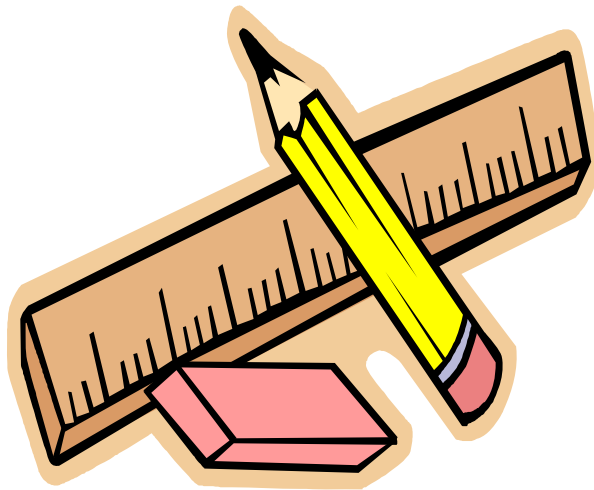




STUDENT HANDBOOK



2010 - 2011
www.gwinn.k12.mi.us

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***Please turn to last page in this
booklet for important
requirements regarding
the content and purpose
of this information.***

WELCOME TO GWINN HIGH SCHOOL AND GWINN MIDDLE SCHOOL

This information is intended to assist you and your parents in getting acquainted with policies and procedures at Gwinn High School and Gwinn Middle School. It is the official board policy relative to the operation of this high school/middle school. If you are in doubt about any part or section, please ask a staff member or administrator for a clarification.

We hope that your attendance here will result in both academic and social growth for you. Your cooperation and participation in school activities, as well as your general attitude and appearance, do much in creating and establishing a school's reputation. Likewise, parental cooperation is expected.

Gwinn graduates have an enviable record for becoming successful citizens. We hope you will choose to become a part of this group. You will receive as much from school as you are willing to invest in effort, attention and sincerity. We hope this will be a successful year for all of us.

Kevin Luokkala, High School Principal
Kimberly VanDrese, Middle School Principal

MISSION STATEMENT

The mission of the Gwinn Area Community Schools, a partnership of parents, students, staff, and community, is to provide effective change management that results in the best educational opportunities for all students through a safe positive environment, a climate of high expectations and an essential, innovative and culturally diverse curriculum so our students will progress to their fullest potential as responsible, productive members of our society.

GWINN HIGH SCHOOL/MIDDLE SCHOOL

GOAL STATEMENT

Gwinn High School/Middle School's main function is to serve the educational needs of all students so that they may become productive members of our society. We will guide, encourage and assist our students in reaching the goals established by the Gwinn Area Community School District. The students in Gwinn High School/Middle School will develop to his/her fullest potential:

1. A positive self image with an awareness of healthy lifestyles.
2. Good communication skills for the academic, technical, and practical aspects of living in the modern world.
3. Acceptance, respect, and sensitivity for the richly diverse cultural heritages which make up our community.
4. Competency in a coordinate core curriculum.
5. High level thinking skills.
6. Cooperative team work habits, employability and practical living skills.
7. An awareness of life-long learning with an enthusiastic attitude towards education and a continuing search for excellence.
8. Appropriate citizenship attitudes towards social, civic, family, school, and community responsibilities.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

Review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, family depict the contribution of

both genders, various races, ethnic groups, etc. toward the development of human society;

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B. Staff Training

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of color/racial, gender, religious, national, cultural, or other bias in all aspects of the program;

C. Student Access

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are segregated on the bias of race, color, creed, gender disability, or national origin in any duty, work, play classroom, or school practice, except as may be permitted under State regulations;

D. District Support

Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. She/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education. In addition, she/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

M.C.L.A.380.1146,
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et. Seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

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PURPOSE OF THE STUDENT HANDBOOK

The handbook is intended to be a means of having students and parents informed about the practices, procedures, rules and regulations of the daily operation of Gwinn High School and Gwinn Middle School. It is believed that the circulation of this material can better serve the interests of the students when it is brought into the homes to be a basis for discussion for families and as a reference for periodic reference. Careful reading of this document is encouraged.

PHONE NUMBERS

The following phone numbers and extensions may be used when calling the high school:

H.S. Principal's Office-----346-9247
H.S./M.S. Fax Number-----346-0300
M.S. Principal's Office -----346-5914
H.S./M.S. 24 Hour Attendance Line-----346-4895
Food Services/Kitchen-----346-0313
H.S./M.S. Guidance Office -----346-0310
H.S./M.S. Library-----346-0315
Locker Room, Boys'-----346-9247 Ext. 357
Locker Room, Girls' -----346-9247 Ext. 358
Wood Shop-----346-9247 Ext. 326

Other Important Phone Numbers

Superintendent's Office -----346-9283
Athletic Director-----346-5726
Business Manager-----346-9283
Bus Transportation -----346-3914

GENERAL INFORMATION

AFTER SCHOOL USE

Students are not permitted in the building outside of regular school hours unless they are under the direct supervision of a teacher, coach, sponsor; or if they are in attendance at an approved school function or athletic event.

ASSEMBLIES

The scheduling of assemblies shall be left to the discretion of the Principal working with the faculty and the student council. Only programs which contribute to the cultural enhancement, school enthusiasm or educational enrichment of the student body shall be scheduled.

At assemblies, all students are expected to act in a courteous and respectful manner. Applause should be in good taste, whistling and booing are not acceptable. Improper conduct at an assembly program may result in lost privilege of attending and/or disciplinary action.

ATHLETIC CODE

An athletic code has been adopted by the Gwinn Area Community Schools for the purpose of informing students about policies governing athletic participation. It is expected that those who participate will abide by these regulations. Eligibility rules are established by the Michigan High School Athletic Association and the Gwinn Area Community School's Board of Education. These policies will be issued to each student as he/she participates in the athletic program or will be available upon request from the Athletic Director.

ATTENDANCE

Gwinn High School/Middle School is a full time school, and all students are expected to be in attendance every day.

A student's attendance record while in the school becomes part of the student's permanent record, which is kept on file. To benefit from the primary purposes of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

Absence is probably the greatest cause for failure. It is expected that students may be absent because of illness, death in the family or other unforeseen circumstances. Whenever possible, medical and dental appointments should be made outside school hours or when school is not in session. Each student of Gwinn High School/Middle School is expected to be in school every day unless there is:

1. Illness
2. Death in the Family
3. Urgent need at home
4. Duly authorized school trip
5. Medical appointments - appointments during school hours are discouraged. They will be treated as an excused absence.
6. Out of town trip - advanced notice needed. Trips will be treated as an excused absence. Parents, please do not ask the administration to dismiss those absences pertaining to family trips and/or vacations. The request will be denied.

