Grand Ledge Public Schools
A Community Committed to Excellence

GRAND LEDGE HIGH SCHOOL STUDENT HANDBOOK

2020-2021

Board of Education Approved, September 14, 2020

GRAND LEDGE PUBLIC SCHOOLS
STUDENT-PARENT GUARDIANS STUDENT HANDBOOK SIGN-OFF

We want all our students to be successful in our school!

This administrative regulations handbook will be useful for reference throughout the school year. We believe it is important that we have a clear focus about our district's and building's mission!

Reading this administrative regulations handbook is important in order to have a clear understanding of the rights, responsibilities, and regulations connected to being a student in Grand Ledge Public Schools.

After reading this handbook, please fill in the information below to acknowledge you have received/read over the student handbook and to inform us of other assistance that you need. Have your child bring this signed document to the school office by **September 30, 2020,** Thank you.

1. **As parent/guardian of a Grand Ledge Student, I hereby acknowledge the receipt of the student handbook.**

_____
Student's name (please print)

_____	_____	_____
Signature of Student	**Student Grade**	**Date**
_____	_____	_____
Signature of Parent	**Phone**	**Date**

2. **Other information that you would like to know about school activities: (List below)**

_____

_____

_____

3. **How can you help by volunteering your services at your student's school, when needed? (List below)**

_____

_____

_____

NOTICE OF NONDISCRIMINATION

It is the policy of the Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Inquiries related to discrimination on the basis of disability should be directed to:

Executive Director of Special Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson
Grand Ledge, MI 48837
517-925-5410

Direct all other inquiries related to discrimination to

Assistant Superintendent for Human Resources and Operations
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
517-925-5406

*See Appendix F and Appendix G for further Civil Rights information.

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WELCOME TO THE GRAND LEDGE PUBLIC SCHOOLS

We want each student to experience success in our schools. Our students and parents/guardians are expected to read this handbook to be aware of the rights, regulations and responsibilities of being a student at your school. This student handbook is your copy to reference throughout the school year.

GRAND LEDGE BOARD OF EDUCATION
COMMITMENT TO EXCELLENCE

GRAND LEDGE PUBLIC SCHOOLS VISION STATEMENT

Grand Ledge Schools, through the effort of students, teachers, staff, administrators, parents, and the community, shall be among the best in the nation, as measured by distinguished student achievement and exemplary delivery of quality educational programs.

GRAND LEDGE PUBLIC SCHOOLS MISSION STATEMENT

Grand Ledge Schools shall provide diverse educational and enrichment opportunities of exemplary quality to help students perform at the highest level of their abilities such that they become life-long learners and productive contributors to their community.

DISTRICT INSTRUCTIONAL VISION

Grand Ledge Schools shall achieve successful results for all students in all classrooms promoting literacy, critical learning skills, developing personal talents, and encouraging respect and responsibility.

BOARD OF EDUCATION

Denise DuFort ..... President
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The Grand Ledge School District is an equal opportunity employer and does not discriminate in its educational policies or practices on the basis of age, religion, race, color, national origin, gender/sex, or handicap of any individual.

Grand Ledge Public Schools
2020-2021 Student Calendar

September 3, 2020	**Open Houses**
	Kindergarten (4:00 - 6:00 PM)
	Elementary (5:00 - 7:00 PM)
	NO Open Houses for 7-12
September 4 - 7, 2020	Labor Day Weekend
September 8, 2020	**Students Begin School - 1/2 Day**
October 7, 2020	**STUDENT COUNT DAY**
October 13, 2020	High School Conferences (4:30 - 7:30 PM)
October 15, 2020	High School Conferences (4:30 - 7:30 PM)
October 16, 2020	**½ Day for Students**
November 20, 2020	**½ Day for Students**
	End First Trimester (K-8)
November 23-27, 2020	**No Students - Thanksgiving Break**
November 30, 2020	Classes Resume
	Begin Second Trimester (K-8)
December 1, 2020	Middle School Conferences (4:00- 7:00PM)
	Kdg & Elementary Conferences (5:00 - 8:00 PM)
December 2, 2020	Kindergarten Conferences (5:00 - 8:00 PM)
December 3, 2020	Middle School Conferences (4:00 - 7:00 PM)
	Elementary Conferences (5:00 - 8:00 PM)
December 4, 2020	**1/2 Day for Students**
	Kdg, Elem & Middle School Afternoon Conferences - After Lunch 3 hrs.
	End First Trimester (9-12)
December 7, 2021	**Begin Second Trimester (9-12)**
December 21, 2020 - January 1, 2021	**No Students** - Winter Break
January 4, 2021	Classes resume
January 18, 2021	**No Students** - MLK Day
January 26, 2021	High School Conferences (4:30 - 7:30 PM)
January 28, 2021	High School Conferences (4:30 - 7:30 PM)
January 29, 2021	**1/2 Day for Students**
February 10, 2021	**STUDENT COUNT DAY**
February 15, 2021	**No Students** - Presidents' Day
March 12, 2021	**½ Day for Students**
	End Second Trimester (K-8)
March 15, 2021	**Begin Third Trimester (K-8)**
March 16, 2021	Middle School Conferences (4:00- 7:00PM)
	Kdg & Elementary Conferences (5:00 - 8:00 PM)
March 17, 2021	Middle School Conferences (4:00 - 7:00 PM)
	Elementary Conferences (5:00 - 8:00 PM)
March 18, 2021	Kindergarten Conferences (5:00 - 8:00 PM)
March 19, 2021	**1/2 Day for Students**
	Kdg, Elem & Middle School Afternoon Conferences - After Lunch 3 hrs.
	End Second Trimester (9-12)
March 22, 2021	**Begin Third Trimester (9-12)**
March 26 - April 2, 2021	**No Students** - Spring Break
April 5, 2021	Classes Resume
May 4, 2021	High School Conferences (4:30 - 7:30 PM)
May 6, 2021	High School Conferences (4:30 - 7:30 PM)
May 28, 2021	**Last Day of School for Class of 2021**
May 31, 2021	**No Students** - Memorial Day
June 11, 2021	**GLHS Class of 2021 Graduation @ MSU Breslin Center (7:00 PM)**
June 18, 2021	**½ Day for Students / Last Student Day**
	End Third Trimester (K-12)

Revised: May 8, 2020

ACADEMIC SERVICES

Remote Learning Plan for the 2020-2021 School Year

Because of the COVID 19 pandemic, Grand Ledge Public Schools will begin the year in remote learning mode, and will transition to in person instruction according to its posted, approved plan. Based on this reality, it is important to note the following:

1. All traditional seated courses may also be held virtually. All students in grades 7-12 must have an updated EDP. All virtual courses have two-way communication requirements and students must respond to teacher initiated communications.
2. The handbook and code of conduct apply, when appropriate, in remote learning circumstances as well as in person.
3. Virtual learning is a method of receiving academic instruction in courses in which the pupil is registered and the courses are taken through a digital learning environment. Virtual learning may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location, and pace of their education. Virtual learning includes, but is not limited to, online learning and computer-based learning, where the delivery of instruction may incorporate a combination of software, technology, and the Internet. In the GLPS return to school plan, students are enrolled in offsite, digital learning that meets these definitions.
    - Students will engage in virtual coursework while Grand Ledge Public Schools remains in an offsite learning mode.
    - Students/Parents may request a device or a plan for internet access when/if they need assistance in these areas.
    - Weekly two-way communication is a requirement, so parents and/or students must communicate with the student's teacher at least twice a week.
4. Attendance will be taken throughout the week, based on completion of pre-identified tasks, and will be recorded as a P for Participating or and NP for Not Participating.

Academic Student Standards

Goal 4.1 of the Strategic Plan states that Grand Ledge Public Schools shall provide its students with a versatile, flexible and safe learning environment that enables individuals to develop their talents and become:

- A self directed learner
- A collaborative worker
- A quality producer
- A community contributor

Advanced Placement Courses (A.P)

Grand Ledge offers several Advanced Placement (A.P.) courses for students. Each A.P. course is three trimesters in length and is graded on a 5.0 scale. Students wishing to take A.P. courses should consult the their guidance counselor for details.

Awards

Grand Ledge High School will use a formula for selecting students for top academic honors. This formula uses a point system that consists of the student's Grade Point Average (GPA) and SAT score. (Example: GPA 4.0 x 250 = 1000 points + SAT score of 1600 x 2 = 3200 points for a total of 4200 points). This process is an extremely valid indicator of a student's academic success. If the State of Michigan changes to a new state approved formula, Grand Ledge High School will change to that formula as well. A rank in class will still be calculated for college enrollment purposes only.

Speakers at graduation will be chosen from the Magna Cum Laude and above grade (3.7 or above). The senior students with a 3.7 or higher GPA will be contacted and asked to nominate 4 students from the group to speak at graduation. Based on the results of the student nominations, a group of teachers will interview the top choices and select at least a minimum of 4 student speakers. It is already understood that by tradition, the class president will speak as well.

Senior Scholars

Grand Ledge High School will honor and celebrate high academic achievement at the graduation ceremony. Students who maintain an honor graduate status of a 3.7 or high GPA are eligible for the Top 25 Senior Scholars Award. At the end of the second trimester of their senior year, student with honor graduate status will have their GPA and SAT scores calculated into the Top 25 list. These students will be individually honored at the graduation ceremony. As in all other GPA calculations, there will be no round of GPA or points. The following honors will be recognized at graduation:

- Senior Scholars – SAT + GPA Top 25
- Summa Cum Laude – GPA 3.9 and up
- Magna Cum Laud – GPA 3.7 up to 3.9
- Cum Laude – GPA 3.5 up to 3.7
- Honor Roll – GPA 3.0 – 3.5

Dual Enrollment – High School – State Mandate

Effective April 1, 2006, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This laws directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

- Students may dually enroll in an eligible college course after passing the Michigan Merit Exam.
- Twelfth graders not passing 1 of the tests in the 4 core areas may enroll in college courses dealing with a subject area for which he/she passed.
- Only those courses that are NOT available at the high school may be taken for dual enrollment credit. The following courses are not eligible for dual enrollment credit: hobby craft, recreational, physical education, theology, divinity or religious education courses.
- The district shall provide tuition and all course related fees for a dually enrolled student. The amount is equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible students attend the eligible institution for enrollment in the course.
- Students who fail or do not complete a course can be required to pay back all costs of the course.
- Student will assume responsibility for transportation and school districts will not be subject to any liabilities associated with their transportation.
- Students cannot enroll in a college course under dual enrollment if the district offers the equivalent Advanced Placement Course.
- Summer college courses are excluded from dual enrollment unless 50% or more of the class takes place during the academic school year calendar.

Enrollment

Any student who has failed 2 or more classes in the fall, winter or spring trimester will have schedule changes aimed at providing students with the best opportunity to meet graduation requirements within 4 years of entering high school.

Field Trips

Field trips offer our students an opportunity to examine and experience how learning is connected to the world outside the classroom. Field trip experiences are directly connected to grade level curriculum, building school improvement activities and the development of citizenship and social skills. Students representing Grand Ledge Public Schools on field tips will leave a positive impression on the visit. Inappropriate behavior will not be tolerated on field trips. Unacceptable in-school behavior may prevent the student from attending field trips. Permission slips are sent to parents for their signature. The slip will explain the purpose, location and cost of the field trip. Students who have not returned their signed permission slips will not be allowed to attend field trips.

Graduation Requirements – High School

A student must earn a minimum of 57credits and meet all Michigan Merit Curriculum credits to receive a diploma and participate in graduation exercises. In addition, transfer students must earn a minimum of 15 credits of the required 57 credits while in attendance at Grand Ledge High School to be granted a Grand Ledge High School diploma. See the Grand Ledge Curriculum Guide for complete details regarding the specific courses that meet the graduation requirements.

Grand Ledge High School determines all senior class member honors (Top 25 Scholars, Senior Scholars, etc.) at the conclusion of the first trimester of senior year. Any transfer students must earn 5 Grand Ledge High School credits by the end of the first trimester of their senior year to be eligible for any honors. A student with disabilities, as defined by Public Act 198, will be awarded a diploma upon successful completion of his/her required classes pursuant to the student's Individualized Education Plan.

MME Requirements for Graduation – Students must complete either the Michigan Merit Exam or MI-ACCESS tests when scheduled by the school district, during the eleventh grade. Students who do not initially qualify for a diploma endorsement in all areas tested, may retake those portions of the test during their senior year. Participation in the State of Michigan Assessment program is a requirement for graduation from Grand Ledge High School.

GRAND LEDGE HIGH SCHOOL
and
*MICHIGAN MERIT CURRICULUM (MMC)
GRADUATION REQUIREMENTS

*English/Language Arts.....8 credits
English 9-A&B, English 10-A&B, English 11-A&B or American Studies, English 12-A&B or British Literature-A&B

*Math.....8 credits
Algebra 1A & 1B, Geometry-A&B, Algebra 2A, 2B and 2C, and a Requirement of Earning 2 Trimesters of Math in Senior Year

*Science .....6 credits
Biology-A&B, Physics-A&B OR Chemistry-A&B

*Social Studies .....6 credits
World History-A&B, Basic Economics, or both Marketing 1A & 1B, Civics and U.S. History A&B, or A.P. U.S. History

*Foreign Language .....4 credits
2 credits of Spanish or 2 credits of French or 2 credits German

*Personal Health & Wellness 2 credit
Personal Health and Wellness (PHW) - Physical Education and PHW - Health

*Visual, Performing, and Practical Arts .....2 credit
Numerous elective options

Electives .....24 credits

** Beginning with the class of 2016 students will be required to complete two years of a foreign Language.

In addition to these requirements, those students planning to attend a 4-year college are strongly encouraged to take Foreign Language, Computers and Fine Arts. Students should consult the website of their college of choice for further details.

