilities in each student. In addition to the strong academic program provided, students experience Spanish, art, music and physical education. Technology integrations occur throughout the learning process, enhancing a strong academic curriculum. Reading and math labs support students who need additional support and ExCEL supports students who need additional challenges.

Please complete:

1. The enclosed forms and return them to the Administration Office during the summer months so that a bus route and classroom can be assigned. You may call Bonnie at the administration office (269-548-3400) with questions.
2. Provide your student's immunization records, birth certificate, and proof of residency, such as a driver's license, tax bill, or utility bill. A copy can be made if an original is brought to the office.

The transportation department will communicate bussing information in August to the address provided on the forms. Please plan accordingly for your student's school day. School opens at 8:35 and classes begin at 8:45. **Should you choose to transport your student to school, be certain to allow enough time for the student to be in the classroom by 8:45.** Being on time to class allows students to start the day seamlessly without rushing or missing important instruction.

Students prepare for the end of the day at 3:35, with an official end time at 3:40. A change in your child's normal departure plan requires a parent note in advance. **If a last minute change of transportation is necessary, a parent must call the office by 3:15.**

Every student receives a Ryan Intermediate agenda planner during the first week of school. Students are expected to transport this to and from school each day. Please plan to review the agenda with your child and sign it each day.

Chartwells Food Services provide Gull Lake's lunch and breakfast programs. Your student will give money for his/her lunch, milk, or breakfast to the classroom teacher to turn in to the cafeteria. The cost of lunch will be \$2.35 and milk will be \$.40.

Gull Lake participates in the Pay Schools program which allows you to pay for lunches, field trips and a variety of other items for your student. You may go to the Gull Lake website at www.gulllakecs.org, choose the Parents tab, and pick PaySchools to find out more information about this option.

Please call with questions or concerns.

Sincerely,

Andy Fuehr & Danielle Buckmaster
Building Administrative Team

MISSION STATEMENT

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

THOMAS RYAN INTERMEDIATE SCHOOL BELIEF STATEMENT

We believe our job is to engage and educate all students by promoting responsibility, confidence and life-long learning.

PARENT INVOLVEMENT IN SCHOOL PROGRAMS

The Board of Education believes that durable and significant learning by a student 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 2112 under the policy link.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer: Superintendent's Office (269) 488-5000. The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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 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 and parents expect 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 a 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.

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, 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. 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.

IMMUNIZATIONS

Each student must have the immunizations required by law or has an authorized waiver. If a student does not have the necessary immunizations 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 building office.

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

- | | |
|------------|--|
| Diphtheria | Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. |
| Tetanus | One dose of Tdap, (if 5 years have passed since last dose). Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry and every ten years thereafter. |
| Pertussis | Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. |
| Polio | Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. |

- MMR (Measles, Mumps, and Rubella) Two (2) doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose.
- Hepatitis B Three (3) doses are **required for all new entrants**. The first dose must be given before a new student can enroll. The second dose must be given one month after the first dose, and the third dose must be given five months after the second dose.
- Varicella Two (2) doses are required if received on or after the first birthday, but prior to the 13th birthday, or 2 doses required, administered at least 28 days apart, if the child received the first dose on or after the 13th birthday. A parent's statement that the child has had chickenpox disease is sufficient documentation.
- Meningococcal One (1) dose is required

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have Student Verification 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

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

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

Before any prescription, non-prescription, and/or homeopathic medication may be administered to any student during the school hours, the school requires completion of our medication prescriber form. Administration of non-prescription, over the counter medication (including cough drops, aspirin, Tylenol, etc.) by District employees to students is prohibited without completion of the medication prescriber form.

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 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. All medications must be in their original containers.**

Students may carry inhalers, only if prior permission is obtained from the physician and parent. The office must be notified if the inhaler is to be carried.

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.

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 NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, 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 student'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.

SPECIAL EDUCATION

Gull Lake Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through an evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Office at 269-548-3417.

AMERICANS WITH DISABILITIES ACT- SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school district to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Special Education Office at 269-548-3417.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of 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, in writing to the Principal.

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, the adult student, or a surrogate. The only exception to this is to comply with the State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students 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. 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.

DIRECTORY INFORMATION

Each year the district will provide public notice to students and their parents of its intent to make available upon request, certain information known as "directory information." The Board designates as student "directory information" the following:

- A. Student's name
- B. Address
- C. Telephone number
- D. Dates of attendance

- E. Date of graduation
- F. Awards received
- G. Telephone numbers for inclusion in school or PTO directories

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within thirty (30) school days after receipt of the District’s public notice.

The District may disclose “directory information” on former students without student or parental consent.

STUDENT FEES, FINES, AND CHARGES

Gull Lake Community Schools charges specific fees for the non-curricular activities and programs. 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. Fees may be waived in situations where there is financial hardship.