The student will be required to have a telephone call from a parent or guardian registered with the office. Please phone **346-4895** prior to **their return**.

Absences that will count against accumulated absences are Excused, Skip, Tardy, Unexcused, and suspension days. Absences that do not count against accumulated absences are Activity, Funeral, Medical, and Unusual Circumstances.

A student will be allowed twelve (12) absences per semester.

Three (3) tardies will equal one (1) absence. Tardies are counted only within the first 10 minutes of class; they are counted as an absence after ten minutes.

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Students who are Excused will have the privilege of making up class work missed. It will be the student's responsibility to get the assignments from the teachers. Students shall be allowed one class day plus the number of class days absent to complete this work. Assignments not completed and returned will be graded accordingly. Students who have unexcused absences will not have the opportunity to make up class work, tests, and homework for the days the unexcused absence(s) occurred. Missed class work and homework will be recorded as "0".

Students who miss an excessive amount of school will be dealt with as per policies. Truant students under the age of 16 years of age will be referred to Probate Court.

Exceeding the number of allowable absences/tardies in a class will result in **failure to earn credit** for that class for the semester in which the absence/tardies occur. Additionally, tardies will be assigned to students who require additional hall passes in excess of their allotted passes.

- 1) If a student fails to earn credit in a class, the student may regain the credit by re-taking and passing the course the following school year or semester.
- 2) Administration can exercise the option of allowing a student to make up hours in lieu of an attendance appeal.

CELL PHONE POLICY

Cell phones are not to be used during school hours (before 3:00 p.m.). Recognizing the fact that students may need their cell phones with them at school because of after school activities, work etc., cell phones will be permitted in the building ONLY if turned off and stored in your locker from the time you arrive at school until the end of the school day at 3:00.

CHEATING

Cheating is treated in a very serious manner. It includes such activities as: plagiarism, use or possession of cheat sheets, unauthorized removal of test materials, etc. Penalties for those caught cheating or attempting to cheat will range from: failure on an assignment or test, course failure, suspension or expulsion.

DANCE REGULATIONS

Rules governing dances at Gwinn High/Middle School

Visitor passes will be required for all individuals not attending Gwinn High School. These must be obtained during the school day and must be shown at the door.

1. No coats are to be worn or in possession of students in the dance.
2. Dances will end no later than midnight.

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3. Doors for admittance will be locked at 10:30 p.m. No one will be granted access after this time without authorization.
4. Students and guests must remain in the dance area. Once a student or guest leaves the building or dance area they will not be allowed to re-enter.
5. Persons possessing or under the influence of alcohol or other forms of illegal drugs will be turned over to the police. Parents will be notified and disciplinary action as specified by the student code will be enforced.
6. Use of tobacco products will be dealt with as per the student code.
7. Only Gwinn High School students may attend GHS dances and only Gwinn Middle School students and Wells Township students may attend GMS dances.

DISRUPTIONS TO THE EDUCATIONAL PROCESS

ELECTRONIC DEVICES AND TOYS: As per board policy 5136, a student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during the school hours and on a school vehicle (bus) the cell phone or other ECD remains off. ***The cell phone or ECD must be stored out of sight during the school day.*** Also, during school activities when directed by the administration or sponsor, cell phones and other ECDs shall be turned off and stored out of sight. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular phone or ECD. The student who possesses a cell phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing the theft, loss or damage to cell phones or ECDs brought onto its property. Radios, tape or compact disc players, MP3 players, Ipods, laser lights, magic cards, electronic games, yo-yos, skateboards, and roller blades are not allowed in the classroom. Toys and objects considered to be dangers are also not allowed in the building or lockers. The school is not responsible for lost or stolen objects, or for injuries that may happen due to use of on school grounds, Skateboarding on school property is also prohibited.

DRIVERS EDUCATION

Gwinn students must be in good standing in regards to attendance and academics to be selected for the program offered at Gwinn High School.

EMERGENCY SCHOOL CLOSING

Weather conditions or other unforeseen circumstances may force Gwinn High School to cancel school for the day, to dismiss

students early, or to begin the day later than the normal time. In any event, local media will be notified as early as possible.

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EXAMS

Exams must be taken to earn credit in a class, unless exempt. No early exams will be given unless there is a documented emergency and administrative approval is granted.

FOOD/BEVERAGES

Food and beverages are **NOT** to be taken into the classroom. Food is to be eaten only in designated areas. Food and beverages are not to be stored in locker other than for its daily intended purposes.

HIGH SCHOOL GRADUATION REQUIREMENTS

REQUIRED CREDITS FOR GRADUATION INCLUDE THE FOLLOWING:

(Seniors-21 Juniors-21, Sophomores-21, Freshman-21)

REQUIRED CREDITS FOR 9TH - 12TH GRADE STUDENTS INCLUDE THE FOLLOWING:

English-----4
Mathematics-----4
Science-----3
Social Studies-----3
Physical Education -----.5
Health-----.5
Computers-----1
Foreign Language, Fine or Performing Arts,
Vocational Education, Practical Arts, or any
combination thereof-----1
Electives-----4+

HIGH SCHOOL COURSES RECOMMENDED FOR COLLEGE

High school students entering 4-year universities in Michigan are required to have completed the following units:

Area of Study	Required/Recommended
English	4 years
Mathematics	4 years (Algebra 1, Geometry, Algebra 2, plus one other)
Social Studies	3 years
Natural Science	3 years (including 1 year of biological science and 1 year of Chemistry or Physics). At least 3 years of lab science strongly recommended.

Foreign Language Some universities/colleges require at least 2 years of the same foreign language.

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Other recommended units:

Foreign Language 3 years strongly recommended
Fine/Performing Arts 2 years strongly recommended

REQUIRED COURSES FOR GRADE 9

English 9, World Cultures, Mathematics, Science, Health, P.E.