Limited opportunities to make up lost credits are available. Talk with your counselor for information. Make-up credit options may vary from year to year.

Additionally, each student must complete an online requirement equivalent to 20 hours of online coursework. Along with these requirements, those students planning to attend a 4-year college are strongly encouraged to take Foreign Language, Computers and Fine Arts. Students should consult the website of their college of choice for further details.

Graduation Requirements– Other Options – GLHS Vocational Diploma

A vocational diploma may be earned through Grand Ledge High School. The vocational diploma is an opportunity for students who are identified as being off course to graduate with their class to complete high school with an individual focus on their personal career goals. Students identified for the Vocational Diploma program will be required to meet all of the Michigan Merit Curriculum (MMC) requirements as well as an individualized vocational component.

Homework / Assignments and Books

School and homework assignments are the responsibilities of the student and teacher. If a student is absent from school or has missed a class for any reason, the student is responsible to contact teachers regarding work missed. All work missed must be made up according to building procedures. Parent requests for homework will require a 24-hour notice to the Attendance Office. Homework assignments will be available for pick up the next day at the end of the school day. The student's responsibilities with each teacher are to:

- Accept full responsibility for completing homework.
- Complete homework assignments on time.
- Ask for clarification of homework assignments.
- Request help and make arrangements for assistance with homework assignments.
- Arrange for making up missed homework assignments.
- Manage time to ensure that homework receive the priority it deserves.
- Have all material and resources together for timely homework completion.

Home School Credit / Re-Entry

Students who do not have an institution transcript are referred to a Homeschool Evaluator who makes a recommendation. For any Michigan Merit Curriculum credit, the student must take and pass the final exam in order to receive credit.

Making Up Lost Credit

Listed below are options available to make up lost credit:

Summer School

Summer school is offered each year through Grand Ledge Alternative Education for students who need to make up credit in order to graduate on time or those who have failed a required class. Applications will be available in the Guidance Office in May.

Correspondence School

Students who need to make up credit may also do so by signing up for a correspondence course through their guidance counselor. Correspondence courses allow a student to complete lessons and take tests at home. A student may only enroll for a limited number of elective credits through the American Schools and cannot take a course that will apply toward Michigan Merit Curriculum required English, math, science or social studies credits.

Online Learning

Students needing to recover credits or expand their learning in subjects not typically offered at GLHS may take courses through on-line opportunities such as Michigan Virtual Schools (MIVS) and E20/20. Students interested in taking classes through on-line learning should consult their high school counselor.

National Testing Dates

Students should be aware of athletic tournament dates and should attempt to schedule their respective test date away from tournament dates of the sport or sports in which they are interested and participate. Test dates will be announced as they become available.

Reproductive Education – State Mandate

The Grand Ledge Board of Education has established a program of instruction in reproductive health / sex education. Reproductive health education is offered in the following classes / courses, but not limited to fifth grade, Science (grades 7, 10 & 12), Life Skills (grades 6, 7 & 8), Family and Consumer Science (grades 9 – 12), Health (grades 10 – 12) and Personal Health and Wellness (grade 9). This instruction includes the teaching of abstinence as a responsible method of preventing unwanted pregnancy and sexually transmitted infections (HIV / STI's). Abstinence is also taught as a positive lifestyle for unmarried young people. As a component of the program, instruction in matters relating to family planning, which include birth control, may be taught. According to law (P.A. 22 of 1977), each parent has the right to review the materials to be used in these courses.

Our local Board of Education, in compliance with the statute, has made the material available for review. Please contact 517-925-5815 to make arrangements to review the materials. By law, parents also have the right to excuse their children from participation in the classes, which include reproductive health and/ or family planning instruction, if they choose. Parent / guardians can also observe classes in which sex education / HIV / STI education is covered. Parents will be notified, by letter, prior to the start of the reproductive unit. Every student will be required to return the letter indicating parent consent in order to participate in the reproductive health unit. Any parent not wish their student to participate in the reproductive health unit will have the opportunity to require an alternative educational opportunity.

Scheduling Guidelines

Enrollment into classes and sections is based on a class priority system (senior, juniors, sophomore, etc.) to ensure that students are afforded the opportunity to meet all graduation requirements. You must sign up for a total of 15 classes for the year plus 6 alternates at Grand Ledge High School. **If you do not choose 15 classes and 6 alternates, they may be chosen for you**. In order to best serve the needs of all students, we ask that schedule change requests be limited to the following reasons:

- An incomplete schedule.
- Inappropriate placement into a class where the student does not meet the pre-requisites.
- A change to meet graduation requirements.

Failure of courses will result in schedule changes aimed at providing students with the best opportunity to meet graduation requirements within 4 years of entering high school.

Due to contractual guidelines, we are not able to accommodate student/parent requests for specific teachers.

Reduced Schedule Guidelines

Students may have a reduced schedule only under the following circumstances:

- Academic difficulty (D or below)
- Family emergency
- Special circumstances (as determined by an administrative review board)

Specialized Program – Special Education

The Grand Ledge Public Schools offer a full continuum of Special Education Support Services from categorical programs to consultant services. To receive services, student must be referred, testing by a school psychologist and found eligible under the Individual Disabilities Education Act (I.D.E.A.) at an Individual

Education Program (I.E.P.) meeting. Students are then supported in the least restrictive environment possible to maximize their potential learning ability. For further information, contact the Executive Director for Special Services at (517) 925-5410.

Specialized Programs (Section 504 of the 1973 Rehabilitation Act)

It is the intent of the Board of Education to provide free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the district to ensure that each student with a disability, within the meaning of Section 504 of the Rehabilitation Act of 1973, is identified, evaluated and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.

Under this law, teachers' responsibilities include:

- Attending meetings to discuss the student's impairment and educational needs.
- Collaborate with the parents, student (optional) and administration to develop reasonable accommodations for the student.
- Carry out the development accommodations.
- Grant or deny credit based on the student's accommodations and ability to perform not on the classroom curve or general criteria.
- Maintain student confidentiality in regards to the student's impairment and accommodation plan.

What is 504?

Students are eligible for Section 504 protection if they have a physical or mental impairment that substantially limits one or more major life activity. Referrals are made by teachers and administrators for accommodations or services at the building level, based upon the impairment identified outside the Special Services program. Possible 504 eligibilities can be ADD / ADHD, chemical dependence, gross obesity, alcohol dependence, hemophilia, broken limb, asthma, allergies and AIDS if they have a physician's record or are regarded as having such impairment.

An accommodation plan must be written. These plans are administered by the designated building administrator by setting up a meeting with the teaching team, parent and counselor designee. The actual plan can be written by the building counselor and/or teaching team. The plan is kept on file in the designated building office. Follow-up meetings on student progress will be determined.

The school district has internal grievance procedures to investigate and resolve alleged violations of Section 504. Concerns can be addressed to the building principal who will discuss with the Executive Director of Special Services, who is the designated grievance officer.

Homebound / Hospitalization Responsibilities in Relation to Section 504

- Attend meetings to discuss the student's homebound program.
- Adjust curriculum and assignments to accommodate a homebound student.
- Coordinate the program with homebound or hospital teacher.
- Provide materials, assignments and tests for the homebound student to the homebound teacher in a timely manner.
- Evaluation of all assignments and tests.
- Grant or deny credit based on the homebound program, not on the general classroom criteria.

Specialized Program – Career / Technical Education

Currently there are 6 programs offered at Grand Ledge High School: Business Services, Career Technical, Automotive Technology, Manufacturing Technology, Marketing Services and Effective Living. There are other programs offered by the Eaton Intermediate School District at Lansing Community College, Southridge Technology Center and Davenport College. Students are also placed in area businesses for specialized training, cooperative education, work experience activities, apprenticeships, mentorship's and job shadowing. For further information, contact the Guidance Office at (517) 925-5818.

State Assessment – Michigan Merit Exam

Public Act 595 and 596 of 2004 replaced the high school MEAP assessment with the Michigan Merit Exam (MME) in the school code, and for determining Merit Award Scholarships. The new Michigan Merit Exam will be given to high school juniors each spring beginning in the spring of 2007. The MME is comprised of the English and Math SAT test, the applied mathematics and reading Work Keys tests and Michigan developed science and social studies tests. Under No Child Left Behind legislation, every high school student shall take the state assessment, the state assessment with accommodations according to their special education IEP, or an alternate assessment for students with disabilities. The Michigan Merit Exam or an alternate assessment is required for graduation from Grand Ledge High School.

Student Portfolios – Electronic/Career Pathways

Electronic portfolios, including Education Development Plans (EDP's) are maintained by students in grades 7 – 12. The portfolio includes, but is not limited to:

- "Best work" at each grade level
- A record of academic plans

- A record of academic achievement, transcript
- Test results, such as MEAP, SAT, etc.
- Record of core preparation connected to career pathways
- Record of non-academic recognitions, accomplishments and talents

Portfolios are housed electronically in the district system. The student portfolio provides an opportunity for each student to show skills and accomplishments. Portfolios and EDP's help students make connections with their abilities to the career pathway area that best fits their needs. The 6 career pathways, supported by the State of Michigan are: Arts & Communications, Business, Management & Technology, Natural Resources and Agricultures, Health Services, Human Services, and Industrial and Engineering Technology. There will be no release of portfolio information without written consent of the parent / guardian, person with legal authority, or student, if 18 years or older.

Student Progress Reports

Progress reports are provided as an indicator to students / parents of student performance at the midway point of each trimester. Parents are asked to sign and return the progress reports after reviewing them with their student. Parents / guardians may also arrange meetings with staff members at other times to discuss their child's progress. In order for a student to receive a weekly progress report, the parents / guardians must make this request with a building administrator and also discuss the responsibilities of the parent, student and staff. The Parent Internet Viewer enables parents and guardians to look at student progress on the web at www.glcomets.net.

Student Progress – Report Cards

Three times during the school year students will be issued report cards at the end of each trimester. Within each course that a student takes, the course syllabus will outline expectations and requirements for achievement in that class. Grand Ledge High School uses one uniform grading scale (see Appendix J). Students whose academic progress is not adequate should be discussing this with parents, counselors, and teachers in a timely manner in order to avoid loss of credit.

Student Progress – Incomplete Grade – High School

Students who receive an "I" grade in a class have two weeks in the following trimester to contact the teacher, complete missing work and have a grade assigned. The grade change must be submitted in writing to the guidance office. After that period of time, if no action has been taken / documented, the "I" will result in a failing grade entered by the completion of the subsequent marking period.

Student Publication – High School

Newspaper – "Comet's Tale" published by the Journalism class is available to all student approximately every two weeks during the school year.

Yearbook – The yearbook classes publishes "The Ledge" annual. Advanced orders are taken during the school year and distributed in the fall.

Publication Restrictions – Permission must be obtained from the principal in order to distribute any publications and / materials that are produced either in or out of school. The display and distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as; vulgar, defamatory or libelous, invading the privacy of another person, offensive to a person's race, religion, ethnic origin or sex, encouraging illegal activity, or violation of school rules.

"Testing Out" of High School Courses – State Mandate

Student who exhibit a reasonable level of mastery, 80% or better, on a final exam and/or related culminating project, will count toward fulfillment of a subject and course sequence requirement and Michigan Merit Curriculum requirement. Once a student "tests out" of a specific course, the student may not subsequently receive credit for a lower course in the subsequence in the same subject area. The "testing out" option only applies to Michigan Merit Curriculum courses (Science, Social Studies, Mathematics, Language Arts and Foreign Language). See Course Description Guide for requirements particular to each department. Testing out materials are available in May in the Guidance Office. Applications must be submitted by the June deadline in order to test out during the fall test out window prior to the start of the new school year.

Text Books, Supplies, Materials and Fees

The school provides books for use in classes. Books are loaned to students and it is understood that students are responsible for their care. If a book is lost or missing, the student must pay the price of a new book to replace it.

The money paid for a lost book will be refunded if the book is found at a later time. Students may be required to pay for damaged books. Fees may be assessed for materials used in classrooms for project work beyond the course requirement.

SCHOOL OPERATIONS

Accidents – School Related

It is a priority of Grand Ledge Public Schools to provide a safe and healthy educational environment. If a student illness or accident should occur on school property or at a school related event:

- Parents will be contacted depending on the seriousness of the illness or injury;
- If the illness or injury is serious, parents or the designated emergency contact person will be contacted to determine the best course of action to follow, or
- If it is impossible to contact either of the above, the Grand Ledge Area Ambulance will be contacted. The student will be placed under their care. If decided necessary, the student will be transported by ambulance to the hospital. Ambulance transportation changes will be the responsibility of the parents.
- In NO instance, can a student be released to anyone other than the parents, unless parental consent and approval is obtained.
- It is important that student emergency / medical cards have correct telephone numbers for emergency contact persons in the event that school personnel are not able to contact parents in an emergency situation.

Accident Insurance

Student insurance is the responsibility of the parents / guardians.

Closed / Open Campus – Lunch Periods

Information is mailed home to each family regarding lunch applications and the charge card program for students. Questions about the program should be directed to the Food Service Department at (517) 925-5733. **Open Lunch Policy**: Grand Ledge High School is an "open" campus during lunch period, *for grades 10 – 12 only*. Freshman students are required to remain in the building for lunch.

Communicable Disease

Michigan Administrative Code Rules governing *Communicable and Related Diseases* (R325.199) allows a school official who "reasonably suspect that a student has a designated condition…" to "exclude the student for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a designated condition." A local health officer may initiate the exclusion from school of a student who has a "designated condition." Detailed guidelines for ensuring that both rights of the individuals and the concerns of the community are addressed have been developed under Administrative Regulation 5141.4.

Communication – Staff

To communicate by email with teachers, administrators or support staff, input the staff member's last name, add the first letter of their first name; then add @glcomets.net.