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. Failure to pay fines, fees or charges may result in withholding of grades and credits.

STUDENT FUND-RAISERS

The following general rules will apply to all fund-raisers:

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 fund-raising 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 fund-raising 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 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.

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.

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 during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fire and lock down drills and 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" 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 a minimum of two (2) times 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 radio and television stations:

WBCK – 930 AM	WQSN – 1470 AM
WRKR – 107.7 FM	WBXX – 85.3 FM
WKPR – 1420 AM	WFAT – 96.5 FM
WQLR – 106.5 FM	WKZO – 590 AM
WMUK – 102.9 FM	WOOD – Channel 8/41
WWMT – Channel 3	

Information is also available at www.gulllakecs.org on your computer for school closings and delays. Parents and students are responsible for knowing about emergency closings and delays.

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 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 should call for an appointment prior to visiting the School. Students may not bring visitors to school.

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 are allowed to use.

iPad AND COMPUTER RESOURCES/ACCESS

The purpose of this policy is to clarify computer access for educational purposes for students. It is intended to protect the significant investment and to help create a positive learning environment. The use of District resources is to support the academic program and will include iPad use, stand-alone computer use, networked computer use 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 iPad and computer access at school, students understand and agree to the following:

- A. The use of the computer resources 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, 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 student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the District, at its sole discretion, believes may be unlawful,
- C. Obscene, pornographic, abusive, or otherwise objectionable. Students will not use their computer access to obtain, view, download, or otherwise gain access to such materials.
- D. All information services and features contained on District resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other

unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

- E. District resources are intended for the exclusive use of their registered user. The student is responsible for the use of his/her access privilege. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- F. Any misuse of access privileges will result in suspension of those privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
 - Misrepresenting other users.
 - Disrupting the operation of any resource through abuse of the hardware or software.
 - Malicious use through hates mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - Interfering with others use of the resource.
 - Illegal installation of copyrighted software.
 - Unauthorized downsizing, copying or use of licensed copyrighted software.
- G. The district cannot guarantee that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. While the computers around the district are protected by virus-protection software, the School or its employees will not accept responsibility for damage to a student's home equipment that might be the result of a virus contracted at school. It is recommended that home computers be protected with up-to-date virus protection.
- H. The student may transfer files from the information services and electronic bulletin board services. For each file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the student intentionally transfer a file, shareware, or software, which infects the District's resources with a virus and causes damage, the student is liable for any and all repair costs and may be subject to other disciplinary measures by the District.
- I. The Student may only log on and access the resources under the immediate supervision of a staff member.
- J. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account.

In consideration for the privileges 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 use or inability to use the resources.

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.

Board Policy 5200 – Attendance

The Board of Education requires all students enrolled in Gull Lake Community Schools to attend school regularly in accordance with the laws of the State. The district's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

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. The school office will attempt to contact a parent/guardian if no call is received. **Written excuses from home will not be accepted. Failure to communicate with the school office within the time frame mentioned above will result in a student receiving an unexcused absence for the day.**

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 parental/custodial permission. If the student has an appointment with a doctor or dentist, the student must have a parent call the attendance office to have the time missed excused, prior to the time of the appointment. **Failure to sign out in the office before leaving will result in an unexcused absence (under no circumstances will the absence be confirmed) and disciplinary action may be taken by administration.**

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

Excused and Unexcused Absences

Excused Absences Include: Hospitalization, parent excused illness, professional treatment, attending funerals, court dates and pre-arranged absences.

Unexcused Absences Include: Skipping class, failure to sign in/out properly upon entering/leaving the building and failure to communicate with the school office in the appropriate time frame will result in an unexcused absence.

Truancy from school for any part of the school day will be considered an unexcused absence. Teachers will provide work or assignments missed due to an unexcused absence. **However, credit for the work missed due to unexcused absence will not be given.** Tests and quizzes may be made up for credit. Disciplinary action will also follow. Students who skip school will be assigned one (1) after-school detention for every hour skipped. Students who skip an entire day will be subject to after-school detention and/or suspension. Students who chronically skip class will be subject to further suspension time or possible expulsion. Additionally, students who skip school or who are habitually truant may not attend after school activities. Students will also receive poor attendance marks on their permanent record. Permanent records may be sent out to future employers and post-secondary schools.

This policy also applies to secondary students who are enrolled in off-site courses such as EFE, EFA and the Kalamazoo Math and Science Center.

Absences of 8 or more days (Per Trimester): When a student reaches 8 absences (per trimester) **excused or unexcused**, teachers will provide work or assignments missed. However, credit for the work missed due to excessive absences will not be given. Tests and quizzes may be made up for credit. Exceptions to the eight (8) absence limit may be granted by the administration in cases of prolonged illness, hospitalization, death in the family, or family crises. We also ask that the doctor and dental notes be turned in to administration in order to waive/extend absences.

