

To apply to GLGA, a student should contact their home high school's guidance office or the Director of GLGA at 296-548-3425. GLGA will provide the referring school with a referral checklist prior to your enrollment. Transcripts, a birth certificate, and an updated immunization record are required to enroll.

Students enrolling in GLGA will be invited to attend an enrollment meeting in which the student and parent/guardian attend. Upon approval into the program, students will need to provide the following state mandated documentation:

**1. Immunization Record:**

According to the Michigan Department of Health, if you are 19 years of age or younger a Record showing all required up-to-date immunizations must be provided ***before*** a student is allowed to attend a public school.

**2. Birth Certificate:**

PA 84 requires that the parent/guardian enrolling a student in the a Michigan school district Has to provide an official birth certificate within 30 days. No copies can be accepted but our office will make a copy and return the original to you.

**3. Transcript:**

A transcript copy of any prior credits earned from an accredited high school(s). Middle school records may also be helpful.

**4. Special Education/504:**

If the student is currently receiving any special education services, a copy of the student's current IEP and or 504 plan is required for the principal's review. Because teachers at GLGA are not trained or certified in Special Education, a release of special education services is required for enrollment.

**For Returning Students**

1. Students will need to re-enroll each year.
2. All students are required by the Department of Health to meet the annual immunization requirements. New requirements are added and mandated by the State. Regularly.

**Building/School Hours**

<b>Office Hours:</b>	Monday - Friday	7:15 a.m. - 2:15 p.m.
<b>School Hours:</b>	Monday - Friday	7:40 a.m. - 2:10 p.m.

**Student Absence**

If your child is going to be absent please call the following number or leave message: 269-548-3425.

**Calendar**

GLGA follows the same calendar as Gull Lake High School. A detailed calendar can be accessed at the district website: [www.gulllakecs.org](http://www.gulllakecs.org).

### **General Information**

Students may enter the school as early as 7:15 a.m. Students need to be picked up by 2:15 p.m.

If a student is unable /restricted to participate in off-campus activities, a parent/guardian must provide notice to the school in writing.

### **Academics/Curriculum**

The curriculum at GLGA is in accordance with the State of Michigan mandated Michigan Merit Curriculum. All required classes are offered as needed. Students will take most of their core/academic classes via a computer aided curriculum. Some teacher-led courses are offered when the staff can identify that more than a few students are in need of a format other than the computer curriculum.

### **Graduation Requirements**

**A total of 19 academic credits:** 4 English, 4 Mathematics, 3 Science, 1 U.S. History & Geography, 1 World History & Geography, ½ Economics, ½ Civics, ½ Physical Education, ½ Health, 2 Fine, Visual or Applied Arts, 1 Foreign Language (or 1 Fine, Visual or Applied and 2 Foreign Language) 1 Elective.

**20 hours of Community Service per year (or as determined by staff):** If a student does not have 20 hours at graduation, they will be required to return to school and finish their commitment. Once all hours are accrued, a diploma will then be awarded. If returning students did not complete all 20 hours, the remaining hours will be added to the following year. Students sign up for activities and have until the day before the activity to remove their name. All students whose names are on the sign-up sheet on the day of the activity are required to attend. Students may not change their minds at the last minute. Any student who does not participate and their name is on the list will be suspended.

### **Student Assessment**

The Michigan Merit Examination (MME) for Juniors will include our summative assessments designed to measure student growth effectively for today's students. 11th grade consists of the Scholastic Aptitude Test (SAT) Plus Writing, ACT Work Keys and M-Step summative in science and social studies.

The SAT is used to apply to a college or university. SAT scores are used during the college admissions process to assess high school students' general educational development and their ability to complete college-level coursework. ACT Work Keys test in mathematics and reading, plus additional assessments in the areas of mathematics, science, social studies, and future work skills.

M-STEP is an online adaptive assessment that covers state standards in science and social studies.

Sophomores complete the PSAT 10 which assesses reading, writing, and math at a grade appropriate level. Freshmen complete the PSAT 9 which assesses reading, writing, and math at a grade appropriate level.

### **Non-Smoking Policy**

Possession of tobacco or tobacco products is illegal on school grounds, at school events, or in sight of a school building. Possession is defined as having tobacco on one's person whether lit or not, exhalation of smoke or other obvious uses of tobacco are evident.

### **Attendance/Appointments**

Improving attendance requires coordinated efforts of a variety of people, including staff, students and parents. There is no "one size fits all" approach that will work for all students. Realizing this, staff may need to re-evaluate attendance and tardy policies throughout the year and adaptations/accommodations on a per-student basis.

When a student is absent, a parent/guardian must notify the school if the absence is excused. An unexcused absence will result in the student being suspended the following school day. When the student is suspended, all coursework is disabled.