Corporal Punishment

Reasonable physical force to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning is acceptable. Students can be restrained or removed, by school staff, from a situation when the student's behavior is interfering with the orderly exercise and performance of the school district functions within a school or at a school-related activity. Physical force for self-defense or the defense of another may be used, as well as to prevent a pupil from inflicting harm on himself or herself.

Family Educational Right to Privacy Act (FERPA)

The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student's educational records. Section 99.30 of the FERPA Regulations, in part, states: *Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records*.

FERPA defines education records as: *Those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Section 99.3*.

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that:

Within 14 days after enrolling a transfer student, the school shall request, in writing, directly from the student's previous school, a copy of his or her record. Any school that compiles records for each student in the school and that is requested to forward a copy of the transferring student's records to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to Section 1134. (Section 1134 deals with records of missing students.)

In the view of the Michigan Department of Education, the "school record" referred to in Section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

FEPRA – Parent / Guardian Right to Review Student Records

Students and parents/guardians of students have a right to review and examine official records. Reviews will take place by appointment only and in the presence of a school employee. Records and / transcripts will be released only after written permission has been granted by the parent or by the student who is 18 years of age or older. Requests for records by courts or educational institutes will be honored. You have the right to obtain a copy of the policy adopted by the Grand Ledge Board of Education in compliance with FERPA (Family Educational Right to Privacy Act). A copy may be obtained in person or by mail from the *Superintendent's Office, Grand Ledge Public Schools, 220 Lamson Street, Grand Ledge, MI 48837*.

Parents have the right to review student records and any information the district considers directory information such as student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and honors received, the most recent previous educational agency or institution attended by the student. Parents may file a written request to the Principal by September 30th of each school year to request that information not be published about their student.

Fire, Tornado and Disaster Drills

Fire and tornado drills will be held to ensure proper execution of drill procedures. Drill procedures are posted in each room, stating the direction to follow in case of a disaster. The fire alarm is a continuous beep with flashing lights. The tornado signal is a continuous bell. There will be occasional tornado and fire drills throughout the school year. Cooperation and alertness are necessary at all times. Teachers will give further instruction about leaving the building in case of emergency.

Food Services

We are now operating with a debit system. Parents can pre-pay into their student's lunch account. Each day as the student goes through the lunch line, his / her ID card will be scanned and the amount will be deducted from his/her account. Paying in cash daily is still an option. Students using their debit card will be allowed to charge to a negative amount of up to $5. After that point, they will be required to pay cash or deposit monies into their account. Food Service recommends that parents send, by mail or with the student, a check or money order in the amount desired made out to Grand Ledge Public Schools Food Service. If you have questions regarding your student's account or wish to complete a free or reduced lunch application, please contact the Food Service office at (517) 925-5733.

Guests

No student guests are allowed. Exceptions may be considered by Administration upon parent request, one day or more in advance, *for specific curricular – related reasons*.

Handicap Accessibility Plan

In accordance with the law (Section 504 and the American Disabilities Act) the Grand Ledge Public Schools has developed a plan to accommodate all handicapped individuals in all of our schools. In the case of a handicapped parent, please notify the school office before school activities and accommodations will be made for all occasions.

Identification Cards – High School

Identification Cards (I.D. Cards) are required for admission to all high school activities and voting in high school elections. Students are expected to be in possession of a Grand Ledge High School picture I.D. cards at all times during school related activities. Students must show their I.D. card immediately upon request of any staff member, refusal to do so will be considered an act of insubordination, and will be dealt with as such. Students must be prepared to show their photo I.D. cards to high school staff members in order to leave or re-enter the building during the lunch period. Temporary I.D. cards are available in the office. Lost or damaged cards must be replaced at the student's cost. See the Athletic Office for replacement cards ($5.00).

Immunizations

Michigan law according to Section 9208 of the Michigan Health Department Public Act #368 of 1978 states the following: *"A parent, guardian, or person in local parentis applying to have a child registered for the first time in a school in that state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215."* ***A teacher shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one does of an immunizing agent against each of the diseases specified by the department has been received and certified by a health professional or local health department.*** A parent, guardian or person in local parentis having a child register with only these minimum doses of immunizing agents shall present an updated certificate of immunization within four months after initial attendance showing that the immunizations have been completed as prescribed by the department. Parents of children entering school for the first time in Michigan are reminded that each child must be immunized for diphtheria, pertussis, tetanus, polio, small pox, rubella, chicken pox, measles and Hepatitis B. Vision and hearing examinations are also required. The information must be brought to school on the first day or within a reasonable amount of time after school has begun. Family physicians may do the immunization or you may take the child to the Eaton County Health Department at 528 Beech Street in Charlotte, Michigan. Free clinics are available at both the Barry-Eaton District Health Department and at various Outreach clinics in the area. Please call (517) 543-2430 for specific dates and places. It is Michigan law that all **new entering** students must have the Hepatitis B immunization. A parent or guardian must provide dates when immunization for Hepatitis was given, a physician signed statement that the child "is in process" of completing the three vaccination series for Hepatitis B, or a signed statement that the parent does not choose to have their child immunized against Hepatitis B for religious reasons or other noted reasons for objection. **Beginning with the 2002-2003 school year, it is the law that all seventh grade students have an immunization assessment.** This law was passed so there would be a means of assuring that children are adequately immunized against preventable diseases before they reach adolescent when some diseases become a greater threat to their health.

Locker/Vehicle – Security, Search and Seizure

Valuables are not to be left in student lockers or vehicles. The school will not take responsibility for personal articles taken from lockers or vehicles. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks and vehicles parked on school property under the circumstances outlines below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the students' age, and the student's disciplinary history. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections and searches may be conducted without student consent, without a search warrant or prior notification. 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, stolen or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition. Police dogs may be called in to search a school premise on a random basis throughout the school year.

Lost and Found

Articles found in classrooms and halls are turned into the school office. It is the student's responsibility to check for lost articles.

Non-Discrimination Policy

It is the policy of Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender / sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities.

Parent Concerns – Guide for Communicating Questions and/or Concerns

With the rapid rate of change occurring in our society, there are many implications for change in our school as well. If a question or concern arises, please seek an answer or solution by contacting the teacher first and then the building principal or designee. If the question or concern is not satisfactorily resolved at the building level, the concerned person may appeal to the next highest level of authority.

Please use the following step process to address any concerns that may arise:

Step 1 - Contact the teacher or staff member most closely associated with the issue.
Step 2 - If unresolved, contact the principal or supervisor.
Step 3 - If unresolved, contact the Superintendent's Office (517-925-5401).
Step 4 - If unresolved, contact the Board of Education.

If you have a general matter concern, or you are unsure whom to contact, please contact the Superintendent's office at 517-925-5401 to be directed to the appropriate personnel.

Academic Services (517-925-5403): for concerns associated with classroom instruction, report cards, and district curriculum.
Human Resources (517- 925-5406): for concerns associated with staff/personnel, discipline and handbook issues.
Operations (517-925-5430): for concerns associated with facilities, grounds or transportation.
Special Services (517- 925- 5410): for concerns associated with Special Education.

Parent Involvement Opportunities

Parent involvement is the key factor for each student's academic success. There are opportunities for involvement at both the local school level and on a district-wide basis. Local school opportunities for parent participation include parent-teacher organizations (PTA, PTO, PTIA), school fundraising efforts, chaperones at activities and field trips and serving as a room parent or classroom volunteer. Please check with the building principal for more information on these and other opportunities for parent or classroom involvement. District-wide opportunities for parents include attendance at School Board meetings and participation in our district-wide meetings and committees.

Parking (Student) – High School

- Parking on District property is a privilege, not a right. Parking privileges may be suspended or revoked for failure to comply with parking and driving rules. Violations may also result in detention or suspension.
- The parking areas at the south side of the high school are reserved for student parking only.
- Students must only park in designated areas. Vehicles parked in no-parking areas or restricted areas will be towed at the owner's expense.
- Speed limit on school property is fifteen miles per hour maximum.
- Traffic laws and ordinances will be enforced by police on school property.
- Drivers violating traffic laws or who drive in an unsafe manner on school property may lose their parking privileges.
- Drivers/students littering on school property will be subject to local ordinances and state law.
- A parking permit must be purchased and displayed on the rear view mirror during the entire school day.
- Students who are suspended may lose their parking privileges at the high school for the remainder of the year.
- Careless or reckless driving on school property or at school-sponsored events that creates a potential hazard or danger will result in referral to police, detention, suspension, and/or loss of driving privileges.
- Students are prohibited from displaying bumper stickers, flags, or other messaging on vehicles parked on District property which, if included on an article of clothing, would be prohibited by the District's dress code. Students who display inappropriate bumper stickers, flags, or other messaging on vehicles will lose parking privileges.

Pesticide Notification

In compliance with the Michigan Department of Agriculture, pesticide regular #637, Grand Ledge Public Schools is required to provide written notification to parents or guardians of children attending school, of their right to be informed at your request prior to any pesticide application to school property. Please be informed that the regulation allows for the application of pesticides in an emergency situation without prior
notification. However, parents / guardians requesting notification will be notified of the application after it occurs. If parents wish to receive notification prior to pesticide application, they must fill out a request / application form. If you have any questions, please contact the Assistant Superintendent for Business and Operations at (517) 925-5430.

Photo and Video Publication

Your student may be photographed or video taped while participating in school programs and activities. These photographs and videos may be used for school district publications such as, but not limited to, school newsletters,

the INSIDER, district websites, and district social media. At some times, these photographs or videos may be used by the media, such as, but not limited to, on television news broadcasts, in the Lansing State Journal and in the Grand Ledge Independent. If you do not wish to have your student's photograph or video used for these purposes, please write a letter to your school principal requesting exemption from publication.

Prescription Drugs and Medication

School Board Policy regarding drugs and medications taken at school has been designed for the safety of all students. When a student is required to take drugs or medication at school, please note that any and all medication must be delivered to the school office by a parent / guardian – NOT BY STUDENTS. This permission must be updated at the beginning of each school year.

Grand Ledge Public Schools will require the following in connection with the administration of medication to the student in the school setting:

- The student's parent / guardian must submit, in advance, written permission to administer the medication.
- The student's parent / guardian must furnish physician's instructions that are on the medication container in order to administer the medication.
- Medication will be administered by a school administrator, teach or other school employee designed by the school administrator.
- Medication will be administered in the presence of another adult, unless an emergency threatens the life or health of the student.
- Medications with directions of "take as needed" require instructions from the parent or physician on what constitutes appropriate conditions for dispensing the dosage amount and the maximum number of times the medications can be administered during the days.

Medication will not be dispensed if these requirements are not followed. Please arrange to have medication given at home, if possible.

Students with respiratory or highly allergic conditions will be allowed to carry in halers or emergency medical kits with them while at schools. Parent must make contact with school officials, **in writing**, so that proper precautions are taken and staffs are well informed as to the condition.

Please note that the School Board Policy, as required by law, authorizes the district Registered Nurse or an employee trained in administration of an epinephrine auto-injector to administer an epinephrine auto-injector to any other individual on school grounds who is believed to be having an anaphylactic reaction.

Protective Service Referrals

The Michigan Child Protection Law is clear that the duty of educators is to report all instances in which there is reasonable cause to suspect child abuse and/or neglect. This requires educators to be prudent in their actions. They are legally obligated to conduct themselves as the normally prudent educator would when faced with a similar circumstance and information. Failure to report suspicious incidents places educators in jeopardy of criminal and civil liability.

Under the Child Protection Act, *the school is to "allow access to the student without parent consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child"*. Grand Ledge Public Schools believes that it should protect the child first and school officials will cooperate with Protective Services during investigations with allege child abuse and/or neglect. Therefore, school officials will not contact parents prior to any Protective Services investigation. The law does not, however, authorize school officials to detain or turn students over to child protection workers rather than their parents.

Residency Requirements

To attend Grand Ledge Public Schools, a student must be a resident of the Grand Ledge Public Schools District or a School Board approved student.

School Closings

Grand Ledge Public Schools uses the SchoolMessenger™ system to notify parents and guardians in the event of school closings, early dismissals and other important school related information. ***It is vital for parents/guardians to keep contact information up-to-date with their school buildings***. SchoolMessenger™ calls announcing school closings are made at approximately 5:30 a.m. to ensure bus riders receive the information in a timely manner.

Parents are encouraged to make sure their student(s) knows what to do in the event of an early dismissal if you will not be home.

Grand Ledge Public Schools also has a School Closing Hotline! Parents, students, staff and community members can call (517) 925-5326 to listen to a pre-recorded message. In addition, we will place a District Alert on our website at www.glcomets.net and post pertinent information on the district's Facebook page (search @GLComets) and through our Twitter feed (@GLPS_rightnow).

Students, parents and/or guardians may also tune to suggested television stations: WILX TV10, WLNS TV6, WSYM TV47, WLAJ TV53, WOOD TV8, and WOTV TV41 or radio stations: FM = WWDX 92.1, WQTX 92.7, WVIC 94.1, WMMQ 94.9, WQHH 96.5, WJIM 97.5, WFMK 99.1, WITL 100.7, WHZZ 101.7, WJXQ 106.1.

While in school, if a tornado watch is issued, schools will keep students in regular session. If a tornado has been sighted in the area, all students will take cover in the building. Building administrators and teachers will place children in a safe location as advised by safety officials. Please do not call the school.