Students who show a repeated pattern of non-illness related absence cannot be treated in the same manner as those who have used the absence for unavoidable purposes. Some of the criteria indicating a poor attitude towards attendance are:

- Frequent absence without the school being notified by parents.
- Frequent absence without proper documentation by medical personnel.
- Leaving school early without permission.
- Frequent tardiness resulting in unexcused absences.
- Frequent missing of one or two classes during the day.
- Missing classes on test days.
- Repeated outside appointments in the same class period.

Notice of Absence

A notice of absence letter will be sent to the parents when the student has received four (4) absences and again at eight (8) within any given class/period during the trimester.

Make-Up Work Policy

Excused Absences - The student will have one day to complete missed work for every day he/she was absent if fewer than four absences. If the student has four or more consecutive absences, he/she will have two days to complete work for every day he/she was absent. **Long term assignments, however, will be due on the original due date or date of return.** In the event of a pre-arranged absence, make-up work may be required to be due prior to the absence. Homework requests will be accepted for students who miss two (2) or more consecutive days. Failure to comply with this protocol could result in loss of credit for assignments.

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

Absences Due to Suspension - Students who have been suspended from school or assigned In School Suspension (ISS) will be given the opportunity to complete work. Work requests will be sent to teachers for all suspended students. Students assigned ISS are expected to complete work on day assigned. Make-up work due to out-of-school suspensions must be completed by the time the student returns to school. Special circumstances may be approved by administration.

Emergency Situations

It is understood that emergency situations where a lengthy absence may require special consideration. Students who can produce a doctor's note for absences relating to a serious illness may be given special consideration by the Administration. Deaths in the immediate family will also be dealt with on an individual basis.

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.

College Visitation

For high school students, seniors and juniors are allowed two college visitations per year that are exempt from the eight (8) day limit. The student must submit proof of the visitation within two school days after the absence. A form for this purpose must be obtained from the office prior to the visitation. A telephone call to the attendance office prior to the visitation to confirm the absence is required.

Vacations during the School Year

Parents are encouraged not to take their student out of school for vacations. When a family vacation must be scheduled during the school year, the parents must obtain a Pre-Arranged Absence form which is available in the school office or online. This form should be completed and returned at least **five days**

prior to student departure. Vacations that have been excused by parents are considered absences. Students will have the opportunity to make-up school work if the above guidelines are followed.

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.

Expected Behaviors

Each student shall be expected to:

- 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

While fashions change, the reason for attending school does not change. Students are in school to learn. 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 final decision in any situation involving inappropriate attire may rest with the building administrators.

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

1. Midriffs which are bare under normal wearing circumstances.
2. Clothing that does not completely cover the top of the shoulder.
 - Inappropriate: halter tops, spaghetti straps, tank tops.
3. Shorts, skirts and dresses shorter than the length of the extended fingertips.
 - In-seams must be at least 4 inches, and skirts must be at least mid-thigh in length.
4. Clothing made of a sheer material.
5. Clothing with questionable printed material or advertisement of anything prohibited to minors.
6. Sunglasses, hats, coats or large vests worn during the school day.
 - Hats may not be on a student's person; they must be put away in lockers.
7. Visible undergarments.
8. Pants/shorts worn lower than at waist level.
9. Clothing with holes in them that could be considered a safety hazard or inappropriate exposure.
10. Chains worn/connected on pants or shirts.
11. No pajama bottoms or tops are to be worn at school.

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, cheerleaders, bands, and other such groups.

Backpacks/Book Bags

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.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

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.

STUDENT DISCIPLINE CODE

(Organized by Rule Number)

1. Use of drugs/alcohol

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that 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. The student caught in violation of the school's policy will receive a 10-day suspension, and possible recommendation for expulsion. Law enforcement officials may be contacted. 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.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity.

4. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation.

5. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause of civil action. Because the Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

6. Purposely setting a fire

Arson is considered a felony. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

7. Aggressive behavior (student to student and/or student to district employee, volunteer, contractor or visitor).

No student shall engage in, or threaten to engage in, physical action upon an individual.

8. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer or contractor which may or may not cause injury may result in charges being filed. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

9. Verbally threatening a staff member/student/person associated with the District

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Use of profanity or vulgar language is not accepted.

10. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

11. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

12. False alarms and false reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt.

13. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

14. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.

15. Theft

When a student is caught stealing school or someone else's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The School is not responsible for personal property.

16. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given reasonable direction by a staff member, the student is expected to comply.

17. Damaging Property

Vandalism and disregard for school property will not be tolerated.

18. Persistent absences or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish attendance habits in order to succeed in school and in the world of work.

19. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

20. Refusing to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion

21. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

22. Indecent Displays of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

23. Possession of Non-school provided Electronic Devices - Cell Phone, iPod, PDA, etc.

Students may be in possession of a cellular telephone, pager/beeper, iPod, or any other electronic communications device, however, students are subject to the terms of the policy outlined below:

- A. The use of such devices shall NOT be permitted during instructional class time. Acceptable use will be permitted during passing time and lunches only. "Use" refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e-mailing or taking photos.
- B. Ringers and speakers must be turned off during the entire instructional day.
- C. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or exams, taking pictures or contributing to or constituting harassment. Devices operated in violation of this policy, or for any illegal purpose, shall be confiscated.
- D. **The District is not responsible for the loss, theft, damage, or vandalism to student's personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.**

24. Gull Lake Community School issued electronic devices (iPads)

Students are responsible for compliance with *The Gull Lake Community Schools iPad Procedures, and information provided in the 2013-2014 Student Handbook*. This handbook was provided and explained to all students and parents/guardians during the required fall iPad Orientation. Please refer these documents for further details. It may also be accessed via The Gull Lake Community Schools website—www.gulllakecs.org

25. Violation or individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

26. Violation of bus rules

Please refer to Section V, Transportation, Pages 31-37 of the student handbook.

27. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

28. Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual orientation, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling, and the like, to a fellow student, staff member, or other person associated with the District.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District

Gender/Ethnic/Religious/Disability Harassment

A. Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, sexual orientation, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with a person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any person who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This 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.

Under no circumstances will the School threaten or retaliate against anyone who raises or files harassment complaints.

29. Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the 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; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.
- C. **Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.
- D. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.
- E. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- F. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- G. **Responsible School Official.** The Superintendent and/or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- H. **Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.

- I. **Training and Educational Programs.** The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

J. **Definitions**

1. "At school" means 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. "At school" also includes any conduct using a *telecommunications access device or telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (*e.g.*, an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

30. Possession of a Firearm

In compliance with State law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students receiving educational services under IDEA or Section 504 shall be expelled only in accordance to federal and state laws, as well as Board Policy #2461. It must be determined by an IEPC that the student’s behavior with a disability is not a result or manifestation of the student’s disability.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Principal’s office.

CRIMINAL ACTS

Any 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.

DISCIPLINE

It is important to remember that the School’s rules apply going 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 transportation for infractions of School bus rules.

Ultimately, it is the Principal’s responsibility to keep the educational environment orderly. In all cases, the School shall attempt to make consequences prompt and equitable and to have the punishment match the severity of the incident. Discipline will be progressive in nature; failure to comply with behavior expectations will result in, but is not limited to one or more of the following:

- Teacher/student and/or teacher/parent conference.
- Counselor and/or administrative referral for appropriate intervention.
- Detention: Academic time spent with a teacher/administrator during lunch, before and/or after school in which students are expected to complete school work and/or make-up time wasted/missed. Students who arrive late or violate the detention guidelines will be required to serve an additional time and/or face further disciplinary action.
- Community Service: Students who violate the discipline code may be required to complete some form of community service as reparation for their behavior. This may include cafeteria duty, cleaning the building, parking lot, busses, or other forms of community service deemed reasonable by the administration.
- Restitution: Students who violate the student code may be required to compensate the violated party through financial means. This sum of money may include any costs that are accrued by Gull Lake Community Schools for work completed due to the infraction. In the event of loss, the student may be responsible for the entire replacement cost of the item(s).
- Confiscation: In the event of a student being in possession of unauthorized item(s) or item(s) deemed inappropriate for school, the student may have the item(s) removed from their possession. Depending on the degree of inappropriateness, the student may or may not receive the item(s) back. If item(s) are unlawfully possessed, they will be turned over to the proper authorities for disposition.
- Schedule Change: If a student's behavior is such that it pervasively interferes with the learning opportunities of one or more students, the student's schedule may be changed. A schedule change may also consist of reducing the number of minutes in a class and/or having students start or end their day at alternate times.
- In-School-Suspension: Academic time spent during the school day, in which students are isolated from their peers, and academic, socio-emotional and/or behavioral interventions are provided. The parent/guardian will be notified of the action taken (verbally and/or in writing).
- Out-of-School Suspension: Removal from school (1-10 days) for violations of the discipline code in which the administration believes that both the student population and/or the student would be better served by the student's removal from school. The parent/guardian will be notified of the action taken (verbally and/or in writing).

Detentions – A student may be detained after school or asked to come to school early by a teacher, or building administrator after giving the students and his/her parents notice. The student and his/her parent are responsible for transportation.