REQUIRED COURSES FOR GRADE 10

English 10, American History, Mathematics, Science, Computers

REQUIRED COURSES FOR GRADE 11

English 11, Government/Economics, Mathematics, Science, Computers (if not taken in 10th grade)

REQUIRED COURSE FOR GRADE 12

English 12, American Government/Economic (if not taken in 11th grade), Mathematics, Science (if not taken in 11th grade), Computers (if not taken in 10th or 11th grade)

GWINN MIDDLE SCHOOL CREDIT SYSTEM

The credit system will be applied as follows:

1. All incoming eighth grade students will be required to earn five (5) total credits out of six (6) credits possible.
2. All incoming seventh grade students will be required to earn ten (10) total credits out of twelve (12) possible in seventh and eighth grade.
3. Students must earn five (5) credits before being considered an eighth grader, and ten (10) credits before being considered a true ninth (9) grader, and passed on to the high school.
4. Emphasis will be placed on retaining seventh graders and/or combining their eighth grade schedules with failed seventh grade required core classes and required eighth grade core classes. Students would then lose their choice of elective classes. Students may have the option of attending summer school to complete the requirements, allowing them to be promoted to the next grade level without penalty.

PROMOTION POLICY: In order for a student to be promoted to the next grade level, he or she must pass both marking periods in a semester with a 60% or better, or a marking period and the semester final exam with a 60% or better, in all four academic areas (Math, Science, English/Language Arts, and Social Studies). Students failing to meet these expectations will be identified as early in the year as possible, and every effort will be made to help them improve including:

1. Parent contact by letter and/or phone call
2. Conference with student, parent, teacher and/or principal
3. P.A.T.S. referral

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GUESTS

Guests are not permitted.

HALL PASSES

Any student who has reason to be in the school halls, restroom , or any other area of the school or grounds other than their assigned classroom, must have a valid hall pass.

HEALTH INFORMATION

MANAGEMENT OF AIDS/ARC, HIV

There are certain communicable diseases that may present potential serious health problems to those that come in contact with the disease and/or disease carrier. These are Hepatitis B carrier state and the HIV (Human Immuno Deficiency Virus) infection spectrum (ARC-AIDS Related Complex, AIDS-Acquired Immuno Deficiency Syndrome) and others that may be identified by the Marquette County Health Department.

Hepatitis B is transmitted by blood. Those identified as being a carrier of the Hepatitis B antigen should have behavior in line with school environment (i.e. do not bite). Any open wounds (especially those actively bleeding) and blood spills should be treated with appropriate precautions. Mouth to mouth sharing of items or mouth contact of an individual carrying the Hepatitis B antigen with others should be discouraged.

ILLNESS AND ACCIDENTS

If a student becomes ill or is injured at school, parents will be notified as soon as is possible. Parents must make arrangements for their child to be picked up and cared for, as the school is not equipped to care for ill students. No student will be permitted to attend or remain in school if they are acutely ill, and/or they have a fever (more than 100/0F), or diarrhea. Minor cuts and scratches are cleaned with soap and water and bandaged. Please make sure that the school has a phone number where the parent can be reached as well as emergency numbers listed on the emergency cards which are sent home at the beginning of each school year. If a student cannot take part in any normal part of the school day, a note from home will be necessary to have the child excused for the activity.

MEDICATION

Students are not permitted to be in possession of any medication, including those prescribed by a physician as well as non-prescribed

(over the counter), during school hours. *Medications that are required to be administered during school hours can be delivered by a parent/guardian to the Principal's office in its original container accompanied by the required written administration authorization form and a written prescription from the student's physician. Medications to be administered during school hours will be kept in the Principal's office

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and administered by school personnel. A student in possession of medications will be dealt with as a drug possession issue.

*Students may keep in their possession self-administered inhalers with the required authorization form on record in the Principal's office.

VISION SCREENING

Vision screening is conducted at the beginning of the school year for students by referral only.

HEARING SCREENING

Hearing screening is conducted at the beginning of the school year for students by referral only.

HOT LUNCH

Gwinn High School/Middle School serves nutritious meals and milk every school day. Students **must prepay** their meals and Ala Carte purchases at the Principal's Office. This can be done prior to first hour and during lunch time, Monday through Friday.

Applications for free meals and free milk or reduced price meals are available at the Principal's Office. Eligibility is based on total family size and income. In certain cases, foster children are also eligible.

During lunch, students are not permitted in any area of the school except the lunchroom and adjacent hall.

COMPUTER TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY

Access to computers and the Internet is available to all students and staff in the Gwinn Area Community School District. In our district, these resources are used to educate, inform, and communicate. As a learning resource, computers and the Internet are similar to books, magazines, video, CD-ROM, and other information sources. The school district's goal in providing these services to students and staff is to promote educational excellence in the Gwinn Area Community Schools by facilitating resource sharing, innovation and communication.

With access to computers and people from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Gwinn Area Community Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial

information. The educational information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals.

In an effort to ensure that the district's computer resources are used for their intended purposes, all students and staff are required to annually sign an acceptable use policy form. Students and staff are urged to carefully read the acceptable use policy. By signing this form

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students and staff agree to abide by the provisions set forth in this policy. Please Note: ***The use of district computers and the Internet is a privilege, not a right. Only those students and staff who have signed the acceptable use form shall be given the privilege of using these resources. Inappropriate use of district resources will result in cancellation of this privilege. The administration of Gwinn Area Community Schools reserves the right to deny, or revoke the access privileges of any user.***

TERMS AND CONDITIONS

Acceptable Use:

Use of the Internet must be in support of education and research in accordance with the educational objectives of the school district.

Unacceptable Use:

Intentionally violating the terms set forth in this policy.

Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy hardware, the data of another user, the Internet, or any other agencies or networks that are connected to the system. This includes the uploading or creation of computer viruses.

Network:

All computers, file servers, equipment and software used to provide shared access to system resources.

User Responsibilities

The use of a district account must be consistent with the educational objectives of the Gwinn Area Community School District. While exercising his/her privilege to use district computers and the Internet as an educational resource, the users shall also monitor and accept responsibility for all material received.

Users are:

- 1) responsible for keeping all pornographic material, inappropriate text files or files dangerous to the integrity of the network from entering the district's computers and report all violations.
- 2) not to use the network for wasteful or frivolous purposes such as downloading or playing games, downloading or playing music files, or Internet chat .
- 3) responsible for all activity and documents accessed through their user account.

- 4) responsible for using only district 3-mail accounts for communication. Personal E-mail accounts such as Hot Mail, Yahoo Mail and other commercial e-mail services are not to be used on district computers.

Users may not:

- 1) copy, change or transfer any software provided by the school faculty, or another student without permission from the originator.
- 2) copy copyrighted software owned by the Gwinn Area Community School District. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- 3) install personal software unless authorized to do so.
- 4) intentionally introduce a computer virus.
- 5) erase, modify, rename or make unusable anyone else's files or programs.
- 6) use another person's account to access the network.
- 7) deliberately use the computer to annoy or harass others.
- 8) intentionally damage the computer operating system or change system configurations.
- 9) misuse system resources, or allow others to misuse system resources.
- 10) tamper with equipment.
- 11) use the network for financial or commercial gain.
- 12) use the network for illegal activities.
- 13) Use or bring in pen drives.