Student Transportation Services

Grand Ledge Public Schools provides pupil transportation services for all eligible students who live within the school district boundaries. State Law and District Guidelines and Rules govern these services. The Department of Education requires that all school districts develop transportation policies and guidelines for safe operation and rules to govern student behavior while riding a school bus. In addition, Grand Ledge Public Schools has an assertive discipline policy and safe riding rules for all students using transportation services. Student Transportation Services are a **student privilege, not a student right.** If a student violates the rules for riding a school bus, he/she may lose the privilege. The Grand Ledge Public Schools makes use of video recording cameras on some or all school buses. Video recordings are considered "educational records" and board policy strictly governs the access and use of any video recordings made. If you have any questions about the Assertive Discipline Transportation Policy or Rules, you may contact the Transportation Supervisor at 925-5300. The complete Student Transportation Policy, Guidelines, Student Rules and the Assertive Discipline Policy are located in the Appendix Section.

Title IX

It is the policy of Grand Ledge Public Schools not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendment, final approval August 14, 1976. Any questions regarding this policy can be referred to the Assistant Superintendent for Human Resources and Operations at Grand Ledge Public Schools, 220 Lamson Street, Grand Ledge, MI 48837.

Visitors

All visitors to each school must report to the office upon entering the building. Students who wish to escort visitors through the school, must have permission to do so by the building principal, at least two days prior to the visit. Permission may be granted on an individual basis. Parents and community members are always welcome to visit and/or volunteer. However, those interested must first receive district approval after completing the "Volunteer Registration" form located on our school homepage, following the volunteer guidelines as listed on our homepage.

Website/Announcements – Website Address www.glcomets.net

Students and staff are informed on a daily basis of upcoming activities and events through the morning verbal and daily-televised announcements. A parent may access the school website to read the daily high school announcements.

STUDENT SERVICES

Guidance and Counseling Program

The purpose of the 6-12 Guidance and Counseling Program is to conduct activities that respond to the normal developmental needs of all students in the areas of academic, personal and social growth. Counselors are available to help all students and staff for:

- **Guidance Curriculum** – Counselors provide information on career planning, knowledge of self and others and educational career/technical development.

- **Individual Planning** – Counselors help students plan and manage course selections, student portfolios, financial aid, college selection, interest inventories, career/technical selections, career awareness and career pathways.
- **Responsive Services** – Counselors work with students to meet individual needs and concerns that require personal counseling, consultation, crisis counseling and referrals.
- **Systems Support** – Counselors manage activities that maintain and enhance the total guidance and counseling programs such as consultations with teachers, research and development advisory committees, and community outreach and staff/community relations.

If a student wishes to speak with a counselor, he/she must have a pass from the teacher or counselor. Counselors are available before or after school as well as by appointment during the school day. Counselors are also available during lunch periods, as needed.

Library/Media Services – Circulation Policy

When checking out library materials, students are asked to present their student identification card although student numbers will be available at the library circulation desk. A maximum of 3 items may be checked out at any time. Students are responsible for the replacement costs of any lost or damaged library materials, which will also include processing fees. Assistance is always available form the building librarian. There is a large selection of fiction and non-fiction books as well as current periodicals for pleasure, academic reading, and technology resources for reference materials.

The library is open every day from 7:30 a.m. to 4:00 p.m.

Overdue Policy

- ✧ Fine of $.05 per title per working day is charged for overdue materials.
- ✧ No library materials may be checked out to individuals who owe fines or have overdue materials.
- ✧ Telephone renewals for library materials are allowed.
- ✧ Overdue lists are distributed every other week to 3rd hour teachers to assist in retrieving overdue materials.
- ✧ Overdue notices are mailed to student's parents/guardians with deficiency reports to assist in retrieving overdue materials.
- ✧ Overdue information is shared with the high school faculty and administration for appropriate action.

Voter Registration – High School

Students 18 years of age or older may apply for voter registration at the high school office.

Work Permits

Work permits for students may be obtained at the high school office throughout the year. Proof of employment and proof of age (birth certificate, driver's license) are required to obtain a work permit.

SCHOOL ACTIVITIES

Participation in school activities is a privilege. Inappropriate conduct, chronic absenteeism and poor academic standing may result in the loss of this privilege.

Clubs and Organizations/Fundraising

Extracurricular activities are offered annually to all students. Each sponsored activity has an advisor who takes the leadership of these school-sponsored events. If club members choose to have fundraisers **the club advisors and the building administrator must approve them in advance.** It is preferred that checks are made payable to the building sponsoring the fundraiser or made payable to Grand Ledge Public Schools. Fundraising that is not school related is prohibited on the school campus. Hazing is prohibited during school-sponsored clubs and organizations activities. Members of clubs and other extra-curricular activities are held to the same standards as outlined in the Athletic Code of Conduct.

Dances - High School

Dances are for entertainment and social relations for Grand Ledge students. Guest passes are available at the discretion of the high school administration. A guest pass must be displayed for admission to all dances. Anyone leaving will not be re-admitted unless permission to return was granted by an administrator prior to leaving. All code of conduct rules regarding student behavior and dress codes are in effect.

ATHLETIC CODE OF CONDUCT

Athletics – Inter-scholastics

Interscholastic athletics is based on the concept of reward competition. Rewards (playing time) are distributed unequally to athletes on the team on the basis of performance among those participating in the activity.

Interscholastic athletics is not an entitlement program where you get to play because you were selected for the team. Opportunities will be presented at practice for you to develop and acquire mature sports movement patterns and team concepts. By learning to play hard at practice, you will be given a chance to demonstrate to the coach each and every day (not just on game day) the ability to work effectively in a team setting and make a contribution to the success of the team.

Absolutes in athletics:

- Everyone will make mistakes;
- Only some athletes can play at a time;
- The coach determines who plays;
- There is always a winner and a loser;
- Your coach will coach to win the game.

There is a registration fee to participate in the competitive athletic program offered by Grand Ledge Public Schools. This fee is $100.00 per sport for high school and middle school students. This fee will be paid on the first day of practice or tryouts. No student will be ineligible to participate in athletic programs solely due to inability to pay. Students/parents may complete an application for fee waiver by checking below. If requesting arrangement or fee waiver, the athlete will be allowed to practice while requests are considered and processed. Your money will be refunded if your child does not make the team – LACK OF PLAYING TIME WILL NOT BE A CRITERION FOR A REFUND.

Athletic/Academic Eligibility/Rules and Regulations

All parts of the student code of conduct apply to members of the athletic teams at both home and way contests. Where the "Athletic Handbook" is more appropriate to the demonstrated behaviors, the code of conduct will be enforced.

- **Age** – High School students become ineligible if they reach their 19th birthday September 1 of a current school year.
- **Academic Eligibility/Trimester Records** – Students must have passed at least four full credit subjects in the previous trimester of enrollment and currently must be passing four full credit courses with a G.P.A. of 1.6. For freshman students, eligibility begins on the day they start ninth grade.
- **Trimester of Enrollment** – Students cannot be eligible in high school for more than 12 trimesters and the eleventh and twelfth trimesters must be consecutive. Students are allowed 4 first trimesters, 4 second trimesters, and 4 third trimesters of competition and cannot compete if they have graduated from high school.
- **Transfer of Students** – A student in grades 9–12 who transfers to another school is not eligible to participate in an interscholastic contest for 1 full trimester unless the student qualifies for immediate eligibility under 1 or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
- **Undue Influence** – The use of undue influence by any person directly or indirectly associated with a school to secure or encourage attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one trimester.
- **Limited Team Membership** – After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his/her school in the sport during the same season. Students in individual sports may participate in a maximum of 2 non-school individual meets or contests during the school season while not representing their school.
- **All-Star Competition** – Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests national championship regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum of 1 year school enrollment.

- **Awards and Amateurism** – Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the Handbook. Students may accept, for participation in MHSAA sponsored events, a symbolic or merchandise award, which does not have a value of over $25.00. Banquets, luncheons, dinners, trips and admissions to camps or events are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificate or any other negotiable documents are never allowed.
- **Loss of Extra-Curricular Privileges** – Participation in an Interscholastic Athletic Program at Grand Ledge is a privilege, not a right. A student may lose this privilege for extended period of time as part of his/her consequences for a violation of the student-athletic policy and/or training rules. Inappropriate behavior or involvement in any violation of the law will be dealt with on an individual basis by the Athletic Director. This may result in suspension, termination of participation, loss of privilege to participate or a behavior contract. Consideration for lesser penalties will be given to a student athlete who self-disclose.
- **Athletic Policy and Training Rules** – The use of alcohol, vaping devices, e-smoking devices, tobacco, or other harmful or illegal substances found in the NCAA Banned-Drug classification listing will constitutes a training rule violation. Consequences in the student code of conduct shall be enforced. In addition, *athletic* training rule penalties shall be enacted.

  Penalties:
  - First Offense: The student athlete shall lose the privilege of participation in his/her sport(s) for 33% of the team's scheduled contest dates (multiple contests on the same date will count as one contest date). While on suspension, students must attend all practices but will not dress for games.
  - Second Offense: The student athlete shall lose the privilege of participation in his/her sport(s) for 50% of the team's scheduled contest dates (multiple contests on the same date will count as one date). While on suspension, students must attend all practices but will not dress for games.
  - Third Offense: The student athlete will not participate in athletic competition for one calendar year (365 days) from the date the suspension is applied. While on suspension, the athlete will not be on any athletic team roster.
  - Fourth Offense: Suspension from all athletics for the remainder of the student athlete's high school career.

  Discipline Guidelines:
  - Scrimmages will not count as a scheduled contest date.
  - If a suspension cannot be completed during a current sports season it will be prorated during the student athletes next sports season. For example, if an athlete participates in both football and basketball and is suspended for 50% of the football games and only one game remains (10% of the scheduled contests), he/she would miss 40% (8 games) of the boys basketball season (10% + 40% = 50%).
  - The athletic suspension recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.
  - The head coach of a particular sport may also set up additional team guidelines and rules which should be given in writing to the Athletic Director and the team members.
  - A student may be disciplined for violations of the Student Code of Conduct in the Student/Parent Handbook and the Athletic Code arising from the same incident.
  - A student athlete suspended from school is not allowed to participate in any school activities. Friday school suspensions carry over to weekend athletic contests/activities.
  - If a student is suspended on the day of a contest he/she may not participate in any athletic contest or practice on the day he/she is suspended, even if suspension is scheduled to begin on the following day.
  - All percentages for missed contests round up to the nearest full contest (e.g. .5 rounds to the next number)

The application of these training rule actions will be in place during the school year. The training rules actions will be applied during the school year with no carry over to the next calendar school year.

The Head Coach may establish additional team and/or training rules and regulations, once approved by the Athletic Director, for each sport. Discipline, due to violations of these rules and regulations, will be the responsibility of the

involved coach. However, the Athletic Director has the authority to intervene in any disciplinary action after discussing the matter with the involved coach.

- ✧ If an athlete is suspended from school for any reason, he/she will not be permitted to practice or play in any game during the suspension.
- ✧ A violation shall occur when an administrator or athletic staff member of the Grand Ledge Public School notifies the Athletic Director that such a violation took place. The Athletic Director will then investigate the allegations. The student will have a hearing with the Athletic Director and an Assistant Principal and/or his/her coach.
- ✧ This policy pertains to athletes (male and female), cheerleaders, and managers who represent the Grand Ledge Public Schools via their association with the Interscholastic Athletic Programs.

It shall not be a violation of the Athletic Code for an athlete 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 according to Board Policy. An athlete shall notify his/her coach if he/she is taking prescription medicine that may alter behavior of the athlete or affect the ability of the athlete to participate in physical activity.

Appeal Process – Parents/Guardians have the right to appeal a suspension if they believe that the evidence does not support the allegations and consequence. The steps of the appeal process are:

- ✧ First level of appeal is to the Athletic Director/Principal
- ✧ Second level of appeal is to the Assistant Superintendent for Academic Services
- ✧ Third level of appeal is the Superintendent

Bus Riding Policy – In order to not ride the bus home with the team, a student must bring a note signed by the parent or guardian to the Athletic Director requesting that their child be released to them after the event. The Athletic Director will authorize the release with his signature on the note. The athlete will give the note to the coach and the coach will release the child to the parent. This procedure must be followed each time a release is requested.

Athletic/Club and Activity Participation Rules

The use of alcohol, vaping devices, e-smoking devices, tobacco, or other harmful or illegal substances constitutes a training rule violation. Consequences in the student code of conduct shall be enforced.

The Advisor/Coach may establish additional club, team and/or training rules and regulations once approved by the Principal. Discipline, due to violations of these rules and regulations, will be the responsibility of the involved Advisor/Coach. However, the Principal has the authority to intervene in any disciplinary action after discussing the matter with the involved Advisor/Coach.

If a student is suspended from school for any reason, he/she will not be permitted to practice in any club/athletic event or activity during the suspension.

Hazing/Initiation is Illegal

Hazing is a form of harassment. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. Soliciting, encouraging, aiding, or engaging in hazing on school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited. Grand Ledge Public Schools defines "hazing" as: "Any action taken or situation created, intentionally, whether on or off district premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of right or that creates physical or mental discomfort, and is directed against a student for the purpose of being part of tradition, initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the district and whose membership is totally or predominantly other students from the district." See "CODE of Student Conduct" for further description.

Overview of the Interscholastic Athletic Program

At all levels of play –

The student will learn that in order to make the team he/she must out perform their peers. After the student has been selected as a team member he/she will not only have to out perform his/hers peers at daily practice but also work to mesh their individual skills into the cooperative team concept. The needs of the team will always outweigh the needs of the individual. The student will attend practices, scrimmages and games that

will provide him/her with opportunities to display and enhance his/her athletic related skills and also cooperative/team abilities in order to earn the playing time he/she seek. There is an accepted risk of injury in participating in the interscholastic athletic programs. The form provides consent for emergency medical care and also for our NATA certified trainer and/or St Lawrence Sports Medicine Physicians to attend to the student in the event of an injury.