In-School-Suspension - The student is to attend school as usual, but instead of reporting to regular classes he/she is required to report to the **Main Office upon arrival to school**. The student will be escorted to the In-School-Suspension room, where academic work will be provided to ensure intensive and serious study during the in-school-suspension period. The work completed during this time will receive full credit.

- While serving an in-school-suspension, students must follow the guidelines and rules established for in-school-suspension and directions from the adult in-charge. Failure to do so may result in suspension from school.

Out-of-School Suspension- The student may not attend classes during the time of suspension. A suspended student may not participate in or attend any after school functions. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing to the Principal and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. Additionally, with authority granted by the Board of Education, the superintendent has the right to suspend a student up to 60 school days. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as actions by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime.)

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, he/she may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- The charge and related evidence.
- The time and place of the Board meeting.
- The length of the recommended expulsion.
- A brief description of the hearing procedure.
- A statement that the student may bring parents, guardians or counsel.
- A statement that the student may give testimony, present evidence, and provide a defense.
- A statement that the student may request attendance of school personnel whom was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Gull Lake Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973. A meeting with the appropriate staff must be held when 10 days of suspensions have occurred to determine appropriate services.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is

reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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, concern 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 School recognizes the right of students' self-expression. 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:

- A. A material cannot be displayed if:
 - 1. Is obscene to minors, libelous, indecent, 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.

- 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.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SCHOOL TRANSPORTATION

Self-Transportation to School/Student Parking

For high school students, driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Driving/vehicle problems are not accepted as legitimate reasons for absences or tardiness.

Students who choose to drive to school must apply for a parking permit through the main office. Only licensed vehicles and drivers are permitted on school property. A car which is not registered or that is improperly parked will be towed at the owner's expense.

Students must park in a legal, designated student parking lot. Students may NOT park in the following areas:

- In any area designated for faculty for visitor parking
- In any fire lane or tow-away zone
- In the bus loading and unloading areas

Upon entering the school area, the vehicle is to be immediately parked in the student parking lot. Under no circumstances are students to be in any vehicle or in the parking area, including the noon hour, except with permission of the administration.

Student drivers must use the main entrance only upon entering or leaving the school area between normal school hours. Students are not allowed to use the west bus drive to enter or exit the high school parking lots. Student drivers are not to use the circular drive in front of the building.

School Bus Safety Information/Transportation

The Gull Lake Community School District operates school buses for the convenience and safety of school children. Rules and regulations are governed by the Michigan Department of Education and the Gull Lake Board of Education. The following rules and regulations have been established to assure the safe transportation of students to and from school and school sponsored activities. **The law does not require transportation of general education students to and from school.** It must be understood that riding a school bus is a privilege, which can be revoked.

School District Responsibilities

1. The Transportation Supervisor shall have overall responsibility for supervising the transportation program and establishing bus stops.
2. No student will be put off a bus en-route to or from school. In extreme disciplinary cases, a student may be required to return to the school or the transportation office and alternative transportation arrangements will be made.
3. Bus stops shall not be changed by a driver without the consent of the Transportation Supervisor.
4. Bus stops will be designated by the Transportation Supervisor in full compliance with the laws pertaining to such stops. New stops shall not be initiated unless: (A) the distances are greater than one-half mile for secondary and one-quarter mile for elementary students (students living on streets with a 35 mph or less speed limit may be required to walk further); (B) in the judgment of

the Transportation Supervisor there are too many students for that particular location; (C) legitimate safety concerns cannot otherwise be satisfied.

5. Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassable roads.
6. The bus driver is in complete charge of the bus at all times.
7. The driver is authorized to assign seats to an individual or the whole bus, as necessary.
8. District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

Parent/Guardian Responsibilities

1. Parents/guardians are responsible for their student's transportation. If a student is suspended from transportation, this means all transportation including sporting events, band trips, field trips, etc. The student may participate in any of the events, but must provide his/her own transportation.
2. Parents/guardians are responsible for their student's conduct at the bus stop.
3. Parents/guardians are responsible for getting their student to and from the bus stop.
4. Kindergarten/Young 5/beginning garden students will be picked up at the regular bus stops and will be returned at or near their homes. Kindergarten/Young 5/beginning garden students will be picked up at or near their homes, and will be returned at regular bus stops in the afternoon.

An area of importance is the need for a parent to be present when your student is discharged from the bus. Should the bus driver arrive at your student's bus stop, which only services your student and/or other kindergarten/Young 5/beginning garden students, and you are not present, the driver will return your student to the school building or Transportation Office. If you use a childcare provider, he/she will need to be present when your student is discharged from the bus. Drivers are not allowed to accept notes or verbal directions from parents/child care providers waiving the need for the parents/child care provider to be visible at the bus stop.