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Misuses of Privileges and Consequences

Violation of the district's acceptable use policy will result in disciplinary action deemed appropriate. These disciplinary actions may include, but are not limited to: suspension of computer privileges, payment of damages, suspension from school, referral to authorities, or expulsion.

**PLEASE READ THIS DOCUMENT CAREFULLY
BEFORE SIGNING**

Computer and Internet access is available to the students and teachers of the Gwinn Area Community School District. These technologies allow communication and access to information locally and on a global scale.

With access to computers and people all over the world also comes the availability of material that may not be considered suitable in the context of a school setting. The Gwinn Area Community School District cannot prevent the possibility that users may discover controversial illegal information while searching the Internet. The Gwinn Area Community School

District believes that the value of the information and interaction of the Internet outweighs the possibility of inappropriate usage. Students and staff are encouraged to use these resources.

In an effort to ensure that the district's computer resources are used for their intended purposes, all students and staff are required to annually sign an acceptable use policy form. Students and staff are urged to carefully read the acceptable use policy. By signing this form students and staff agree to abide by the provisions set forth in this policy.

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*Access to the Internet through the Gwinn Area Community School's network requires compliance of the endorsed signatures to be applied to the form on the last page of this booklet.
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LEAVING EARLY

Students desiring early dismissal must have their parents notify the Attendance or Principal's Office by telephone or in writing in advance requesting such dismissal. A pass from the office will be issued to the student prior to the person leaving the school grounds. Individuals leaving prior to getting the pass will be considered truant.

LOCKERS

Lockers should be kept orderly and locked at all times when not in use. Students should not bring valuables or excessive amounts of cash to school. Lockers remain the property of Gwinn High School/Middle School and the contents of such locker may be examined or searched without notice at anytime upon administrative authorization based on reasonable concern. Personal locks may not be used. Students are to occupy only their assigned locker and may not switch or share lockers with other students. Locker combinations are issued to students and should be kept confidential. The school is not responsible for missing or stolen materials, cash, clothing, or other valuables

LOST AND FOUND

The Principal's Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check at the Principal's Office. If lost and found articles are not claimed within a reasonable amount of time (one month) they will be discarded.

Students are encouraged to keep their possessions close at hand or locked in a locker whenever possible. Students should also write their names on or otherwise identify and mark their personal possessions.

MONEY AND VALUABLES

Students should not bring unnecessary amounts of money or valuables to school. Lockers are NOT SAFE for housing items. Students are encouraged to keep this in mind as the school is not responsible for lost or stolen items nor will it be held liable. If it is necessary to bring money or an item of value to school, it is the student's responsibility to make prior arrangement with the office.

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MUSICAL INSTRUMENTS

The school is not responsible or liable for lost, stolen or damaged band instruments. It is the responsibility of the student to properly store and care for their instruments.

PROGRAMS ENCOURAGING RESPONSIBLE KIDS (P.E.R.K.)

P.E.R.K. trips may be scheduled throughout the school year for all students who meet eligibility requirements. Requirements are met within a specified timeframe and include but are not limited to: No office referrals, no tardies, no failing grades on progress report, and time made up toward absences.

STUDENT ASSISTANCE PROGRAM

The Gwinn Area Community Schools offer a Student Assistance Program for students with special needs. Students may initiate contact or be referred to this program as needed. Additional information is available from staff members upon request.

STUDENT DIRECTORY INFORMATION

All parents and guardians of students under eighteen years of age and all students eighteen years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and dates of the school district directly relating to the student. Student confidential information cannot be released without authorization from the student or parent. Complete guidelines regarding student records are available at the Guidance Office.

In compliance with the Family Educational Rights and Privacy Act, the educational records of students shall not be released to any individual, agency, organization without written parental consent, except for "directory information" and as otherwise provided by Board policy. Access to student records is available to parents, and school officials whom the Board of Education has determined have a legitimate educational interest. "Directory information" includes: the student's name, address, telephone number, date and place of birth, courses of study, participation in school activities, awards received, weights and heights of athletes, dates of attendance, most recent school attended, and any photograph taken of the student in school related activities.

Any parent, or student 18 years or older, may object within the first two weeks of this notification to the release of information identified as "directory information". A written objection must be filed with the principal of the school attended by the student.

TELEPHONE CALLS

Except in emergencies, students will not be interrupted while class is in session. Students will be notified of phone calls at the end of the period.

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TEXTBOOKS

All books will be issued by the classroom teacher. Students are responsible to maintain these books in good condition. To help minimize damage and prolong the life of the books, students should cover textbooks with paper or cloth covers. Malicious destruction, loss, and unwarranted damage will result in the student having to pay financial restitution. Failure to return books assigned to the student or failure to pay restitution may result in a student's schedule being held for the following year until all book fines are paid. Many teachers require the purchase of supplies.

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all federal and state statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of MSDS for all hazardous materials present on district property;
- D. design and implement a written communication program which:
 - 1) list hazardous materials present on district property;
 - 2) details the methods used to inform staff and students of the hazards;
 - 3) describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;

- E. conduct a training program for all district employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the district's plan for communication, labeling, etc.;
- F. ensure that any staff member who applies pesticides on district property meets the requirements established by the State and provides notification each year, prior to any

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application, to all parents and staff members:

- 1) that a pesticide is to be applied;
- 2) the type of pesticide and its potential side effects;
- 3) the location of the application; and
- 4) the date of the application.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA) and the Michigan Occupational Safety and Health Act (MIOSHA), the Board recognizes its responsibility to:

- A. inspect all district buildings for the existence of asbestos or asbestos containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and state laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the district is licensed pursuant to the Michigan Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The district may provide, however, legal representation and indemnification against civil liability with regard to claims or actions resulting from or arising out of negligence or alleged negligence of those persons responsible for inspecting, monitoring, removing, treating asbestos or material containing asbestos, or supervising these activities, provided the employee was performing the duties while in the course of his/her employment or while acting within the scope of his/her authority. The district reserves the right to deny representation and indemnification

in those circumstances wherein the employee's actions demonstrate gross negligence or willful and wanton misconduct.

WORK PERMITS

The Principal has been designated to issue work permits. Any minor who is 11 to 18 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978) is required to have a work permit on file before beginning work. A work permit is required until a student reaches 18 years of age. Work permits can be picked up at the Principal's Office.