Varsity – The varsity teams are comprised of the most talented and highly skilled athletes. Athletic administration and coaches involved will determine the appropriate level of play for all athletes. These teams are competitive in nature and their primary goal is to defeat both their league and non-league rivals. Sportsmanship and an appreciation of skilled performance are also goals of the Athletic Department programs. Players will earn their playing time through their performance at practice, scrimmages and games.

Junior Varsity – Acquisition of fundamental motor skills, traditional motor skills, and sport specific skills describe the goal of JV level of play. Here, athletes must acquire the necessary skills and strategies needed at the varsity level of play. A Learn to Play/Learn by Playing/Play to Win philosophy is in place. By the mid-point of the season, athletes will be earning their playing time via their daily performance at practice and their performances during seasonal games.

Freshman – Development of fundamental and transitional skills for each sport is the key to freshman sports. A Learn to Play/Learn by Playing/Play to Win atmosphere exists at this level. While playing time is usually found for each player, by the second half of the season, players will be earning their playing time through their performances at daily practices and during their seasonal contests. A WE FIRST attitude with emphasis that there is no ME in team is promoted. Only freshman can play on freshman teams. However, freshman can play on either the JV or the Varsity level, the ability to demonstrate the necessary skills to play at that level will be the deciding factor for placement on any team.

Protocol for Problem Solving Within the Grand Ledge Athletic Department

The Athletic programs offered in the high school will provide some of the most rewarding moments in your life. Knowledge of the problem resolution protocol will be beneficial. There may be times to problem solve issues and knowing the procedure is important. When problems arise with a coach, the first step is to discuss and resolve the problem with a player-to-coach discussion. With this self-advocacy approach, step #1 is for the player to approach the coach and ask to discuss the issue with the coach. To do this a parent will call the Athletic Department to set up an appointment. Once there is confirmation that the student completed step #1, a meeting will be set up with the parent. It is not acceptable to confront a coach or administrator before, during or immediately after a contest. These are emotional times and meetings of this nature do not promote resolution. If the meeting with the coach does not provide a satisfactory resolution, step #3 is to call the Athletic Director to discuss the situation or set up a meeting. During this conversation a resolution will be made about the appropriate next step (if any) will be.

College Sports

The student's responsibility as a prospective student athlete is to make sure the NCAA (National Collegiate Athletic Association) Clearinghouse has the documents it needs to clarify them. Many college athletic programs are regulated by the National Collegiate Athletic Association, as organization founded in 1906 that has established rules and eligibility, recruiting, and financial aid. The NCAA has three membership divisions – Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their programs and whether they provide athletic scholarships.

In order to participate in Division I or Division II college athletics, he/she must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Responsibilities for the prospective college student athlete are to be sure that the Clearinghouse has the following documents:

1. The student's completed and assigned "Student Release Form" and fee.
2. The student's official transcript from every high school you have attended.
3. The student's ACT or SAT scores sent as early as possible; if they tested more than once, the student should have all of their scores sent to the Clearinghouse. NCAA regulations permit the Clearinghouse

to take the highest score the student earned on each part of the test to produce an ACT composite or SAT combined score.

When does a student start this process?

- If a student wants to participate in Division I or Division II athletics, he/she should start the process early, not later than the end of the junior year.

What does a student have to do to become certified by the NCAA Clearinghouse?

- Graduate from High School - The student should apply for certification *before* graduation. If he/she appears to meet NCAA requirements, the Clearinghouse will issue a *preliminary certification* report. After the student graduates, the Clearinghouse will review his/her final transcript to make a *final certification* decision.
- Earn a grade-point average of at least 2.00 – On a 4.00 scale in core curriculum of at least 14 academic courses taken during grades 9-12. Only courses that satisfy the NCAA definition of a core course are acceptable. See page 21 for approved NCAA Courses.

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NCAA Freshman – Eligibility Standards

Students that meet the Michigan Merit Curriculum graduation requirements (which are also Grand Ledge High School graduation requirements) will meet the Division I and Division II eligibility rules.

NCAA Initial-Eligibility Clearinghouse
Grand Ledge Public Schools Approved Courses

ENGLISH

American English Usage
American Literature A
American Literature B
American Studies
American Composition and Literature A&B
Beginning Composition and Literature
British Literature A
British Literature B
Creative Writing I - Fiction
Creative Writing II - Fiction
College Writing
Debate
Elements of Theater
English/AP
Forensics
Intermediate Composition and Literature
Journalism
Professional Writing
Senior AP Composition and Literature A, B, C
Speech I
Speech II
World Literature

MATHEMATICS

Algebra I
Algebra II
Calculus
Calculus AB/AP
Calculus BC/AP
Geometry
Geometry Concepts
FST
Math Applications with Trigonometry
Pre-calculus & Discrete Math
Probability and Statistics
Intro to Algebra II

SOCIAL STUDIES

American Studies
Civics
Economics/Basic
Economics/AP
Psychology
Sociology
U.S. Government
US History
US History/AP
World History
World Studies

NATURAL/PHYSICAL SCIENCE

Anatomy/Physiology (Lab) – A, B, C
Astronomy
Biology (Lab) – A, B, C
Biology/AP (Lab) – A, B, C
Chemistry (Lab) – A, B, C
Chemistry AP – A, B, C
Electronics (Lab)
Physical Science (Lab)
Physics (Lab) – B

ADDITIONAL CORE COURSES

French I
French I – Honors
French II
French III
French IV
German I
German I – Honors
German II
German III
German IV
Spanish I
Spanish I – Honor
Spanish II
Spanish III
Spanish IV
Spanish Pre-AP
Spanish AP
Latin I
Latin II
Latin III
Latin IV

NON-CORE COURSES - NOT ACCEPTED BY GRAND LEDGE PUBLIC SCHOOLS

The following course(s) do not qualify as NCAA course(s) and therefore cannot be used for NCAA initial-eligibility certification.

Computer Applications
Computer Programming
1012 Reading Skills 9
1013 Reading Skills 10
1034 Mechanics of Writing
Pre-Algebra
1035 Prof. Correspondence
Annual Staff (NCAA denied 1/98)
News Staff (NCAA denied 1/98)
Personal Publication (NCAA denied 1/98)
1140 Math Skills (Level 1)
Pre-Physical Science

Definition of a Core Course

To meet the core-course requirements, a "core course" is defined as a recognized academic course (as opposed to a vocational or personal-services course) that offers fundamental instruction in a specific area of study. ***Courses taught below the student's high school's regular academic instruction level (e.g., remedial, special education, or compensatory) can't be considered core courses regardless of the content of the courses.*** For courses taken during and before the 1986-87 academic year to be considered core courses, some instructional elements (as listed below) must be included. However, effective with courses taken during the 1987-88 academic year and thereafter, at least seventy five percent of the course's instructional content must be in one or more of the required areas (as listed below) and "statistics", as referred to in the math section, must be advanced (algebra-based).

English – Core courses in English include instructional elements in grammar, vocabulary development, composition, literature, analytical reading or oral communication.

Math – Core courses in mathematics include instructional elements in algebra, geometry, trigonometry, statistics, or calculus.

Social Science – Core courses in social science contain instructional elements in history, social science, economics, geography, psychology, sociology, government, political science, or anthropology.

Natural or Physical Science – (including at least one full unit of laboratory classes if offered by your high school). Core courses in natural or physical science include instructional elements in biology, chemistry, physics, environmental science, physical science, or earth science.

Additional Academic Courses – The remaining units of additional academic credit must be from courses in the above areas or foreign language, computer science, philosophy, or non-doctrinal religion (e.g. comparative religion) courses.

STUDENT CODE OF CONDUCT – BEHAVIOR, EXPECTATIONS AND CONSEQUENCES GENERAL INFORMATION

Code of Conduct Overview

Students at Grand Ledge Public Schools are expected to display positive behavior, act responsibly and exercise good judgment. The primary objective of student discipline and control is to produce a safe school environment in which complete attention may be directed to instructional activities. Student behavior must reflect favorably on the individual student and the positive image of Grand Ledge Schools.

Application and Scope of the Code of Conduct

The Code of Conduct applies to all students enrolled in Grand Ledge Public Schools. The code applies to a student who is on school premises, on another school premise, in a school-related vehicle, or at a school-sponsored activity on or away from campus or trip. While the district is not responsible for supervising or regulating off-campus activities, the district may impose disciplinary or remedial measures. The Grand Ledge Board of Education policy requires each student to adhere to the Code of Conduct.

Violations of the Code of Conduct

Students who violate school rules are subject to disciplinary action. Discipline will be based on the frequency/severity of the problem as determined by staff and administration. Violations of the code are cumulative during the course of the student's participation at the school. For serious violations, it is cumulative through the student's entire career with Grand Ledge Public Schools.

Due Process

Any student charged with the violation of school rules is entitled to rudimentary due process including:

- Notice of the specific charges;
- The right to explain and present evidence on his/her behalf;
- Appeal to the next level of higher authority.

When student misbehavior is brought to the attention of the building administrator he/she will meet with the student and, if warranted, begin an investigation. An investigation is conducted to determine the facts of the situation and if the student committed the infraction. The investigation includes conversations with staff and in some cases other students, who were present. Following the investigation and if it has been determined that the student has violated the Code of Conduct, a conduct report will be completed. The report includes the student's name, date of incident, details of the incident, description of the infraction, and the resulting consequences. Parents/guardians will be involved in this process when it is deemed appropriate by the administrator.

Removal of a Student from School Pending Investigation

When a building administrator deems it necessary, the code permits temporary removal from school of a student charged with, suspected of committing, or suspected of being involved in an infraction or incident, for a reasonable period of time:

- To complete the investigation of an alleged infraction or incident,
- To defuse a situation that could become worse without such removal, or,
- For other reason(s) in the best interests of a particular student, a school, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident that prompts it may conclude in disciplinary action.

Progressive Discipline

Disciplinary action will be handled through progressive discipline procedures. Grievous student offenses may require disciplinary action, which is not progressive in nature and extends beyond the discipline action outlined in the student handbook. Serious violations of the code of conduct may also result in students losing the privilege of representing Grand Ledge Public Schools in extra curricular activities and/or interscholastic athletics. Students who continually violate school rules or commit serious infractions of the rules are subject to suspension and/or expulsion penalties. If a student's behavior is subject to suspension for more than ten days or expulsion, the procedural guidelines adopted by the Board of Education will govern the suspension and/or expulsion process.

The following are examples of disciplinary actions supported by the Student Code of Conduct (alphabetical order):

Behavior Plan – A written document outlining expectations for behavior and the related timelines or duration and the potential consequences if the misbehavior occurs again.

Detention – A period of time other than the regular instructional school hours. This period of time may be used to help students understand the consequences of their behavior.

Expulsion – An expulsion occurs when the school board or its designee terminates the student's rights and privileges to attend school, including extracurricular activities or practices.

In-School Suspension – Removal of the student from the regular school routine while remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges, and hall passing. In-School Suspension gives the student the opportunity to correct behavior so that suspension and/or permanent removal is not necessary. During the In-School Suspension it is expected that the student will be engaged in doing schoolwork. Students will be assigned to In-School Suspension as determined by the school administration. Only the Principal, Assistant Principal, or a designee may assign students to In-School Suspension. Students assigned to In-School Suspension who are not in attendance will be required to submit an absence excuse. Absences do not count as time served in In-School Suspension. Unexcused absences may result in court action and/or additional days being added to the student's days in the In-School Suspension Program. Students are to be kept busy during class periods, In-School Suspension supervisor/teacher will check with the student's teacher to collect and return work for credit. Teacher will take roll and keep records of work and behavior of the students. Each student will have a file.

Out of School Suspension – Out of school suspension is a formal discipline for a violation of the Code of Conduct of a severe and/or persistent nature. During an Out of school suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are prohibited for the period of the suspension.

Loss of Privileges - Extracurricular activities are for the enjoyment of all students. These privileges enable students to attend after school events and participate in dances, intramural activities, field trips, clubs, interscholastic athletics, band, etc. It is important that every student understand that participation and attendance in such activities is a privilege, not a right. Students may lose these privileges for extended periods of time as part of their consequence for a violation of the Student Code of Conduct.

Parent/Guardian Conference – A scheduled meeting of the building administrator, parent/guardian, and possibly the student or other staff members.

Parent/Guardian Notification – Staff member notifies parents/guardians of student behavior.

Restitution – Payment to replace lost or damaged property.

Restorative Practices – conferencing with all affected parties

Saturday School – Arranged by building administration for disciplinary infractions of more serious nature (less than suspension). Students will be scheduled for a two-or-four-hour Saturday School where individuals will work with staff member on homework assignments, silent reading or other productive activity.

Student Conference – A meeting between the student and teacher, counselor and/or building administrator.

Time Out – Student is removed from an activity.

Warning – Verbal or written warning delivered by a school staff member to the student.

<u>Mandatory Factors of Discipline</u>

Before long term suspension (7 or more days) or expulsion of a student the following shall be considered in compliance with MCL 380.1310 (c) (d):

- The student' age
- The disciplinary history of the student
- Whether the pupil is a student with a disability
- The Seriousness of the violation or behavior committed by the student

- Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior committed by the student
- Whether a lesser intervention would properly address the violation or behavior committed by the student

Appeal Procedures

While most disciplinary actions are final, a parent/guardian who believes the suspension is unjustified may proceed as follows:

- Initiate an appeal by contacting the principal within 24-hours of the suspension to request a meeting.
- In the case of an out of school suspension of 7 days or more, If the parent/guardian is still not satisfied at this level, a meeting may then be requested with the Superintendent or his/her designee. Contact must be made within 24-hours of the previous action taken.
- Appeal meetings/hearings are expected to be held during school hours. Accommodations for other times can be made.
- During the appeal process, the student may be allowed to attend classes at the discretion of the building administrator. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.
- The student has the right to be represented by legal counsel at any point in the process. Prior notification of such representation shall be given to the administration.