Should a temporary situation arise which prevents you from meeting the bus, you may send a note to the school designating and alternate stop address where another adult will be present to meet your student. Please include the name of the adult that will be meeting your student at the bus stop. When indicating an alternate bus stop, it must be an existing stop being serviced. If you need the address of an existing stop, please contact the Transportation Office.

5. Middle and high school students may be required to walk up to one-half mile to a bus stop or to school. Elementary students or younger may be required to walk up to one-quarter mile to a bus stop or to school. Students living on streets with a 35 mph or less speed limit may be required to walk further.
6. In general, buses will not travel on private roads, cu-de-sacs or driveways (handicapped exception). **Distances walked on private roads or driveways to a designated bus stop will not count toward the one-half mile and one-quarter mile limits.**
7. If you have a student riding a special needs bus and your student will not be riding the school bus to school (ill, getting a ride, out of town) parents/guardians must call the Transportation Office, 488-5015. If you take your student to school, you must inform the Transportation Office so that the office knows your child will need a ride home.
8. Parents/guardians have the responsibility to identify a single pickup location and a single drop off location, per semester. The bus stop will be assigned within the prescribed walking distance.

9. Juniors and seniors will not be scheduled for transportation unless parents call and request transportation.
10. If your student needs to ride a bus other than the one he/she is assigned, please call the Transportation Office to make certain that there will be room on the bus for your student. Provide your student with a note for his/her school at least one day in advance, if possible, of your request. The school office will initial the note or issue a bus pass for the driver... Following this procedure helps school staff members know where your student is in case of emergency.
11. During periods of inclement weather, parents and students are advised to monitor radio and television stations for school delays and closings. See page 11 for listings.

Student Responsibilities at the Bus Stop

1. Be at the designated bus stop at least ten (10) minutes before the scheduled pick-up time (earlier in inclement weather). Wait ten (10) minutes after the scheduled pick-up time before contacting the Transportation Office. Students are to be standing at the bus stop, 10-feet from the road, as the bus approaches.
2. Stay out of the roadway while waiting for the bus. Refrain from pushing, shoving, fighting or any other inappropriate behavior at the bus stop.
3. Board and leave the bus only at your designated stop.

Student Crossing Procedures

Please train your students to follow these procedures when they must cross the street. GLCS School Bus Drivers must be consistent and are expected to follow all loading, unloading and crossing procedures for the safety of each and every passenger. Parents who escort their student to and from the bus when crossing must set the example for their student and also adhere to these important safety procedures. Everyone needs to know that not all cars stop as required by state law, even where the red lights are flashing on school buses.

When crossing the street to board the bus:

1. Students wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway.
2. The bus driver gives one instruction to cross. Drivers will use the walking motion with their fingers to indicate it is safe to cross or hold their hand with palm out to indicate "STOP". If it is dark, the driver may turn on an inside light to be seen easier.
3. Students proceed directly across the road and always stay 10 feet in front of the bus during the crossing procedure. Stay out of the "DANGER ZONE!"
4. Do not stop in the middle of the street or **cross behind the bus.**

When crossing the street after leaving the bus:

1. Students exit the bus and walk four steps beyond the crossing arm. Stay out of the "DANGER ZONE!"
2. Students stand in a group and look to the driver for instruction to cross.

3. Drivers will use the walking motion with their fingers to indicate it is safe to cross or hold their hand with palm out to indicate "STOP". If it is dark, drivers may turn on their inside lights to be seen easier.
4. Students proceed to a point even with the left side of the bus and STOP.
5. Students look left and right for passing cars.
6. Students look to the driver for instruction to complete the crossing.
7. Do not cross behind the bus.
8. If a paper or article goes under the school bus, always ask the bus driver for help.
9. Do not get mail from roadside mail boxes until after the bus leaves the stop.

Student Responsibilities on the Bus

1. Classroom behavior is expected of all students on Gull Lake buses.
2. Respect the driver and other students.
3. Follow the driver's directions the first time they are given.
4. Enter and leave the bus only through the front door except in case of emergency and at the direction of the driver.
5. Remain seated while the bus is in motion. Wait until the bus comes to a full stop before leaving your seat.
6. Keep conversations at classroom level. A classroom level is defined as a voice level that cannot be heard more than two seats away. Loud and distracting talk or noise can easily distract a driver.
7. Keep the bus clean. Do not throw items on the floor or damage the bus in any way. No eating, drinking or gum is allowed on the bus.
8. No spitting in or out of the school bus.
9. Possession of tobacco, alcohol products, illegal substances, matches or lighters, weapons, unsafe items (such as glass containers) or playing with sharp or dangerous items on the bus is prohibited.
10. Do not use profane, vulgar, or abusive language, racial slurs, or harass other students. Do not shout at passing persons and/or vehicles.
11. Animals of any kind on the bus are prohibited (with exception of a district approved service animal).
12. Carry only items on the bus that can be held safely in your lap while riding the bus.
13. Selling or distributing anything on the bus is prohibited.
14. Do not extend any part of your body out an open window.
15. Skateboards, hockey sticks or any items that cannot safely fit on the student's lap are not permitted on the school bus.