STUDENT RIGHTS & RESPONSIBILITIES/CAUSE EFFECT DISCIPLINE CODE

PREAMBLE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Gwinn Area Community Schools, the Board of Education has adopted the following categories of unacceptable behavior along with disciplinary consequence when a student engages in such misconduct. These regulations apply to all school students for all activities of the Gwinn Area Community Schools. This list is not intended to be exhaustive, and includes, but is not limited to the following.

ALCOHOL/DRUGS

Section A

ALCOHOL/OTHER DRUGS - The manufacture, distribution, purchase, sale, conspiracy to sell or purchase, possession, use, or being under the influence of the following substances is prohibited.

1. Alcohol or an alcoholic beverage.
2. Illicit drugs.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and reproduction fluid for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain reliever, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.
5. Steroids, human growth hormones
6. Substances purported to be illegal, abusive or performance-enhancing "look-alike" drugs. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Various instruments and materials that are commonly known to be intended for use of, or preparation of illicit substances as defined above. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, the manufacture, distribution, sale, use or possession is prohibited.

The school official in charge will immediately remove from contact with other students anyone suspected to be under the influence of or in the

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possession of alcohol or illegal drugs and thereupon shall contact the parent or legal guardian. Referral to the Student Assistance Program will be made (refer to section of S.A.P.).

A. **First Offense** (use, purchase or possession) – one year suspension

- 1) Parent conference
- 2) Referred to authorities

Student can be reinstated after 90 school days upon completion of an approved assessment and rehabilitation program.

B. **Second Offense** – one year suspension – no early reinstatement

If a violation occurs after school hours, such as at a dance or an athletic event, the Principal may also deny student access for future dances or athletic events in addition to the penalties listed above. Taking into consideration the student's past record, the Principal will judge the length of this denial period.

Section B

OTHER DRUGS/SUPPLEMENTS – The manufacture, distribution, purchase, sale, conspiracy to sell or purchase, possession, use, or being under the influence of the following substances is prohibited.

1. Non-prescription drugs, over the counter medicines such as cold pills, allergy medicines, vitamins, muscle or strength building pills/mixes, non-prescription inhalers.

A. **First Offense** (use, purchase or possession) – up to 10 day suspension.

- 1) Parent conference

B. **Second Offense** – possible long-term suspension.

If a violation occurs after school hours, such as at a dance or an athletic event, the Principal may also deny student access for future dances or athletic events in addition to the penalties listed above. Taking into consideration the student's past record, the Principal will judge the length of this denial period.

NOTE: If it is determined that a violation of Section B was an attempt to become "under the influence" or to get "high" or to look like the user was attempting to get "high" then the consequences of that violation shall be as stated in Section A.

ARSON

The intentional setting of fire.

A. First Offense

- 1) Recommendation for expulsion

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ASSAULT

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal assault is defined as any willful threat to inflict injury upon another person, under such circumstances which create a reasonable fear of injury, coupled with an apparent ability to inflict injury.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.

A. Each Offense

- (1) Five to 10 days suspension – referral for long term suspension or expulsion.

BOMB THREAT

Verbal or written threat to place a bomb on school property or falsely reporting that a bomb has been placed on school property.

A. First Offense

- 1) Recommendation for expulsion

BULLYING/HARASSMENT

Providing a safe school environment for our students is of the utmost importance. Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments,

threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school

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may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, and hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,

- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

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- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

- A. First Offense – 3 Day suspension/detention
- B. Second Offense – 5 Day suspension
- C. Third Offense – 10 Day suspension - referral for long term suspension

BURGLARY

Entering restricted area with intent to steal.

- 1) Detention
- 2) Suspension
- 3) Payment of property damaged/destroyed

- 4) Referral to authorities
- 5) Expulsion

BUS REGULATIONS VIOLATION

See Transportation Handbook.

CELL PHONE CAUSE/EFFECT

Cell phones may not be out (visible) or in use from the start of the school day until after 3:00 p.m.

- A. **First Offense**
 - 1) A one day school suspension (or phone held one school day).
- B. **Second Offense**
 - 1) Three day suspension (or phone held three school days).

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- C. **Third Offense**
 - 1) Third and each additional offense, five day suspension (or phone held five school days).

CLOSED CAMPUS

Gwinn High School/Middle School is a closed campus school. Students are expected to remain in the building from the time they arrive until the time they are dismissed. Failure to comply will be considered an act of truancy.

CREATING FALSE EMERGENCIES

Pulling fire alarms or causing bomb threats which causes disruptions to school operation, endangers health or safety of our students.

- A. First Offense – Referred for long term suspension or expulsion.

DEBARMENT

A student may be excluded from a class by a teacher. Technically speaking, this is not a suspension, but a debarment. That is, the student is being barred from classroom attendance. This action by the teacher subject is to review by the Principal which will include consultation with the teacher.

DESTRUCTION/DEFACEMENT OF SCHOOL PROPERTY

The commission of or participation in such activities in school buildings, on school property or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

- A. **Possible**

- 1) Detention
- 2) Suspension
- 3) Payment of property damaged/destroyed
- 4) Referral to authorities
- 5) Expulsion

DISRUPTIVE CONDUCT

Conduct which materially and substantially interferes with the educational process is prohibited.

- A. First Offense** - one day suspension/detention
- B. Second Offense** – two day suspension/detention
- C. Third Offense and each additional** - three day suspension/detention/possible long term suspension.
 - 1) Parent conference
 - 2) Referral to Probate Court

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DRESS AND APPEARANCE

Students shall not wear clothing or accessories which interferes with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees. The intent of the Board of Education enacting a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, unsafe, or revealing is prohibited.

- A. Tank-tops, and "spaghetti string" shirts or tops are not permitted without a sleeved shirt either over or under it.
- B. All shirts and/or tops must be of length to cover the midriff area. They must also cover their back, chest and sides.
- C. For safety and health reasons, students are required to wear shoes or soled footwear.
- A. Clothing, patches, or buttons displaying alcohol and or drugs and tobacco, profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include but are not limited to description or representations of sexual acts, excretory functions, or nudity; and swear words, expletive, or offensive language or symbols.
- B. Students with hair or wearing apparel which constitutes a threat to health, substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
- C. Coats shall not be worn indoors .
- D. No article of clothing shall be spiked, i.e. neck collars, wrist-bands, etc.

