

GULL LAKE

Community Schools

Richland Elementary Student Handbook

2016-17

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2016-2017
STUDENT HANDBOOK
Richland Elementary
9476 East M-89
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www.gulllakecs.org

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Richland Elementary



Welcome to Gull Lake Community Schools! As we begin a new school year, I am very enthusiastic about the many opportunities that lie ahead for our students. We look forward to providing you with the opportunity to succeed at Gull Lake.

We are very proud of our reputation for academic excellence and student achievement. That reputation has been built by our dedicated and professional faculty, exceptionally talented students, involved parents, and a supportive community. Our goal at Gull Lake is to challenge all students to strive for educational excellence as we seek to “**Graduate Leaders.**”

The student handbook has been prepared to provide you with the policies and procedures of Richland Elementary. Every policy and procedure has been developed to assist in a safe and orderly educational environment for all students. The handbook encourages all students to take responsibility for their actions and to respect and value the rights of others. It is important that all parents review this important document with their student and discuss the purpose of school and why education is vital to their future.

I am proud to be the principal of Richland Elementary. I hope your journey is successful and you take advantage of the many wonderful opportunities that are provided. I look forward to the 2016-2017 school year. Please feel free to contact me with any questions, comments, or concerns.

Sincerely,

Rob M Woodrow
Principal

MISSION STATEMENT

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

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.

PARENT RESPONSIBILITY

Please keep the school informed as to your current:

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

Instruct your child where to go or what to do when he arrives home and finds no one there. This is especially important should school be dismissed early due to inclement weather or for some other reason.

Send a note or call concerning:

- A trip you are taking (Pre-Arranged Absence forms available in office)
- Picking your child up after school, **must call before 3:15 p.m.**
- Child riding a different bus, **must call before 3:15 p.m.**
- Dental and/or doctor appointments
- Your permission to stay for an activity
- Anything that might cause anxiety for your child or a change in his/her normal routine as it relates to the school

For your child's comfort and health, help him/her leave home dressed for the weather and its probable changes. Labeling garments and other possessions with the child's name is not only helpful but avoids an item being lost unnecessarily. If you wish to pick your child up during school hours, you are to report to the school office where your child then will be called from his/her classroom. If you wish to pick up your child after school, do so between 3:45 and 3:50 p.m. to avoid confusion as to whether the child should ride the bus or not. Please try to schedule lessons, doctor appointments, etc. after school hours, if possible.

RICHLAND PTO

The name of this organization is the Richland Parent-Teacher Organization (PTO). Our purpose is to bring together parents of children in Richland Elementary in support of the educational and social concerns of the school community and to enhance communication between parents, teachers, and school personnel of our community. Membership shall be open to all teachers, administrators, parents, and guardians of children in Richland Elementary. A meeting schedule will be provided each year by the PTO.

Various projects include:

Book Fair
Reading Club
Classroom Parent Volunteers
Mileage Club
End of the Year Carnival

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)548-3400. 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.

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 form 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.

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

Vision Screening Incoming Kindergarten students only.

Hearing Screening Incoming Kindergarten students only.

Recommended but not required: Physical & Dental check-up

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 must be conveyed to school directly by the parent. 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.

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. Your child will recover more rapidly if he/she is kept home, and there will be less opportunity for contagious diseases to affect other students and our staff. If your child is well enough to attend school, they must go outside for recess. We do not have the supervision for children to remain inside. In extreme situations, a doctor's note is required.

HOME-BOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by administration. The District will provide home-bound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician

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

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)548-3416.

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)548-3416.

ADMISSION AGE

A child is eligible for entrance into kindergarten or Young Fives if s/he attains the age of five (5) on or before December 1st of the year in which s/he applied for entrance and meets resident requirements. The child may not be placed in an alternative program without permission of the parent

ENROLLING IN THE SCHOOL

Policy 5120 states that, "The Board shall periodically determine the school attendance areas of the district and shall expect the students within each area to attend the school so designated." Students that are new to Richland Elementary are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate;
- custody papers from a court (if appropriate);
- proof of residency; and
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. Parents are required to fill out an emergency permit and give other pertinent information which is necessary for beginning or adding to the cumulative record of the student. If any changes occur during the school year in address, telephone numbers, or instructions on the emergency permit, please notify the school office immediately.