Suspension and Expulsion from School

During the time of an in school or out of school suspension, the student will not participate in any extracurricular activities.

In the case of out-of school suspension or expulsion, the student will not be present on school property unless accompanied by a parent or legal guardian for a prearranged conference with the administrator who suspended that student.

Students will not attend school related events on or off campus while suspended/expelled.

When a student has been suspended, the administrator will make reasonable effort to notify the student's parents/guardians.

No suspended student will be sent out of the building during school hours unless the parent/guardians have been contacted.

Parents/guardians may be required to set up an appointment to meet with administration to have their student re-admitted.

The student will have the right to make up all work missed during a suspension in accordance with building procedures. Immediately upon return to the building from a suspension, the student will be responsible for making arrangements with each teacher to complete assignments missed during the suspension.

Under Grand Ledge Public Schools Administrative Rule 5114 grounds for immediate suspension (in or out-of-school) and/or recommended expulsion will be evaluated by the building principal and/or designee. See *"Student Code of Conduct – Consequences"* for more details.

Out Of School Suspension

Length of Suspension: 1-10 school days
Who Suspends: Building Administrator

Procedural Due Process Requirements:

1. Informal meeting and/or call to parent/guardian from Building Administrator prior to suspension.
2. Student and/or parent/guardian presented with charges and supporting evidence.
3. Student is given opportunity to deny charges and rebut evidence.
4. Parent/guardian may appeal suspensions of 7-10 days to the Superintendent or his/her designee. Contact must be made within 24-hours of the previous action taken.
5. Suspensions of 1-6 days may not be appealed.

Length of Suspension: 11 days to balance of trimester
Who Suspends: Building Administrator with Assistant Superintendent for Academic Services

Procedural Due Process Requirements:

1. Informal hearing with Building Administrator and Assistant Superintendent for Academic Services.
2. Student is presented with charges and supporting evidence.
3. Student is given opportunity to deny charges and rebut evidence.
4. A parent/guardian may appeal the decision to the Superintendent. Or his/her designee. Contact must be made within 24-hours of the previous action taken.

Long Term Suspension/Expulsion

Length of Suspension/Expulsion – To be determined

Who Expels: Superintendent, acting on behalf of the Board of Education as its representative

Procedural Due Process Requirements:

1. Informal hearing with Superintendent.
2. Student is presented with charges and supporting evidence.
3. Student is given opportunity to deny charges and rebut evidence.

Alternate Consequences

Our students may benefit from discipline in which alternative consequences may be considered. The administrator and parent may develop a discipline plan with specific student requirements and parent/guardian support to complete the consequence. In some cases, in lieu of traditional consequences, a parent/guardian and administrator may agree to alternative consequences, such as partial suspension and community service that the parent/guardian or agency supervises and acknowledges in writing. When a student participates in community service, the parent/guardian and student are responsible for finding the community service and monitoring its completion. Students can also benefit from the direct support and involvement of their parent/guardian. Examples of options that may be considered can include writing an apology, volunteering, attending a class, giving a speech, etc. The building administrator has the authority to determine if alternative consequences are appropriate on a case-by-case basis dependent to some extent by the forthrightness and honesty of the student.

Restorative Practices

Grand Ledge Public Schools believes that restorative practices and restorative justice represent a fair and appropriate framework for addressing student behavior and code of conduct/rule violations whenever possible. This philosophy creates opportunities for students to heal the harm their actions cause, and encourages alternatives to exclusionary practices whenever it is possible and safe to do so. Administrators, teachers, deans of students, and other support staff have the latitude to use restorative practices as an alternative to traditional consequences, and will consider this philosophy when working with students before, during, and after a code of conduct violation.

The Code of Conduct and Student Assistance

When a building administrator deems it appropriate under certain circumstances, the code supports the use of an assistance program for a student whose conduct suggests a need for additional assistance. Student assistance is designed to intervene as early as possible when a student's conduct indicates specific need. District staff may suggest that the student receive assistance from counselors, social workers, psychologists, and other community resources, such as Teen Al-Anon, smoking cessation programs, and/or private counseling.

The Code of Conduct and Confidentiality of Disciplinary Records

A student's records of disciplinary action are confidential. Parent/guardians may request and receive a copy of a school record or disciplinary action about their own child. Except as required by law, or in keeping with a parent/guardian's written request, or a student's written request if eighteen years or older, a student's record of disciplinary action is not released.

Various types of student misconduct are defined below. These definitions of misconduct are not inclusive, but only representative and illustrative. A student who commits and act of misconduct not listed herein is nonetheless subject to disciplinary action.

Attendance

Attendance Policy/Michigan School Code

COMPULSORY SCHOOL ATTENDANCE

The sections of the *Revised School Code* that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1284, 380.1284b, 380.1561-380.1599 and the *State School Aid Act* under MCL 388-1701.

Age of Attendance

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age 6 to 18 to send the child to school during the entire school year, except under the limited circumstances specified in subsection three of Section 380.1561. The exceptions include, but are not limited to, sending the child to a state approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of 6, a child who is at least 5 years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147]. The court then issues a warrant and proceeds to hear and make a determination in the case. The law also states that a parent or legal guardian who fails to comply with the compulsory school attendance section of the Revised School Code is guilty of a misdemeanor [MCL 380.1571-380.1599]. **Grand Ledge High School will work cooperatively with the courts to enforce Attendance Laws**.

Grand Ledge High School Attendance Philosophy

Research shows that regular and punctual attendance by student's results in greater levels of achievement, in a safe, secure, and orderly school, in higher staff and student morale, and in better preparation for post-high school life. An essential part of all education takes place through social interaction that one cannot learn from studying texts. While independent work and/or research is vital, it is equally important to hear lectures, participate in activities and discussions, be exposed to other people's ideas, present their ideas, and work with non-print materials. For this reason, daily attendance and participating in class is crucial and will impact student performance. Students are expected to attend all classes and to remain only in authorized areas of the school building during school hours

Parents are expected to notify the school promptly of extenuating circumstances regarding illness and personal family problems, which have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during holidays outlined on the school calendar**.** A student's attendance record becomes part of his/her permanent record. Employers and post-secondary institutions consider attendance as important as a student's grade point average. Questions or concerns regarding attendance should be directed to the Attendance Office (517) 925-5818.

There are three types of absences:

1) **Explained (AE)** – Absences due to personal illness, professional appointments, funerals, or serious personal or family problems. Arrangements for all work, tests, or quizzes missed due to an explained absence **must be initiated by the student** with all teachers prior to or upon the day of return. All make-up work must be completed and submitted to teachers in direct relation to the number of days absent, i.e. two days absent equals two days to submit all make-up work. Teachers reserve the right to prioritize any make-up assignments, tests, or quizzes within the make-up window.

2) **Unexplained (AU) –** Absences that are not in the explained category. In the case of an unexplained absence, the student may not receive credit for any homework or missed test during the absence.

3) **School Related Absences (AS)** – Absences due to a school field trip, college visit, athletic event other school related activities. Arrangements for all work, tests, or quizzes missed due to a school related absence **must be initiated by the student** with all teachers prior to or upon the day of return. All make-up work must be completed and submitted to teachers in direct relation to the number of days absent, i.e. two days absent equals two days to submit all make-up work. Teachers reserve the right to prioritize any make-up assignments, tests, or quizzes within the make-up window

Reporting Procedures

- Documentation in the form of a phone call or written note must be received by the attendance office for each absence. (517) 925-5818
- Documentation should be received within 48 hours of the student's return to class.
- Documentation will be kept in the student's attendance file. This is significant in the appeals process.

General Guidelines (Seven Absence Rule)

1. Students with seven (7) or more absences per trimester in any class may lose credit for that class and privilege to participate in extra-curricular activities at Grand Ledge High School.
2. Exceptions to the seven absence rule may be granted by the principal or dean of students in the case of documented extenuating circumstances such as: prolonged illness, hospitalization, death in the family, family crisis, etc.
3. Students who show a repeated pattern of non-illness related absences cannot be treated in the same manner as those who have been absent for unavoidable reasons. Some of the criteria indicating a poor attitude towards attendance are:
    A. Frequent absences without the school being notified by parents or guardians
    B. Leaving school early without permission
    C. Frequent tardiness resulting in unexcused absences
    D. Frequently missing one or two classes during the day
    E. Missing Classes on test days, or when projects and assignments are due.
    F. Repeated outside appointments in the same class period.

Attendance Policy: Loss of Course Credit

- **Seven Absence Limit** – A student must not exceed six (6) total absences in each class per trimester. Once a student has accumulated seven (7) absences in a class loss of credit applies.
- ALL absences will count toward the allowable limit with the exception of school related absences (AS). There is no distinction made between an explained (AE) or unexplained absence (AU).
- If a student arrives more than 10 minutes late to a class without a pass it will count as unexplained absence (AU).

If credit is withheld, a student may earn the credit by:

- Attending an assigned Saturday School Session(s)and passing the course final exam or,
- Successfully scoring 78% on the course final exam or,
- Successfully completing a school approved means for credit recovery such as summer school, or E2020.

Attendance Policy: Loss of Extra Curricular Privileges

- **Seven Absence Limit** – A student must not exceed six (6) total absences in each class per trimester. Once a student has accumulated seven (7) absences in a class loss of Extra Curricular privileges for the remainder of the trimester.
- ALL absences will count toward the allowable limit with the exception of school related absences (AS). There is no distinction made between an explained (AE) or unexplained absence (AU).
- If a student arrives more than 10 minutes late to a class without a pass it will count as unexplained absence (AU).

Once a student exceeds the "Seven Absence Limit", the student will lose privileges until the end of the trimester. Extra-curricular privileges include but are not limited to the following:

- Extra curricular activities including clubs (NHS, NTHS, student council, etc,), athletics (varsity and sub varsity) and performance groups (marching band, plays, musicals' etc..) that meet after school
- All school dances including Homecoming, Junior/Senior Banquet and Prom

- Attendance at home sporting events
- Field Trips

<u>If privileges are lost a student may earn privileges back by</u>:

- Attending an assigned Saturday School Session(s). **A student is only allowed to regain privileges through this means once per trimester.**

<u>Truancy</u>

Grand Ledge High School will consider a student truant if:

- The student is absent unexplained (AU) from school for more that five consecutive days
- The student is absent explained (AE) for more than ten (10) days in a thirty (30) day period
- The Student is absent thirty (30) days or more in a school year.

Truancy may result in:

- Court Referral
- Suspension or expulsion from Grand Ledge High School.
- A student whom is absent unexplained (AU) from school for ten (!0) or more consecutive days will be dropped from Grand Ledge High School and must apply for reenrollment.

<u>Tardies</u>

Being up to 10 minutes late to a class without a valid pass signed by authorized school personnel will result in a tardy. Students who demonstrate an unwillingness to conform to the established tardy guidelines may be subjected to progressive school discipline.

<u>Tardy Policy Consequences (Based on tardies in a class period)</u>

1st tardy – Tardy is recorded by the teacher
2nd tardy – Teacher meets with student
3rd tardy – Teacher communicates with parents/guardians and informs the dean of students
4th tardy – Lunch detention
5th tardy – After school detention
6th tardy – One day of in-school suspension (ISS)
7th tardy and beyond – One day of out-of-school suspension (OSS)

<u>Perfect Attendance</u>

Students who have perfect attendance and zero (0) tardies through a trimester can qualify for the following:

- Entered into a drawing for: gift cards, a free prom tickets, a free Junior/Senior banquet ticket a free yearbook, discounted parking passes, free admission to school events.

Checking out of School - A student who must leave school for any reason during the day MUST OBTAIN A DISMISSAL SLIP AND SIGN OUT IN THE OFFICE BEFORE LEAVING. Failure to sign out may result in an unexcused absence for those hours missed and detention/suspension will be assigned.

<u>Attendance – Withdrawal from Class – High School</u>

If a student withdraws from a scheduled class(es) before the first marking period is completed, the grade for that class will be determined as a drop with no credit. **If a student withdraws from a scheduled class(s) after the first 5 weeks have been completed, the student will receive an "F" for the class(s).**

<u>Attendance – Withdrawal from School</u>

The procedure for withdrawal from the high school is as follows:

- Parents must meet with a school counselor or assistant principal to authorize the withdrawal.
- If possible, the note should include the name and address of the school where the student will be enrolling and/or the reason for leaving.
- Students will obtain a checkout form in the office prior to 8:00 a.m. on the day of the withdrawal.
- The checkout form is to be signed by each one of the student's teachers and the librarian. All school books ad property must be returned and all fees must be paid.
- Students will return the completed checkout form to the office for final clearance.

Computer Use

Use of the computers and the Internet provide great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet and the use of the computer network is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read and accept the rules for acceptable online behavior (Appendix A).

1. Students are responsible for good behavior on the computer system just as they are in a school building. General school rules for behavior and communications apply. This includes the Internet.

2. Network storage areas may be treated like school lockers or desks. Network administrators may review e-mail, files and communications to maintain system integrity and ensure that users are using the system responsible. Users should not expect that files will always be private.

3.

4. The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folder, work or files.
- Wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals.
- Employing the network for commercial purposes.
- Revealing your personal address or phone number of yourself or any other person without permission from your teacher.

5. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school and other disciplinary or legal action.