- E. Headwear shall not be worn in the building. This includes hats, scarves, handkerchiefs, bandannas, etc.
- F. As a guideline, the length of shorts, skirts and dresses will be at or just above the knee.
- G. Pants or shorts must be pulled up to the waist and secured with a belt if unable to be held up on their own.

If a student violates the dress code, the student will be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel may arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

- A. **First Offense** - warning/one day suspension/detention
- B. **Second Offense** - one day suspension/detention
- C. **Third Offense and each additional** - three day suspension/detention

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DRIVING/PARKING OF VEHICLES VIOLATIONS

Driving and parking a vehicle on school grounds is a privilege granted to properly licensed students by Gwinn High/Middle School. Safety of student and others and the protection of property are foremost concerns of the school. Safe, legal, and careful operation of motor vehicles is required at all times. Students who operate vehicles in unsafe manner, with disregard for others and/or their property, in violation of any other applicable school rule or regulations face disciplinary and/or other action by school and/or civil authorities. Possible penalties include the loss of driving privileges for a length of time determined by the school administration, suspension or detention, referral to police agencies, towing of vehicle at owner's expense, ticketing, and civil actions by aggrieved parties. Street-legal automobiles, motorbikes, and motorcycles, and snowmobiles are the only motor-driven vehicles allowed on school property. Any vehicle on school property must be properly licensed, registered, and insured. Parking is allowed only in designated student areas. Informational and traffic signs and designations must be obeyed.

- A. **Possible**
 - 1) Loss of driving/parking privileges
 - 2) Suspension/detention
 - 3) Referral to authorities
 - 4) Ticketed or removal at owners expense

DRUGS – SEE ALCOHOL/DRUGS

EXTORTION, BLACKMAIL OR COERCION/ROBBERY

Obtaining money or property by intimidation, violence or threat of violence or forcing someone to do something against his will, force or threat of force.

- A. **Each Offense** – five to ten day suspension/detention, possible referral to Superintendent for long term suspension or expulsion.
 - 1) Parent conference
 - 2) Referral to authorities

FIGHTING OR PROVOKING A FIGHT

Fighting, provoking a fight, or any other action which contributes to physical violence or a violent situation.

- A. **Each Offense** – Minimum three day suspension, possible long term suspension.

FIREARMS, EXPLOSIVES AND OTHER WEAPONS

Students are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited

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to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students should immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student

may also be subject to disciplinary action, up to and including expulsion.

Possession of a weapon that does not meet the Michigan legal definition for expulsion will result in a 25 day suspension from school.

FORGERY

Misrepresentation - falsely using someone else's name or initials in either a written or verbal form. Includes falsifying passes and phone calls to excuse absences.

- A. **First Offense** - one day suspension/detention
- B. **Second Offense** - two day suspension/detention
- C. **Third Offense** - three day suspension/detention

FREEDOM TO PUBLISH

Libel, obscenities, or personal attacks are prohibited in all publications and other media such as videotapes and the internet. The display or distribution of materials which subject a student to discipline include but are not limited to materials determined as:

1. Causing a material and substantial interference to the educational environment;
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2. Obscene to minors or containing indecent or vulgar language;
3. Defamatory or libelous;
4. Invading the privacy of another person;
5. Offensive to a person's race, religion, ethnic origin or sex;
6. Encouraging illegal activity or violation of school rules.
 - A. **First Offense** - five day suspension/detention
 - B. **Second Offense** - seven day suspension/detention
 - C. **Third Offense** - ten day suspension/detention

INDECENCY

Acts, gestures, language, or possession of materials which violate generally recognized standards.

- A. **First Offense** - three day suspension/detention
- B. **Second Offense** - five day suspension/detention
- C. **Third Offense** - seven day suspension/detention

INSUBORDINATION

Refusal to follow reasonable directions by teachers or school personnel or acts of disrespect.

- A. **First Offense** - warning/one day suspension/detention
- B. **Second Offense** - one day suspension/detention
- C. **Third Offense and each additional** - three day suspension/detention
 - 1) Parent conference

INTERFERENCE WITH/INTIMIDATION OF SCHOOL AUTHORITIES

Interfering with administrators, teachers, and staff by vulgar language, swearing or intimidation. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

- A. First Offense** - Five day suspension/detention
 - 1) Parent conference
 - 2) Possible Long Term Suspension
 - 3) May be referred to Legal Authorities
- B. Second Offense** - seven day suspension/detention
 - 1) Parent conference
 - 2) Possible Long Term Suspension
 - 3) Referral to Legal Authorities
- C. Third Offense** - ten day suspension/detention
 - 1) Parent conference
 - 2) Possible Long term suspension or Expulsion
 - 3) Referral to Legal Authorities

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LARCENY/THEFT

Stealing of school, staff or student property, also receiving or concealing stolen property.

- A. Possible**
 - 1) Referral to authorities
 - 2) Detention/Suspension
 - 3) Payment/Reimbursement

LOITERING - HALLS OR GROUNDS

Includes after hours, weekends or vacations.

- 1) Referral to authorities
- 2) Detention/Suspension

Students must leave the building at the end of the school day unless they have permission to stay late.

OBSCENITIES/RACIAL SLURS (HARASSMENT)

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment).

Use of profanity or derogatory comments about a person's race, religion, national origin, sex or sexual orientation - verbal or written **which is not directed in response to or towards administration, staff and students:**

- A. **First Offense** - Warning
- B. **Second Offense** – One day suspension/detention
- C. **Third Offense** - Five day suspension

Use of profanity or derogatory comments about a person's race, religion, national origin, sex or sexual orientation – verbal or written which **is directed in response to or towards administration, staff and students:**

- A. **First Offense** – Three day suspension/detention
- B. **Second Offense and each additional** – Five day suspension/detention

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- 1) Parent Conference
- 2) Referral to authorities
- 3) Possible Long Term Suspension or Expulsion

OFF CAMPUS EVENTS

Students at school sponsored off campus events shall be governed by district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials may result in loss of eligibility to attend school sponsored off campus events and/or other disciplinary action.

PUBLIC DISPLAY OF AFFECTION IN SCHOOL BUILDING OR GROUNDS

Kissing, fondling, groping, prolonged hugging, etc.

- A. **First Offense** – warning – parent contact
- B. **Second Offense** - one day suspension/detention
 - 1) Parent conference
- C. **Third Offense and each additional** - two day suspension/detention
 - 1) Parent conference

REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school sponsored events or on the school bus (including bus stops). Failure to identify oneself or giving false identification will result in disciplinary action.