Abandoned Bus Stops

At the beginning of the school year, students not riding the bus for three consecutive weeks will be removed from the bus route. If he/she is the only one at the bus stop, the bus stop will be removed from the route. The student is still able to ride the bus by using another bus stop location on the route. The student must have a note identifying them and the school building they attend.

A student will have one opportunity to have the bus stop reinstated. The transportation office will have three days in which to reinstate the bus stop. If a bus stop is reinstated, the student must ride the bus 80% of the time in a two-week period or the bus stop is permanently removed from the route.

Contacts with the Bus Drivers

During the course of the school year, it may become necessary for a parent to contact a bus driver regarding student's transportation. Should this need arise, please contact the Transportation Office at 488-5015. A message will be left for the driver to return your call upon the completion of the route.

Consequences for Violation of Bus Safety Rules

Students who choose to break the rules, or who make themselves general nuisances are endangering other students' lives by distracting the driver. These students will be denied the privilege of riding the school bus. The violations listed below will be handled by the bus driver following Steps 1 through 4. Any violation may be processed immediately at Step 5 when approved by the Transportation Supervisor.

Violations

- Failure to remain seated
- Eating, drinking, chewing gum
- Possession of skateboard, hockey sticks or other objects that cannot fit safely on a student's lap are prohibited
- Use of cell phone is prohibited
- Littering
- Refusing to obey driver
- Classroom behavior at all times. A classroom voice cannot be heard more than 2 seats away.
- Head, hands or feet out of the bus
- Dangerous /inappropriate behavior
- Throwing /shooting objects in /out of the bus
- Destruction of school property
- Profanity/verbal abuse
- Unauthorized use of emergency exits

Bus Conduct Reporting Procedures

Bus Conduct Reports will be completed by the bus driver on the day of the incident. Drivers will deal with any violations requiring a one-day suspension from the bus. The Transportation Supervisor will deal with all violations and infractions requiring more than a one-day suspension of privileges. Students suspended from a bus are not allowed to ride any Gull Lake School bus. It is the responsibility of the parent or guardian to make other transportation arrangements.

Step 1: The first violation by a student will be handled by the bus driver as a verbal warning and signed by the student.

Step 2: The second violation will be handled by the bus driver by contacting the student's parent/guardian. The date of the contact will be noted on the form.

Step 3: The third violation will result in a written notice sent home with the student. The date of the third violation and the student's signature will be required. The written notice must be signed by a parent/guardian and returned before the student may ride the bus.

Step 4: The fourth violation will result in the second written notice sent home with the student and a one-day suspension as noted. The written notice must be signed by a parent/guardian and returned before the student may ride the bus.

Additional Violations infractions will be handled at the discretion of the Transportation Supervisor. **Severe Infractions** will be handled by the Transportation Supervisor following Steps 5 through 7.

Severe Infractions

1. Fighting/physical contact
2. Threats of physical violence/harassment
3. Possession of tobacco/lighters /matches
4. Possession of alcohol
5. Spitting on another person

Step 5 will result in a three (3) day suspension of riding privileges.

Step 6 will result in a five (5) day suspension of riding privileges

Step 7 will result in a ten (10) day suspension of riding privileges

Further violations may result in the suspension of bus riding privileges up to an including the remainder of the school year at the discretion of the Transportation Supervisor.

Once a violation is processed at Step 5, further violations regardless of severity will be processed to Step 6 and then Step 7. Violations beyond Step 7 may result in a student being suspended from the bus for the remainder of the school year. Any student engaging in a severe violation may be processed at Step 7 or have their riding privileges suspended for the remainder of the school year when approved by the Transportation Supervisor.

Expulsion from Bus

1. Possession of weapons
2. Possession of illegal drugs

A parent/guardian is required to sign each Bus Conduct Report to acknowledge receipt. The parent should retain the WHITE copy. All other copies, with the appropriate signatures, must be returned to the bus driver before the student may ride the bus again.

Discipline is progressive during the entire school year. Violations that occur within the last ten (10) days of the school year or extended suspensions may carry over to the following school year.

Due process for bus misconduct (with the exception of weapons violations or illegal drug possession) or application of process may be appealed as follows:

1. Transportation Supervisor within (2) days of notification of discipline.
2. Safety Committee via written request to the Transportation Supervisor within two (2) days of notification of the Supervisor's answer.

3. Superintendent via written consent within (5) school days of notification of the Transportation Safety Committee decision.