Dress and Grooming

A dress code promotes a district's academic environment, maintains discipline and prevents disruption of the educational process. Any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing clothing or accessories that distract from or are disruptive to the educational setting. Examples of prohibited distracting or disruptive clothing or accessories include, but are not limited to:
   a. See-through clothing, visible undergarments, oversized pants that expose undergarments, and pajamas.
   b. Garments that expose bare skin, including halters, backless dresses or tops, tube tops, bae midriff tops, shorts and skirts that are shorter than fingertip-length, etc.
   c. Obscene, vulgar, or demeaning messaging, images, or symbols.
   d. Sexually suggestive messaging, images, or symbols.
   e. Messaging, images, symbols, or colors that link a student to gangs or similar antisocial behavior.
   f. Racially intimidating messaging, images, or symbols (e.g., swastika, Confederate flag, etc.).
   g. Messaging, images, and symbols that advocate the illegal use of drugs or alcohol, or that advertise a substance illegal for minors.
2. Cover-up clothing (jackets, coats, sweaters, etc.) worn over prohibited apparel may also be deemed unacceptable. Students are required to wear shoes or footwear with soles, dress appropriate for the seasons and refrain from excessive writing on body skin with pens, ink or other materials.
3. All dress is subject to staff discretion.

If a student violates the dress code, the student will be given the opportunity to correct their attire or style of hair that school day, or to remove and keep out of sight prohibited accessories. Corrections may be made by making immediate adjustments at school, wearing a school district garment, or going home to change. Parents may be contacted. A student who continues to violate the dress code will be subject to appropriate disciplinary measures. If appropriate clothing cannot be secured, the student may be required to spend the day in in-school suspension. A student who continues on subsequent school days or at school related activities to violate the dress code will be subject to disciplinary measures, up to an including suspension or expulsion from school.

Harassment

The district does not tolerate, allow or condone the bullying or taunting of students for any reason by other students. When such incidents occur, students need to direct their concerns to the building principal(s) to resolve the issue. If it is not resolved at the building level to the student's satisfaction by the building administrators, then the student needs to contact the Assistant Superintendent for Academic Services. Harassment includes an individual or group action or language which disrupts the orderly conduct of school routine or threats of violence, personal harm or property damage made to students or school employees, ethnic or sexual intimidation, words or actions that are meant to cause humiliation based on race, gender/sex, ethnicity or assault will result in a short or long term suspension and possible recommendation to the Superintendent for expulsion. See Code of Student Conduct section for more detail.

Harassment – Bullying

Bullying is a form of harassment and is unfair and one-sided. Bullying happens when someone is hurting, is frightened, is threatened, or is left out on purpose. Such conduct is disruptive of the educational process, is not acceptable behavior in the Grand Ledge Public Schools and therefore, is prohibited. Grand Ledge Public Schools defines "bullying" as "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to age, religion, race, color, national origin, gender/sex or disability of any individual, extortion of money or possessions, and exclusion from peer groups within school." Students who engage in any act of bullying while at school, at any school function, in connection to any District sponsored activity or event, or while in route to or from school will be subject to disciplinary actions. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law. This policy prohibits bullying of students by district staff, district volunteers, students or other members of the public at school or school activities. See *Appendix C, How Can Students Deal with Bullying/Hazing/Intimidation*.

Harassment – Hazing

Hazing is a form of harassment and victimization. Hazing is about abuse of power and violation of human dignity. Soliciting, encouraging, aiding, or engaging in hazing on school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property is strictly prohibited. Grand Ledge Public Schools defines "hazing" as "Any action taken or situation created, intentionally, whether on or off district premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of right or that creates physical or mental discomfort, and is directed against a student for the purpose of being part of a tradition, initiation into, affiliation with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominantly other students from the district."

Sexual harassment of Students – Policy Statement

Students are entitled to enjoy a school environment that is free from sex discrimination, sexual insult, intimidation and harassment. Sexual harassment of students is not only illegal; it is disruptive to the educational process and interferes with the district's commitment to provide a stable learning environment to its student. The Grand Ledge Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this district. This policy prohibits sexual harassment of students by district staff, district volunteers, students or other members of the public at school or school activities.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, request for sexual favors, or other verbal, written or physical conduct of a sexual nature that is **unwanted by or unwelcome** to the student and/or has the purpose or effect of **substantially interfering** with a student's educational environment. Sexual Harassment is attention that you do not want. Sexual harassment may take many forms. Examples of conduct prohibited by the policy include, but are not limited to, unwelcome teasing, jokes, remarks and questions; deliberate touching, grabbing, brushing against the body; constant leering or ogling, fondling, patting and pinching, kissing, exposing oneself, or touching oneself sexually; letters or written

harassment or abuse, telephone calls, materials of a sexual nature, graffiti, use of school technology systems or indecent propositions; pressure and/or request for sexual favors; and sexual assault and rape.

Such conduct or communications are illegal and will subject students, employees, or district volunteers to appropriate corrective action, including discipline. Such action may include: submission to sexually harassing conduct or communications either explicitly or implicitly, is a term or condition of a student's receipt of educational benefits, a student is used as the basis for academic decisions affecting that student; or such conduct or communication has the purpose or affect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

Sexual Harassment – Reporting Procedure

The district encourages any student who believes he/she has been subjected to sexual harassment to report his/her concerns directly to the Principal, guidance counselor or other district representative designated to receive such complaints. The student will be asked to fill out a written report. All reports of sexual harassment will be promptly investigated by appropriate district representatives. Complaints or reports of sexual harassment shall be handled as confidentially as possible. In certain circumstances, the district may be required by the Child Protection Law to report child sexual abuse to Protective Services or other designated law enforcement agency. Any individual who violates this policy will be subject to appropriate corrective action, including suspension or expulsion if the individual is a student or termination from employment if an employee is involved. See *Appendix: How Can Students Deal with Sexual Harassment*.

Sexual Harassment – Sanctions

A substantiated charge of sexual harassment against a student in the school district shall subject that student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code.

Sexual Harassment – Due Process

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. No form of retaliation for filing a charge of sexual harassment will be tolerated. The use of this procedure in no way precludes the right of a student alleging sexual harassment to seek other remedies provided under the law. Sexual Harassment Administrative Rules, 5015. Policies shall be applied for special education in a manner consistent with the rights secured under federal laws related to discipline and suspension to those pupils who are determined to be eligible for special education services.

Possessions/Use of Illicit Drugs/Alcohol

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. These standards of conduct apply to all students while on school property, in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

- Alcohol or any alcoholic beverage.
- Synthetic intoxicants such as K2, Spice, Bath Salts, etc..
- Illicit drugs.
- Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and other fluid for inhalation.
- Steroids, human growth hormones or other performance-enhancing drugs.
- Substances purported to be illegal, abusive, or performance-enhancing drugs (i.e., "look-alike" drugs).
- Malt beverages labeled as "nonalcoholic" (including, but not limited to, Sharp's, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage), regardless of alcohol content.

It shall not be a violation of this guideline for a student to use or possess or be under the influence of prescription drugs, over the counter medication, or vitamins when taken accordingly to a legal prescription issued by a licensed physician, or parent/guardian **if** a non-prescription medication, for which permission to use in school has been granted according to district medication procedures. Sale or distribution of any of the items mentioned above is strictly prohibited. When school officials have a reasonable suspicion that a student is using or under the influence

of alcohol or other drugs/illegal substances, they may request the student submit to a drug test. School administrators or a law officer may administer the test (in all cases of illegal substance use activity, law enforcement officials will be contacted and the offense acted upon). A student who tests positive for alcohol/drugs/illegal substances at school is considered under the influence regardless of time and place of consumption, which are grounds for disciplinary action. A student's refusal to submit to a drug test will be considered grounds for disciplinary action.

Smoking

A student will not smoke or use tobacco products, vaping devices, e-smoking devices, or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under control of the school district, including all activities or events supervised by the school district.

The following "Student Code of Conduct – Full Text" table provides detail to unacceptable behavior that will not be tolerated to and from school, during school hours, or at any school sponsored events or activities, with noted disciplinary action accordingly.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
1. Alcohol, Drugs, Tobacco Products, Including Vaping Devices, E-Smoking Devices – The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited: A. Alcohol or any alcoholic beverage. B. Illicit drugs. C. Synthetic intoxicants such as K2, Spice, Bath Salts, etc. D. Any abusable glue, aerosol or other chemical substance. E. Substances purported to be illegal, abusive or performance enhancing, i.e., "look alike" drugs. F. Prescription drugs which are used other than as directed by the student's physician. G. Various instruments and materials commonly known to be intended for the use of, or preparation of, illicit substances as defined above including vaping devices and e-cigarettes. At the middle school this would include matches and lighters.	
Possession – Intent to Deliver Any student in violation of selling or distributing an illegal drug while on school property or students in violation of delivering, attempting to deliver or causing to be delivered a non-controlled substance which the student either represents to be a controlled substance or represents to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance, will be suspended for up to 180 days with recommendation for expulsion.	***Possession – Intent to Deliver*** ▪ Out of School Suspension, length to be determined up to 180 days with possible recommendation for permanent expulsion with possibility for conditional reinstatement.
Nicotine/Tobacco Products, Vaping Devices, E-Smoking Devices (Transferring of, Sale of or Use of) The transfer of or sale of or use of nicotine/tobacco products, vaping devices, e-smoking devices on school property is prohibited by State Law. Possession of tobacco products, vaping devices, e-smoking devices by anyone under the age of 18 is also prohibited by State law. Students in violation of the law will be referred to the Grand Ledge Police Department. This is a misdemeanor and is subject to a fine for each violation. Students will also be suspended for three days, out of school.	***Nicotine/Tobacco Products, Vaping Devices, E-Smoking Devices :*** ▪ Misdemeanor ▪ Subject to a fine for each violation. ▪ Out of School Suspension for 3 days. ▪ Possible loss of privileges

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
This policy is in effect for all school-related activities. Grand Ledge Public Schools is a nicotine/tobacco/ vaping devices/e-smoking devices, smoke-free environment, 24 hours per day, seven (7) days a week. This involves property both outside and inside the district facilities.	
Substance Misuse – The following guidelines will apply to any student who is, or suspected to be, in possession of, or under the influence of, alcohol or drugs while attending school or any school sponsored function: A. Substance misuse is defined as: 1) Use, possession, or being under the influence of illegal drugs or intoxicants, including alcohol, on school property or while engaged in or attending a school activity. 2) Being present upon school grounds with a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs or intoxicants, including alcohol. 3) Possession of "imitation controlled substances," which by dosage unit appearance, including color, shape, size and markings, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance. B. Procedures for handling substance violations: Identification – School personnel shall report to the principal or designee any student possessing, using or being under the influence of controlled or illegal substances while on school property or at school activities.	***Substance Misuse:*** **1st Violation:** ▪ Any student in possession, or under the influence, of an illegal drug while on school property will be subject to an out-of-school suspension for a 45 day period OR an 8 week probation period in addition to a 5 – 10 day initial out-of-school suspension. ▪ The principal or principal's designee shall immediately notify the parent(s) or guardian(s) of the suspension. ▪ The principal or principal's designee shall report any instances of possession, use, sale and/or distribution of controlled, illegal or imitation controlled substances as defined in this regulation to the appropriate law enforcement agency. Instances where material is found that is suspected of being a controlled substance that material shall be turned over to the law enforcement agency. ▪ For students that opt for the 40 day suspension: concurrent with readmission to school, the student and his/her parent(s) or guardian(s) will be required to participate in a substance misuse prevention program (Policy 5131.7) ▪ Drug assessment with approved non-district agency; 8 weeks of drug testing at approved licensed medical facility. ▪ Weekly liaison/counselor meeting ▪ Participation in YES House or approved group activities ▪ Attendance and Academic check-ins ▪ Closed lunch ▪ 1st offense legal prosecution held in abeyance with exception of distribution or felony possession. ▪ Other terms and conditions as identified by Grand Ledge Police Department and Grand Ledge Public Schools. *Failure to comply with all terms of the probation may result in a full 45-day Out of School Suspension and legal prosecution for the original offense.*

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
	2nd Violation: ***If student is on probation when 2nd offense occurs, student may face a full 45-day Out-of-School Suspension and legal prosecution for the original offense.*** ▪ Out of School Suspension ▪ 7-week probation period OR additional 35 days OSS ▪ Drug assessment with approved, non-district agency ▪ 7-weeks of drug testing a t approved, licensed medical facility ▪ Weekly liaison/counselor meeting ▪ Participation in YES House or approved group activities ▪ Attendance and academic check-ins ▪ Closed lunch ▪ 1st and 2nd offense legal charges activated ▪ Failure to comply with all terms of the probation may result in full 45-day Out of School Suspension and legal prosecution for the original offense. **3rd Violation:** ▪ Continued violations of the policy may result in long-term suspension or recommendation for expulsion. This action may be indefinitely postponed if the student participates in and adheres to a substance abuse treatment program. ▪ Students will lose driving privileges and/or lose the privilege of an open campus.
2. Arson: The act of willfully burning, or attempting to burn, any building, structure, personal property, or school property. ***	▪ Immediate suspension with possible recommendation for expulsion. ▪ Subject to intervention with police/fire department. ▪ Restitution. ▪ Loss of privileges
3. Assaults and/or Fighting: **Physical Assaults –** Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force of violence. All provisions of the board policy and State of Michigan law will be enacted. **Verbal Assaults** – The definition of "verbal assault" is any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.	**Physical Assaults** ▪ Out of School Suspension 10–180 days. ▪ Police referral. ▪ Possible arrest. ▪ Possible expulsion. ▪ Restorative Justice referral. ▪ Loss of privileges **Verbal Assaults** ▪ Out of School Suspension 10–180 days. ▪ Police referral. ▪ Possible arrest. ▪ Possible expulsion.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
Aiding Assaults – Students who participate through observing and encouraging or documenting an assault (through audio or video recording) will be considered to have aided in the assault and subject to disciplinary action.	▪ Restorative Justice referral. ▪ Loss of privileges **Aiding Assaults** ▪ In/Out of School Suspension 1-10 days. ▪ Loss of privileges
4. Behavior/Classroom Disruption/Classroom Dismissal: Teacher is authorized to immediately remove and suspend a student from a class subject, or activity when the teacher has good reason to believe that the student's conduct is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effective teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.	▪ In/Out of School Suspension 1 hour–10 days ▪ Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by mutual agreement between the teacher who ordered the suspension and building administrator. ▪ A teacher who issues a SNAP suspension must inform the principal of such action at the time the suspension is issued. The student, upon suspension, shall report to the office for either in-school or out-of-school suspension as determined by the building administrator. ▪ The suspending teacher shall attempt to make contact with the suspended student's parent or guardian by the end of the teacher workday. If this is not accomplished, the teacher must make contact with the parent/guardian within 24 hours of the suspension. The teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. ▪ Any student suspended from the same class subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more. ▪ Possible loss of privileges
5. Bomb Threats: The act of disrupting school procedure by verbal or written threats or falsely reporting explosive or flammable devices on school property will result in discipline.	▪ Out of school suspension and possible recommendation for long term suspension or expulsion, up to 180 days. ▪ Restorative Justice referral. ▪ Loss of privileges
6. Cheating: The act of obtaining answers or completing assignments in a fraudulent or deceitful manner.	▪ Grade of "zero" on the assignment in question ▪ In/Out of School Suspension 1 Hour–3 Days. ▪ Possible loss of privileges