Students who need to leave the building during the school day due to an appointment must have permission from a parent/guardian as well as documentation of the appointment. Without documentation, a student will be unexcused and suspended the following day. Our campus is closed; students may not leave and return unless they have an appointment that is documented.

According to *Industry*, one of the main problems employers face is the tardiness/absenteeism of their workers (<http://pattyinglishms.hubpages.com/hub/Fired>). Staff at GLGA places strong emphasis on addressing issues such as this and focuses on instilling good work habits. Because of this, students are expected to be in class by 7:40 a.m., each morning. Due to the limited class time offered at GLGA there is a lower tolerance for absenteeism and tardiness. All tardies are unexcused unless the student is brought into the school by parent/guardian with a note from the court system or physician. Over-sleeping, losing keys, alarm not working, car not starting, and poor road conditions are not acceptable reasons for tardiness. If a student is more than 20 minutes late (without a note, as stated above) he/she will not be permitted to attend school that day.

Students are expected to be here at least 75% of the time of school days in a month. Falling below 75% on a normal basis can be grounds for dropping a student from the program.

### **Skipping/Leaving Campus**

Students are in our care from 7:40 a.m. - 2:10 p.m., and we take our responsibility seriously. They should too! Due to a closed campus setting, any case in which a student leaves GLGA property without prior permission is considered a SKIP and therefore will result in a suspension (1 - 10 days depending on the number of occurrences).

### **Cell Phone Usage**

**Students may not use their cell phones during class time.** Student may only be listening to music on their phones during class time; which must be on an already downloaded playlist. Cell phones **must be** placed on the designated area on their deck. Streaming music is prohibited. If

students are misusing their phones, they will be confiscated and not returned until the end of the day. This usage of student's cell phones is at the discretion of the teachers.

In case of an emergency, please contact the classroom at 269-548-3425. If your message is not an emergency, we will make a note for the student or have them call you at their first available break.

### **Beverages**

Pre-opened and unsealed beverages are not permitted. Students may bring unopened beverages to school and may consume them after staff initials the cap. Any beverage that is previously opened without staff initialing will be disposed.

### **Dress Code**

All clothing needs to be appropriate and not distracting to the learning environment.

We do not allow clothing that is too revealing or sagging. Students could be asked to leave the premises and accept an absence if they come to school dressed in a distracting manner.

Clothing and jewelry with drug, tobacco, alcohol, or sexual content are considered inappropriate and disrespectful.

Gang affiliation colors, practices, or logos are not permitted.

Tattoos that are offensive or disrespectful to any group of people will be required to be covered at all times.

*\*If a student refuses to agreeably comply with a staff recommended change, they will be sent home for the remainder of the day with an unexcused absence.*

### **Safe Learning Environment**

GLGA must be a place in which all students can feel safe in attending. GLGA staff is dedicated to providing a safe learning environment and encouraging positive problem-solving among all staff, students, neighbors...etc. Fighting, harassment, threats, and acts of violence will not be tolerated.

Students must not talk about drugs, alcohol, being under the influence, or any other "party" talk. This behavior is disrespectful to GLGA staff and abstaining and recovering students. There is no place for these topics in the educational setting.

Because every situation is different, the consequences a student may receive if he/she chooses to participate in fighting, threats, or acts of violence will range from a minimum of a one day suspension up to recommendation for expulsion.

### **School Schedule**

7:15 a.m.	Doors open
7:40 a.m.	Class begins
9:00 a.m.	10 Minute Break
11:00 a.m.	30 Minute Lunch
1:00 p.m.	10 Minute Break
2:10 p.m.	School dismissal

## **Due Process**

Students have the following rights in the case of discipline/consequences:

1. To be informed of the reason for any disciplinary action.
2. To present any facts that will support their defense.
3. To have a meeting to discuss both sides of the issue.
4. To appeal a decision.

## **Achievement Recognitions and Awards**

*Time Off Pass:* Every time that a student is in attendance for 15 consecutive days with no tardies, no absences (excused or not) and no write-ups, they will receive a ½ day pass.

Students also earn a ½ day pass by completing an academic course.

*\*\*Time off Passes can be used on any day in which the student has obtained permission from their parent/guardian BEFORE the day off. Parent/guardian MUST give approval to staff through email, text or phone call.*

*Student of the Month:* A certificate is given to the student of the month for having overall good behavior, most earned credits and exemplary attendance.

## **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 269.548.3410. 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's 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/hser educational goals. A concern should first be addressed with the person most closely related to a situation (usually the teacher) before proceeding to a building administrator. The staff and parents expect students to arrive at school prepared to learn. It is the student's responsibility to

arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the counselor.

At GLHS or GLGA, any adult student (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **Student Wellbeing**

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.