STUDENT PLACEMENT

Each year in the spring the elementary teach staff devotes a significant amount of time developing class lists for the following year. It is a team effort and done with great care. We carefully balance classes according to several factors including: boy-girl ratio, academic performance, social-emotional development, separating children who do not work well together, individual students' work habits, reading ability, and dividing up more serious behavior problems. We will make every attempt to place each child in an environment which encourages the best growth academically, socially, and emotionally.

We, as professionals, feel that we always keep the best interests of the children foremost as we work for appropriate placements. You, as parents, know your children best. If you wish to share some information that will help us, complete a Student Placement Form available in the office in the spring. Please do not request particular teachers, but rather give information which will help us select the right classroom. We discourage specific teacher requests, but recognize there may be extenuating circumstances on an individual basis. There is no guarantee of a desired placement.

ARRIVALS AND DISMISSALS

During any given day, we have approximately seventy-five to one hundred parents who drop off or pick up their children. In order to provide for the safety of your children, we are asking all parents to help us by using the arrival and dismissal procedures below. Arrival to School - School begins at 8:55 a.m. (except for Added Advantage Child Care). Students who are not in the classroom by 8:55 a.m. will be marked "Tardy". Please do not drop off your children before 8:45 a.m. and leave. There is NO SUPERVISION or a place for your child to go prior to this time. If you arrive after 8:55 a.m. you must sign in at the office. You must go through the office to gain access to the building. Dismissal From School - Dismissal time is 3:50 p.m. If you are planning to pick up your child from school, please write a note to the teacher stating the time you will pick up your child. If someone other than a parent is picking up your child, we need a note from you to allow us to release your child. Please make sure you have that person listed on the emergency form . A picture ID is required in order for your student to be released. Please call before 3:15 p.m. if your child's after school destination must change. We will not be able to change the original destination if you call after 3:15 p.m.. It is too dangerous to try to find a child once they are going out to the buses. All parents are required to sign their children out at the tables in front of the sign out station in the cafeteria. After students are dismissed to the buses and the children who are being picked up have reported to the cafeteria at 3:40 p.m., parents will be allowed to go to the cafeteria for student sign out. Do not go to the classroom or to the bus lines to pick up your child. Many children come to the office wondering if they should ride the bus or if they will be picked up. If you are not sure of your plans in the morning, keep your normal routine. Children can become stressed very easily and worry all day long when they are told they "might" be picked up.

TRANSFER OUT OF DISTRICT

If a student plans to transfer from Richland Elementary School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact school office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student

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. Directory information includes:

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, 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.

REPORT TO PARENTS

Communication between home and school is considered to be very important. Parent-teacher conferences in school are merely one method used to keep parents informed of the progress of their children. Conferences are held with all parents in the fall and winter. The conferences are by appointment, and you will be notified well in advance. Please make every effort to keep your appointment, and if you are unable to keep your appointment, please notify the school. In addition, report cards are issued three times during the school year. The purpose is to inform the parents of their child's progress according to his/her ability level. No letter grades are given. The June report card will be mailed to the parents. Copies of both conference reports and report cards are filed in the office.

K-2 REPORT CARD KEY

- 4- Exceeds Expectations:** Student demonstrates an understanding beyond the standard; applies skill/concept at an advanced level.
- 3- Meets Expectations:** Student demonstrates an understanding of the standard; applies skill/concept correctly.
- 2- Progressing Towards Expectations:** Student demonstrates partial understanding of the standard; applies skill/concept inconsistently.
- 1- Improvement Needed:** Student demonstrates limited understanding of the standard; cannot apply skill/concept.

A Note to Parents/Guardians: Please keep in mind that many of the academic standards are being introduced during the first trimester of school. Students may not reach "Consistently Meets Expectations" until later in the school year. Teachers and parents are encouraged to contact each other whenever questions or concerns about a child occur. Telephone calls and special conferences are often used to gain greater insight into the lives of children and to ensure a constant flow of

information between home and school. Visits to the school by parents are encouraged. Arrangements for visitations can be made easily by contacting the child's teacher.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. District tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. All second grade students are tested with the state standardized test in the areas of English Language Arts, Science, and Math. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Richland Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

DISTRICT K-5 HOMEWORK POLICY

Homework - Homework is one of the many learning activities in which Richland Elementary engages students; 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.
- Strengthen concept attainment, skill development and reinforcement.

Time Allotments-

- Kindergarten- up to 10 minutes per night
- Grade 1- up to 10 minutes per night
- Grade 2- up to 20 minutes per night
- 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.

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.**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

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.