Any student found to be in possession of a weapon (as defined by state law) or illegal substance would be denied bus transportation for the remainder of the school year. Reinstatement of privileges will require School Board approval. Any changes to Michigan State Law supersede this policy and will require students to meet those requirements for reinstatement.

RYAN INTERMEDIATE BUILDING POLICIES AND PROCEDURES

Leader in Me Initiative

This year Ryan Intermediate will be using Steven Covey's "7 Habits of Happy Kids" to encourage students to be leaders and in charge of their academic and social success. These guiding principles will allow for staff, students, and parents to have common language that will guide their experience here at Ryan. The 7 Habits are:

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin With the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

Students not following the guidelines are given a behavior referral form by teachers or supervisors. Minor misbehaviors are handled by the person issuing the referral. Major behavior referrals are sent to the principal's office to be handled by the principal or designee. Parents may receive a copy of the referral. Major referrals must be signed and returned to the principal.

Reasons for minor referrals are, but are not limited to, unkind language, teasing, arguing with an adult, not observing personal space, refusal to take ownership of behaviors, lying, cheating, not following adult directions, property misuse, electronic violation, dress code violation, pushing, shoving, and running at inappropriate times. Reasons for major referrals are, but not limited to, abusive and/or inappropriate language, defiance, disrespect, and /or disruption, fighting or physical aggression, harassment, teasing, and/or taunting, lying, cheating, vandalism, damaging property, possessing a weapon, or multiple minors.

Major referrals will result in parents being contacted, as well as any of the following – a note home, in-school suspension, out-of-school suspension, noon detention, parent conference, filling in a behavior plan, or loss of privilege(s).

PARENT RESPONSIBILITY

Please keep the school informed as to your current

- Address
- Telephone number
- Place of employment and telephone number
- Doctor's name
- Friends, neighbors, or relatives who can be reached when you are away

- Medical concerns or other special needs

Instruct your child as to where to go or what to do when he or she arrives home and finds no one there. This is especially important in case school should be dismissed early.

Remember, send a note or call when:

- You are taking a trip.
- You are picking your child up after school. *Without a note your child will be sent home on the bus.*
- Your child is riding a different bus.
- A designated driver will pick up your child.
- Your child has a dental and/or doctor appointment.
- You are giving permission to stay for an activity.
- Any situation exists that might cause anxiety for your child or a change in his or her normal routine as it relates to the school.

For your child's comfort and health, help him or her to leave home dressed for the weather and its probable changes. If weather and temperature permit, students will go out for recess regardless of clothing choices. Each student has a locker providing space available for extra pants, sweaters, mittens, shoes, and boots if needed. Labeling garments and other possessions with the child's name is not only helpful, but avoids an item being lost unnecessarily.

Building Start / End Times

8:30-8:45am: Students may be dropped off and enter front doors

8:35: Busses drop off and students may go to lockers / classrooms

8:45: School begins; tardy bell rings

3:40: School ends; parents and approved adults may enter building for student sign-out in gym*

3:47: Busses depart

12:20: Half day dismissal time*

2:25: PLC early release dismissal time*

**approved adults must show a picture I.D. to sign out students in the gym*

Ryan Intermediate Attendance Policy

Teachers take attendance twice daily. Students are expected to be in their classroom by 8:45 and will be marked tardy if they arrive after that time.

Homework Policy

THE PURPOSE OF HOMEWORK- Homework is one of the many learning activities in which students engage; its purposes are to:

- Develop initiative, responsibility, self-direction, and organizational skills.
- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Provide opportunities for independent work and/or study.
- Strengthen concept attainment, skill development and reinforcement.

TIME ALLOTMENTS-

- Grade 3- up to 30 minutes per night
- Grade 4- up to 40 minutes per night
- Grade 5- up to 50 minutes per night

These times are approximate and should include time spent reading and working on math facts. Individual student’s pace may need to be taken into consideration.

GUIDELINES/ TEACHER RESPONSIBILITIES	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Assignments given have been clearly explained in the classroom. • Students will fully understand when the assignment is due. • Homework will be checked for its quality and completion. Homework will not be graded unless the teacher has clearly stated so to the students. • Teachers will communicate to parents about missing or incomplete assignments as needed. 	<ul style="list-style-type: none"> • Be aware of assignments and seek further explanation if needed. • Record assignments in agenda. • Organize his/her time to work on assignments. • Turn assignments in on time. • Work reflects high standards regarding quality and completeness. • Finish any work not completed in class. 	<p>Parents are encouraged to take an active interest in the student’s homework by doing the following:</p> <ul style="list-style-type: none"> • Provide a study area that is quiet, comfortable, and free from major disturbances. • Provide a definite time for study or other home activities. • Monitor the child’s daily agenda. • Arrange with the school to secure assignments during a period of absence. • Encourage the child to complete homework on their own as much as possible and assist only as needed.