### **Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

- 1. Use of drugs/alcohol:** The School is a "Drug Free" zone that extends 1,000 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(s) feels there is need to organize some form of demonstration, s/he 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 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 school work, identification, forgery:** Forgery of restroom/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
12. **False alarms and false reports:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt.
13. **Explosives, fireworks and chemicals:** Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
14. **Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.
15. **Theft:** When a student is caught stealing school or someone else's property, s/he 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 the 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 work world.
19. **Unauthorized use of school or private property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

- 20. Refusing to accept discipline:**When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
- 21. Aiding or abetting violation of school rules:** If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 22. Indecent Displays of Affection:** Students demonstrating affection between each other personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
- 23. Possession of Non-school provided Electronic Devices - Cell Phone, iPod, PDA...etc.:** Students may be in possession of a cellular telephone, pager/beeper, iPod, or any other electronic communication 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 lunch only. "Use" refers to making and /or receiving phone calls, text messaging, gaming, listening to music, emailing or taking photos.
  - B. Ringers and speakers must be turned off during the entire instructional day.
  - C. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or exams, taking pictures or contributing to or constituting harassment. Devices operated in violation of this policy, or for any illegal purpose, shall be confiscated.
  - D. The District is not responsible for the loss, theft, damage, or vandalism to student's personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.
- 24. 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.

- 25. Violation of bus rules:** Please refer to the section on transportation.
- 26. 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 art events.
- 27. 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 the following steps immediately: 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 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.

Give the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all

students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

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

## **28. 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 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 © 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, 19 31 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 services.

b. Any try 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 sections 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 owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- 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.

**29. Search and Seizures:** 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.

It should be clearly understood that any 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.

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

**31. Reasonable Suspicion Breathalyzer Screening:** The Administration reserves the right to contact enforcement to administer a Breathalyzer to any student who appears intoxicated on District property. This includes 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.

## **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 reason 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.

### **School Bus Safety Information/Transportation**

The GLCS 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 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; © 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 students will be picked up at the regular bus stops and will be returned at or near their homes. Kindergarten/Young 5/beginning students will be picked up at or near their homes, and will be returned at regular bus stops in the afternoon.
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, cul-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 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, 269-548-3891. 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 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 student 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.

### **Student Responsibilities at the Bus Stop**

1. Be at the designated bus stop at least ten (10) minutes before the scheduled pickup time (earlier in inclement weather). Wait ten (10) minutes after the scheduled pickup 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 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. So 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 animals).
12. Carry only items on the bus that can be held safely in your lap while riding the bus.
13. Selling or distributing any thing 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 rout. 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 269-548-3891. A message will be left for the driver to return your call upon the completion of the route.

### **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/guardian to make other transportation arrangements.

**Step 1:** The first violation by a student will be handled by the busdriver 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. All Severe Infraction (list below) will be handled by the Transportation Supervisor following Steps 5-7.**

**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 and 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.

### **Severe Infractions:**

- Fighting /physical contact
- Threats of physical violence/harassment
- Possession of tobacco/lighters/matches
- Possession of alcohol
- Spitting on another person

### **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 Bus Conduct Reporting Procedures 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 the student's lap are prohibited
- Use of a 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

### **Expulsion from Bus**

A student may be expelled from the bus for the following reasons: 1. Possession of weapons. 2. Possession of illegal drugs.

The parent/guardian is required to sign each Bus Conduct Report to acknowledge receipt. The parent/guardian 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 two (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 five (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.

### **Athletics'**

Gull Lake High School (GLHS) provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The purpose of the athletic program at GLHS is to improve the image of high school athletics, to strive for playing excellence that will produce winning teams, to insure growth and development that will raise the

number of individuals participants and to provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This laboratory should provide adequate and natural opportunities for:

- Physical, mental, and emotional growth and development
- Acquisition and development of special skills in activities of each student's choice.
- Team play with the development of loyalty, cooperation and fair play.
- Directed leadership and supervision that stressed self-discipline, self-motivation, excellence and the ideals of good sportsmanship.
- A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
- Achievement of initial goals as set by the school in general and the student as an individual.
- Provisions of worthy use of leisure time in later life.
- Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.
- All students participating in athletics shall abide by the GLHS Athletic Code. The Athletic Code will be in effect from August 1 to July 31 for students who participate in athletics during the school year.
- Any student, who has a substantiated violation of the Athletic Code within one prior to their participation in any athletics at Gull Lake Schools, will be subject to the conditions and consequences outlined in the Athletic Code.
- Each head coach with the approval of the Athletic Director develops requirements for athletic awards.
- These requirements will be reviewed with interested students by the appropriate coach.
- For further information, contact the Athletic Office at 269-548-3521.