- A. **First Offense** - warning - one day suspension/detention
- B. **Second Offense** - two day suspension/detention
- C. **Third Offense** - three day suspension/detention

REPEATED OFFENSES

Discipline reports that do not result in immediate suspension/detention.

- A. Five discipline reports on file - 5 day suspension/detention
- B. Seven discipline reports on file - 10 day suspension/detention
 - 1) Parent Conference

- C. Ten discipline reports on file - 10 day suspension/detention
 - 1) Parent Conference
 - 2) Expulsion proceedings will/may be instituted

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities

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may search a student, student lockers and desks or student automobile upon reasonable cause and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizure as provided in this policy will be considered grounds for disciplinary action. A student's person and or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. In addition, the student will face school-imposed penalties as applicable.

SEXUAL HARASSMENT

Sexual harassment of students is unlawful under both Michigan and Federal law and is contrary to the commitment of this district to provide an effective learning environment. The district will not tolerate sexually harassing behavior, false reports of sexual harassment or retaliation against persons reporting allegations of sex harassment or cooperation in the investigation of such complaints. The district does not discriminate on the basis of sex in the educational programs or activities which it operates, and is required by Title IX of the Education Amendments of 1972 and implementing regulations (as well as other applicable status) not to discriminate in such manner.

"Sexual Harassment" is prohibited and is defined as:

- A. Unwelcome sexual advance; or

- B. Requests for sexual favors; or
- C. Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature when:
 - 1) Such conduct or communication has the purpose of effect of subsequently interfering with the student's education or creating an intimidating, hostile or offensive educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against persons who violate this policy.

***Discipline** imposed upon students for violations of this policy may include long term suspension or expulsion, depending upon the nature and severity of the offense.

(SEE BULLYING/HARASSMENT)

SKIPPING/TRUANCY

Skipping is being absent from class/school without permission. This includes violating the closed campus policy, leaving class early, and leaving without a pass.

- A. **First Offense** - Saturday detention or one day suspension
- B. **Second Offense** - Saturday detention or two days suspension
- C. **Third Offense** -Two Saturday detentions or three day suspension
- D. **Fourth Offense and each additional offense** - Five day suspension
 - 1) Parent Conference
 - 2) Probate Court
 - 3) Expulsion

SMOKING/TOBACCO

Act No. 314 of 1988 ("Youth Tobacco Act") makes it unlawful for persons under age 18 to possess, buy, or use any type of tobacco product. Smoking by student or the possession of smoking materials and other forms of tobacco is not permitted on school property, including motor vehicles.

- A. **First Offense** - three day suspension/detention
- B. **Second Offense** - five day suspension/detention
- C. **Third Offense** - seven day suspension/detention

SUSPENSION

When a student is suspended they are barred from school property until the time their suspension is completed. This includes all after school functions either as a spectator or participant.

For the purpose of make-up work only, it will be treated as an excused absence.

TARDINESS

Tardy is defined as: not being physically present in the classroom after the bell signals the beginning of Class. Tardies are counted only within the first 10 minutes of class; they are counted as an absence thereafter.

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- A. Three tardies in a class will equal one absence.
- B. Six tardies will result in a Saturday detention.

THEFT

See larceny.

THREATS TO STAFF MEMBERS

First Offense – Referred to Superintendent for long term suspension or expulsion.

TRESPASS

Being present in an unauthorized place or refusing to leave when ordered to do so.

Minimum: Warning. Possible referral to police.

Maximum: Referral to police/suspension

TRUANCY

Gross absenteeism and "skipping". Violating closed campus policy

- A. First offense - One day suspension/detention-**NO WARNING**
- B. Second offense - 1 day suspension/detention
- C. Third offense - 3 day suspension/detention

VANDALISM

See destruction/defacement of school property.

WEAPONS

See Firearms or Other Weapons.

ATHLETIC TRAINING RULES

Athletic Training Policies are available in the Athletic Director's Office. They are distributed by coaches before the beginning of each sports season. Any questions, see the Athletic Director or the head coach of each chosen sport.

DUE PROCESS

PROCEDURAL RULES AND REGULATIONS FOR THE SCHOOL COMMUNITY

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the Gwinn Area Community Schools.

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- A. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or legal guardian indicate the desire for one. A hearing shall be held to allow the student and his/her parent or legal guardian (if they indicate the desire to have one) to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or legal guardian allege prejudice or unfairness.

SUSPENSIONS AND EXPULSION PROCEDURES

A student may be suspended for a maximum of ten (10) days by the Principal as authorized by the Board of Education for violation of school rules. The student shall be provided with an interview with the person affecting the suspension. At this time, he/she shall be informed of the reason for the suspension. Parents will be notified in writing and/or by telephone. The administrator issuing the suspension may consider extenuating circumstances and/or unusual situations when determining the length of a suspension and adjust the number of days called for or other actions called for in the "Cause-Effect Disciplinary Code" when it is in the best interest of the student and/or school community. Further, the cause-effect situations listed in the disciplinary

code, while thorough, are not intended to be exclusive and all-encompassing. Situations and actions may arise that are not outlined in the code. At such times, building administrators retain the authority to discipline and suspend students as warranted, using guidelines such as reasonableness, appropriateness, fairness, seriousness and consistency.

In cases of continued or severe misconduct in which the Principal refers the student to the Superintendent for long term suspension or expulsion, the short term suspension shall remain in effect until the Superintendent holds a disciplinary hearing on the referral. The disciplinary hearing shall include the student and parents if at all possible. The Superintendent, in accordance with the Revised School Code **MCL 380.1311; MSA 15.41311** and as authorized by the Board of Education, may authorize long term suspensions (more than ten days). The Board of Education shall retain the right to expel students (permanent, more than 180 days). All recommendations for expulsion shall be handled by the Board of Education at a Special Board Meeting.

In all cases in which a student under the age of 16 is to be recommended for expulsion, his case will be referred to Probate Court.

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TITLE IX COMPLIANCE

On July 21, 1975, President Ford signed Title IX of the Education Amendments of 1972. The opening statement reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the education program or activity receiving Federal financial assistance..."