We will take breakfast or lunch money to be deposited in each child's account each Monday morning. Please help us make our lunch program more efficient by sending money or a check each Monday. Make checks payable to Gull Lake Food Service. Please enclose the money in an envelope clearly marked with specific instructions and your child's name and teacher's name.

Gull Lake Community Schools offer an online payment processing system, PaySchools. Parents can make payments on the school website, www.gulllakecs.org with an e-check or credit card. Go to the school website, click on Public Portal, Payschools Link.

Students will be allowed to charge a maximum of 3 lunches. School lunches are ordered each morning by 9:20 a.m. If you are bringing your child to school after that time, please call ahead (548-3950) to order his or her lunch or provide a packed lunch for your child.

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 give, 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. Gull Lake Schools uses School Messenger for robo calls in the event of 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. To rent space for your next event or meeting or reserve school facilities for your sports team please visit <http://www.gulllakecs.org>, click on Programs/Services, then Facility Scheduling and Reservations.

FIELD TRIPS

Many elementary classes take field trips sometime during the school year. Written permission is given by parents on the new school year verification form at the beginning of the school year. A child will be unable to accompany his/her class without it. Parents will be contacted by the teacher as to where and when their child will be on a field trip. No other children are allowed on the bus. If you do not desire your child to attend, please notify the school. Students must ride school provided transportation to and from field trips.

LIBRARY-RESOURCE CENTER

The children in grades K-2 have, at least once a week, a thirty-minute library period. Students are encouraged to check out books for use at school and for leisure reading at home. Books are checked out for a definite period of time. Students are responsible for any damage to books beyond reasonable "wear and tear". The library contains records, filmstrips, and materials other than books for students and teacher use. Students and their parents are responsible for damaged and/or lost books.

Parent volunteers are much appreciated and very important to the library-resource center. Volunteers do clerical work to free the librarian to work with children and teachers. Those interested in volunteer work should call the school for further information.

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 down sizing, 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

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 by 10:00 am. **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. **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 or provide a written note to the attendance office prior to the time of the appointment. **Failure to sign out in the office before leaving will result in an unexcused absence.**

No student will be released to a person other than a custodial parent(s) without verbal or written 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: 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.

Absences of 8 or more days (Per Trimester): When a student reaches 8 absences (per trimester) **excused or unexcused** he/she will be considered "frequently absent". A notice of absence letter will be sent to the parents when the student has received four (4) and/or eight (8) absences during a trimester. Excessive absences will result in the building Principal contacting the Kalamazoo County Truancy Officer.

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.

Make-Up Work Policy

Excused Absences: Teachers will provide work or assignments missed due to excused absences.

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 the teacher. 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.

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. We expect all of our students to be Responsible, Respectful, Honest, and Safe.

Expected Behaviors

Each student shall;

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

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.

Students go outside during the lunch recess throughout the school year. Hats, mittens, boots, and warm coats are a necessity. 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. Inappropriate: halter tops, spaghetti straps, tank tops.
3. Shorts, skirts and dresses shorter than 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.

It is also suggested that tie shoes or velcro shoes be worn. Sandals can be extremely dangerous on the playground equipment.

One of our greatest concerns is that children are dressed appropriately for weather conditions. Students go outside for recess throughout the school year. Hats, mittens, boots, and warm coats are a necessity.

Note: Students who are representing Gull Lake Community Schools at an official function or public event may be required to follow specific dress requirements.

Backpacks/Book Bags

Students are encouraged to carry their daily belongings (to and from school) using a backpack or book bag . Students will be assigned a locker or cubby at school to house their belongings.

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 with in 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

Plagiarism and cheating are 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. Violation of this rule could result in suspension or expulsion.

12. 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. This can also pertain to citizens or parents who have acted inappropriately or disrupted the educational process.

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. Excessive absences will be reported to the Kalamazoo County Truancy Officer.

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. Profanity

Any behavior or language, which in the judgment of the staff or administration is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste, will be subject to disciplinary action.

23. 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.

24. 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.**

25. 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 2016-2017 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

26. 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.

27. Violation of bus rules

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

28. 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.

29. 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. **Hazing** — any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

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

30. 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.

31. 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 believe 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.
- **Think Tank:** The Think Tank was established to help the student work through problem solving skills to avoid poor choices. If a student must attend the Think Tank, he/she will have lunch with a trained staff member. The student works on a problem solving sheet and discusses ways to improve behavior.

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.)

PLAYGROUND RULES AND EXPECTATIONS

1. Students will not play rough on the playground.

2. Students will show respect for fellow students, staff and playground supervisors, and follow instructions given by staff and supervisors.
3. Student will stay outside during recess and noon time, unless they have a pass or doctors note.
4. Students are to play in designated, grassy areas, staying away from puddles and mud.
5. Students are to stop what they are doing when the whistle blows and should line up quickly and quietly.
6. Students will leave rocks, bark, sticks, snowballs and other dangerous objects alone.
7. Students will show pride in their school by keeping the building and grounds free of litter.
8. Students will take turns on equipment, share playground materials and return equipment after recess.
9. Students will not chew gum or eat food on the playground.
10. Students will leave knives and other unsafe objects at home along with radios, hard balls, electronic devices, and all other toys.
11. Students will settle differences peacefully. STOP/THINK/PLAN.
12. Students will not leave the playground for any reason without a pass.

CONSEQUENCES FOR PLAYGROUND INFRACTIONS

1. Verbal reprimand and/or redirection (use for minor infractions).
2. Child will stand in place or stay with supervisor.
3. When a verbal reminder/warning and/or a time out has not been heeded, a behavior report will be implemented which will result in a Think Tank visit at lunchtime.
4. The behavior report will be sent home and must be signed by a parent in order for the student to regain lunch recess privileges.
5. Major infractions may result in an out of school suspension.

BOOT POLICY –RECESS

1. All students **must** wear winter boots and snow pants during the winter months.
2. All students are expected to wear boots, regardless of daily weather conditions, due to our muddy playground facilities.
3. Students who forget to bring their shoes to school **will not** be able to wear their boots during the day. (We suggest you keep an old pair of shoes at school those times when your child forgets his/her shoes.)
4. Students who do not wear boots or snow pants to school or forget to bring shoes will not be allowed to call home.
5. Students will stay on the blacktop if they do not have boots or snow pants.

LUNCH ROOM RULES AND EXPECTATIONS

1. Students are to enter the lunchroom quietly, and those buying hot lunch must stand along the wall and wait patiently.
2. Students will remain seated while eating lunch politely and talk quietly until dismissed.

3. If assistance is required, students should raise their hand.
4. After dismissal, students will dispose of their trash properly.
5. Supervisors will excuse children by class after their eating area is clean.
6. Students will leave quietly, using the restroom if necessary, and dress appropriately for outside.

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, nonsponsored, 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.

HUMAN LIFE AND SEXUALITY COMMITTEE-CURRICULUM

The Board of Education has established a program of instruction in sex education. Topics covered in the curriculum are gender and roles, anatomy and physiology, reproduction, abstinence, sexual abuse, puberty, sexually transmitted diseases, and AIDS. A list of topics covered at each grade level follows:

CURRICULUM
K-6 MICHIGAN MODEL COMPREHENSIVE SCHOOL HEALTH EDUCATION

1. Viruses, Chicken Pox, HIV/AIDS.
2. Sexual abuse concept, good and bad secrets.
3. Awareness of sexual abuse.
4. Appropriate and inappropriate touch, puberty (after-school program for girls).
5. Identification of sexual abuse, puberty, structure and function of reproductive system, HIV/AIDS (3rd quarter).
6. Definition of sexual abuse, egg and sperm as reproductive cells, fetal growth and development.
7. Gender roles, heredity, anatomy and physiology, reproduction, sexually transmitted diseases, HIV/AIDS, contraception, hygiene, abstinence (late spring).
8. Gender roles, anatomy and physiology, maturation, reproduction, sexually transmitted diseases, HIV/AIDS, contraception, hygiene, abstinence (late spring).
9. Life cycle, reproduction, sexually transmitted diseases, HIV/AIDS (all year).
10. HIV/AIDS presentation (late spring).

According to law (P.A. 226 of 1977 and revised to P.A. 335 of 1993) you have the right to review the materials to be used in these courses. The public notification will be your only official notification.

If you wish to review the material or observe the course instruction in the class in which your child is being instructed, please call the school for arrangements.

Your child is eligible to participate in the course. By law you have the right to excuse your child from participation in the classes which include reproductive health if you choose. If you wish to exercise your right to excuse your child from instruction, without penalty, please send written notice to the principal of your child's building.

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 kindergarten students will be picked up at the regular bus stops and will be returned at or near their homes. Kindergarten/Young 5/beginning kindergarten 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 kindergarten students, and you are not present, the driver will return your student to the 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 at 269-548-3890.

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, 269-548-3890. 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 269-548-3890. 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 students 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.