SPECIFICS FOR COMPLIANCE

- A. No person shall, on the basis of sex, be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any academic, extra-curricular, research occupational training or any other educational program or activity operated by a recipient...(Re:86.31).
- B. All educational agencies or activities receiving federal funds must comply with the employment provisions of Title IX regulations which include but not limited to recruitment, pre-employment inquires, employment procedures, assignments, salaries, fringe benefits, and "...any other term condition or privilege of employment."
- C. Equal opportunity for members of both sexes must be provided interscholastic, inter-collegiate, club or intramural athletics operated or sponsored by a recipient. (Re:86.41)
- D. No person shall, on the basis of sex, be denied admission or be subject to discrimination in admission by any recipient subject to the admissions provisions of Title IX. (Re:86.21)

GRIEVANCE PROCEDURE OF TITLE IX

Any individual who feels that he/she has been the victim of sex discrimination may bring their complaint to the attention of the district coordinator, Superintendent's Office. If the individual has not received a satisfactory explanation or action, they may then bring their complaint to the attention of the school district for further action.

If a satisfactory solution is not reached at this level, the individual may then bring it to the attention of the full Board of Education for final action.

CO-ORDINATOR OF COMPLIANCE EFFORTS:

Gwinn Area Community Schools

Superintendent's Office

Phone: (906)346-9283

or

Director

Office of Civil Rights

Department of Health, Education, Welfare

Washington, DC 20201

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NEW POLICY

Distribution of Materials/Flyers

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

No individual representing an outside organization or staff member or student representing an outside organization or staff member or student on their own behalf, may distribute or post literature/flyers/materials on District property either during or after school hours without the permission and prior review of the Superintendent.

If materials are approved for distribution, the materials/flyer will be posted and made available at a location, as designated by the Principal that is available to all students and staff. Materials/flyers will not be distributed to individual students/staff at any time. Materials/flyers that are made available for distribution will be removed after a two week period.

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**INTERNET USE AGREEMENT
AND
PARENT AND STUDENT ACKNOWLEDGEMENT
Of NOTIFICATION OF RULES**

I understand and will abide by the Acceptable Use Policy. I further understand that if I violate any of the regulations mentioned, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

STUDENT NAME _____

As the parent or guardian of this student, I have read and understand the Acceptable Use Policy. I understand that use of district computers and Internet is designed for educational purposes and that student activity may be monitored. However, I also recognize that it is impossible for the Gwinn Area Community Schools to restrict access to all inappropriate materials and I will not hold them responsible for materials accessed on the network. I

indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may consult with another physician. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then existing circumstances and to assume the expenses of such care.

Local Physician's Name _____ Phone _____

Please describe any medical information that would relate to the safety and well-being of your child at school, including medication taken regularly.

This information would be shared with appropriate school personnel who require this information to meet your child's needs.

Date: _____

Signature of Parent/Guardian: _____

Previous contact information will remain in effect unless otherwise instructed by parent/guardian.

FIELD TRIP/P.E.R.K. TRIP PERMISSION FORM

Dear Families:

Throughout the school year students will be able to attend field trips and **P.E.R.K.** trips (Programs Encouraging Responsible Kids) which will be off school grounds. All trips will involve school busing, and you will be informed of the dates, times, and cost. Rather than sending home individual permission forms for each trip, please fill out the form below and return it with your handbook signature page, emergency information and Acceptable Use Policy page. This will enable your child to attend all events if he/she is eligible.

If you have any questions or concerns, please feel free to call me at the school at any time.

Kim VanDrese, Principal

I give my child _____ permission to attend any and all field trip/P.E.R.K. trips in which he/she is eligible. I understand that the trip will be off school grounds and will include school

transportation. My child has permission to ride the school bus and will follow all school rules while in attendance.

Parent/Guardian Signature

Date

**GWINN MIDDLE and HIGH SCHOOL
MISSING ASSIGNMENT POLICY**

Dear Families,
The staff at Gwinn Middle and High School requires that every student complete every single assignment in his/her classes. If students do not complete assignments, it becomes very difficult for us to evaluate whether they understand the material and can move on to more challenging assignments, or if they need reteaching in order to gain mastery. It is for those reasons that we have a Missing Assignment Policy and Homework Lab every day after school until 5:00.

The Missing Assignment Policy is as follows:

- 1. Student comes to class and does not have the assignment completed on the day it is due. This is considered a missing assignment.**
- 2. The teacher will call the parent that day, letting them know that their child has missed an assignment. The teacher will also suggest to the parents that their child attend Homework Lab to get**

assistance with their assignments. The student then has 24 hours to complete the assignment and hand it in for 50%.

- 3. If the student hands the missing assignment in the following day, he/she will receive 50% of the grade, whether he/she has attended Homework Lab or not.**
- 4. If the student does NOT hand in the assignment the following day, the student will receive a ZERO, with no option to complete the assignment, and the student risks failing the class.**

In the past we have REQUIRED students to attend Homework Lab if they had missing assignments, but this practice led to Homework Lab feeling punitive rather than a positive place for students to complete their work and get valuable assistance from a teacher after school. It is our hope that this change helps Homework Lab attendance, and it becomes an extension of the school day in a most positive way. Students may attend Homework Lab any day after school until 5:00 to catch up on homework, use the computer lab, receive tutoring, and it also provides a safe place where student athletes can wait until their practice time or game time.

This puts the responsibility back on the student to complete his/her class work on time, but also give parents notice that their child missed an assignment and could possibly fail the class should it continue. We appreciate your support in your child's education, and as always, if you have any questions or concerns, please feel free to contact us any time! Please complete the form below and have your child return it with their other handbook forms. THANK YOU!

We, the parents of _____, have read and understand the Missing Assignment Policy. We know that we will be contacted should our child miss an assignment, and that the teacher will suggest he/she attend Homework Lab. If our child's assignment is handed in one day late, he/she will receive 50%. If it is not handed in at all, he/she receives a ZERO and risks failing. Homework Lab is an option for my child to get additional assistance at the end of day, but will not be used as a punishment for missing assignments.

Parent Signature

Date

**FIRST BELL FOR BOTH BUILDINGS:
7:55 A.M.**

GWINN MIDDLE SCHOOL

BELL SCHEDULE

	1 st Hour	8:00 - 8:58
	2 nd Hour	9:03 -
10:01		
	3 rd Hour	10:06 -
11:04		
	LUNCH	11:04 - 11:34
	4 th Hour	11:39 -
12:37		
	5 TH Hour	12:42 -
1:40		

2:59
6th Hour 1:45 - 2:40
Towner Time 2:44 -

GWINN HIGH SCHOOL

BELL SCHEDULE

10:01
11:04
12:07
1:40

1st Hour 8:00 - 8:58
2nd Hour 9:03 -
3rd Hour 10:06 -
4th Hour 11:09 -
LUNCH 12:07 - 12:37
5th Hour 12:42 -
6th Hour 1:45 - 2:40
Futures 2:44 - 2:59