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
7. Disobedience – Persistent: Recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations.	• In/Out of School Suspension 1–10 Days. • Possible Loss of privileges
8. Extortion: The act of securing or attempting to secure money or other items of value in school or on school property by the use of threats made/or violence or without the mutual consent of both parties involved.	▪ Out of School Suspension 1–10 Days. ▪ Possible loss of privileges
9. False Alarms: The act of knowingly initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.	▪ Out of School Suspension 1–10 Days. ▪ Restorative Justice referral. ▪ Possible loss of privileges
10. Fireworks or Explosives: The act of possessing, using or threatening to use any substances or prepared chemicals on school property that explode or cause explosions and are capable of inflicting bodily injury.	▪ Long term suspension with possible for recommendation for expulsion up to 180 days. ▪ Possible loss of privileges
11. Fighting: Defined as participation in a quarrel, argument, or physical exchange with another person or intent of physically harming another person. Students who are not directly involved in a fight but participate through observing, encouraging or documenting through audio or video recording will be considered participants in the assault and subject to disciplinary action. This will not be tolerated on school property, to or from school, at school-sponsored activities or the bus stop.	▪ In/Out of School Suspension 1–10 Days. ▪ Possible recommendation for long-term suspension or expulsion. ▪ Possible referral to Police. ▪ Restorative Justice referral. ▪ Possible Loss of privileges
12. Forgery: Fraudulent means to use or obtain use of school-related documents.	▪ In/Out of School Suspension 1-10 days with possible recommendation for long-term suspension or expulsion up to 180 days. ▪ Possible referral to Police. ▪ Possible loss of privileges.
13. Gambling: Student involvement in betting or wagering.	▪ In/Out of School Suspension 1–10 Days.
14. Gang or Gang-Like Behavior: Gang or gang-like activity of any kind on school property or at any school activities at any time; forming associations with other students who initiate gangs or who have similar characteristics; gang or gang-like attire, "ganging up" on other persons to harass, threaten or intimidate; creating a threatening environment, vandalizing or damaging property.	**1st Offense:** ▪ Attire may be required to be changed. ▪ In/Out of School Suspension 1–3 Days. **2nd Offense:** ▪ In/Out of School Suspension 3–10 Days. **3rd Offense:** ▪ Long-term suspension with possible recommendation for expulsion. ▪ Restorative Justice referral.
15. Harassment: Conduct that shows hostility or aversion toward an individual because of his/her gender/sex, race, color, religion, national origin, disability, or age that has the purpose of effect of creating an intimidating, hostile, or offensive environment; or has the purpose or effect of unreasonably interfering with an	**Harassment – To Include Hazing, Bullying and Intimidation:** ▪ In/Out of School Suspension 1–10 Days, or expulsion. ▪ Possible meeting with Counseling Staff; must follow his/her recommendations satisfactorily.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
individual's performance. Also includes incidents that occur after school hours and/or off-campus that are initiated by students and that are directed toward staff or employees of the school district.	▪ Possible referral to Police-School Liaison Officer. ▪ Possible restriction to access of Grand Ledge Public Schools' grounds or attendance at extra/co-curricular activities. ▪ Possible recommended expulsion. ▪ Restorative Justice referral. ▪ Possible loss of privileges.
Bullying: Bullying is a form of harassment. Bullying is unfair and one-sided. It happens when someone keeps hurting, is frightened, is threatened, or is left out on purpose. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in the Grand Ledge Public Schools and is prohibited. Grand Ledge Public Schools defines "bullying" as "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-down i.e. related to age, religion, race, color national origin, gender/sex or disability of any individual, extortion of money or possessions, and exclusion from peer groups within school." Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary actions. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law. *See Appendix C – How Can Students Deal with Bullying/Hazing/Intimidation*.	**Bullying:** ▪ In/Out of School Suspension 1–10 Days, recommendation for expulsion. ▪ Possible referral to Police. ▪ Restorative Justice referral. ▪ Possible loss of privileges
Hazing: Hazing is a form of harassment. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. Soliciting, encouraging, aiding, or engaging in hazing on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. Grand Ledge Public Schools defines "hazing" as "Any action taken or situation created, intentionally, whether on or off District premises, to produce mental or physical discomfort, embarrassment, harassment, or	**Hazing:** ▪ Out of School Suspension 1–10 Days or Expulsion ▪ Law enforcement officials may be notified of hazing incidents. ▪ Restorative Justice referral.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
ridicule. Any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humili-ation, deprivation of right or that reacts physical or mental discomfort and is directed against a student for the purpose of being part of a tradition, initiated into, affiliating with, holding office in or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whom membership is totally or predominantly other students from the district." Subtle or harassment hazing includes but is not limited to any activity involving: ▪ Any level of ridicule, embarrassment, shame, or humiliation to a student that creates a hostile, abusive or intimidating environment for the student such as verbal abuse, questioning under pressure and performing ridiculous activities. ▪ An unreasonable risk of physical harm that causes mental anguish or physical discomfort or confuses, frustrates, or causes undue stress, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body including tape or rope, and participation in physically dangerous activities. ▪ Consumption of alcohol, drugs, tobacco products, vaping devices, e-smoking devices or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm. ▪ Actions of a sexual nature or the simulation of actions of a sexual nature. ▪ Any violation of school district policies and regulations.	
Intimidation: Interfering with school personnel, students or others with threat of force, violence or vandalism at any time or place, whether or not on school property, at school-sponsored events or incidents that occur after school hours on/or off campus that are initiated by students and that are directed toward students, staff or employees of the school district. Intimidation is a form of harassment. *See Appendix C, "How Can Students Deal with Bullying/Hazing/Intimidation"*	**Intimidation:** ▪ In/Out of School Suspension 1–10 Days, Possible Expulsion ▪ Law enforcement officials may be notified of intimidation incidents. ▪ Restorative Justice referral. ▪ Possible loss of privileges.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
Sexual Harassment: Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature.	**Sexual Harassment:** ▪ In/Out of School Suspension 1–10 Days. ▪ Referral to Police ▪ Restriction to access of Grand Ledge Public Schools' grounds or attendance at extra/co-curricular activities. ▪ Possible recommended expulsion. ▪ Possible loss of privileges.
16. Illegal Activities: Illegal activities not referred to in other portions of the *Code of Student Conduct* (breaking and entering, possession of keys, etc.)	▪ Suspension 1–10 Days ▪ Referral to police, if appropriate. ▪ Restorative Justice referral. ▪ Possible loss of privileges.
17. Improper Bus Behavior: Failure to conduct oneself in accordance with all school rules and regulations governing safe bus transportation. (See section on Transportation Services)	▪ Loss of bus privileges per bus referral procedures. ▪ Possible school suspension 1–10 days. ▪ Restorative Justice referral. ▪ Possible loss of privileges.
18. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.	▪ Suspension 1–10 Days. ▪ Student will be required to correct the condition. ▪ Possible loss of privileges. ▪ Possible Police referral.
19. Insolence: Attitudes or behavior insulting or contemptuous in speech or conduct.	▪ In/Out of School Suspension 1–10 Days. ▪ Possible loss of privileges
20. Insubordination: The act of failing to respond to or carry out a directive given by authorized school personnel.	▪ In/Out of School Suspension 1–10 Days ▪ Possible loss of privileges
21. Non-Productive Behavior: Not meeting reasonable academic expectations.	▪ Meeting with teacher, counselor and/or administration. ▪ Meeting with parents. ▪ In/Out of School Suspension 1–10 Days. ▪ Possible truancy referral. ▪ Possible loss of privileges. ▪ Possible long-term suspension. ▪ Possible recommendation for expulsion.
22. Obscenity/Profanity: Vulgar acts in any form.	▪ In/Out of School Suspension 1–10 Days. ▪ Meeting with teacher, grade level counselor and/or administrator. ▪ Meeting with parent.
23. Pornography: Possession or distributions of pornographic literature and/or visuals that are deemed inappropriate are prohibited.	▪ In/Out of School Suspension 1–10 Days. ▪ Possible police referral.
24. Possession of Dangerous Chemicals: Possession, transfer use or threatening to use any chemical considered dangerous or capable of inflicting harm as determined by he administration, such as but not limited to: lighters, alcohol, organic fumes, pepper spray.	▪ In/Out of School Suspension 1–10 Days. ▪ Referral to Police. ▪ Possible recommendation for expulsion. ▪ Restorative Justice referral. ▪ Possible loss of privileges

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25. Possession of Personal Electronic Devices: Electronic devices including CD's, radios, cassettes, headphones, walkie-talkies, i-pods, MP3 players, electronic games, laser pointers, video cameras, etc. will not be used during class hours. *Note:* **The school is not responsible for items lost or stolen. Please leave all valuable items at home. Unauthorized video-taping is strictly prohibited.**	**1st Offense:** • Device confiscated and returned to student at end of day. **2nd Offense:** • Device confiscated, parent to pick up. **3rd Offense:** • Device confiscated, parent pick up. • Parent meeting with administrator • Possible In/Out School Suspension 1hr–10 Days. • Possible loss of privileges.
26. Possession of Cell Phones, Hand-Held Computers, Pagers Camera-Like Devices, and Other Communication Devices Students are prohibited from using cell phones or other electronic communication devices (ECD) while in the classrooms unless it is for learning purposes. "Using" refers to making/receiving calls, text messaging, videotaping, picture taking, audio recording or using the ECD for any other purpose. Cell phones and ECDs shall be turned off and stored away out of sight during class time. Use of these devices shall be limited to periods before and after school, passing times and lunch periods. Students are strictly prohibited from using cell phones and other ECDs in locker rooms or restrooms. Cell phones and ECDs may not be "ON" or otherwise used in locker rooms or restrooms whether here or at another school district where a school activity or athletic event is taking place. The use of cell phones or ECDs in an unauthorized manner or in violation of this policy may result in disciplinary action, depending on the nature of the prohibited activity and/or whether it is a repeat offense by that student. The administration reserves the right to modify the consequences, as appropriate. **Note: The school is NOT responsible for items lost or stolen. Please leave all valuables at home.**	**1st Offense:** • Device confiscated and returned to student at end of day. **2nd Offense:** • Device confiscated, parent to pick up. **3rd Offense:** • Device confiscated, parent to pick up. • Parent meeting with administrator • Possible In/Out School Suspension 1hr–10 Days. • Possible loss of privileges
27. Public Display of Affection (PDA's), Is inappropriate in a school setting. Students are expected to conduct themselves as responsible mature individuals.	▪ In/Out of School Suspension ▪ Possible loss of privileges.
28. Skateboards: Use/possession of skateboards, roller blades, scooters and bicycles, etc. in school buildings, school building entrances,	▪ 1st Offense: Confiscated and returned at end of day. ▪ 2nd Offense: Confiscated and returned to parents.

STUDENT CODE OF CONDUCT – FULL TEXT	
UNACCEPTABLE BEHAVIOR	**DISCIPLINARY ACTION**
sidewalks, steps, railings, and walls is prohibited.	▪ 3rd Offense: Device confiscated balance of trimester. Possible In/Out of School Suspension 1 hr–3 Days. ▪ Possible loss of privileges.
29. Technology Fraud or Misuse: Any tampering of Grand Ledge Public Schools building/staff members' computers and/or technology network systems is prohibited as per district policy. Accessing district blocked sites is also prohibited.	▪ Out of School Suspension 1–10 Days Up to 180 Days. ▪ Indefinite loss of technology access. ▪ Possible recommendation for expulsion. ▪ Responsible for repair/replacement. ▪ Possible loss of privileges.
30. Theft and Possession of Stolen Property: The act of dishonestly acquiring the property of another or others in school or on school grounds.	▪ Out of School Suspension 1–10 Days. ▪ Possible referral to Police. ▪ Restitution. ▪ Restorative Justice referral. ▪ Possible Loss of privileges.
31. Truancy/Skipping/Loitering or Unauthorized Leaving of School Property: Leaving school grounds without authorization from the school office.	▪ In/Out of School Suspension 1–10 Days. ▪ Possible Attendance Contract. ▪ Possible Loss of privileges.
32. Unauthorized Student Demonstration: The act of instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general welfare and safety of others on public school property or at a school-sponsored activity. Dissent is part of our cultural heritage. The Board recognized the right to dissent, provided it does not interfere with the rights of others.	▪ Possible In/Out of School Suspension 1–10 Days. ▪ Possible Loss of privileges.
33. Vandalism: The act of willful destruction or damage to property of others while under school jurisdiction.	▪ Suspension 1–10 Days. ▪ Restitution ▪ Referral to Police. ▪ Restorative Justice referral. ▪ Possible loss of privileges.
34. Weapon Possession: Students may not possess any weapon or imitation weapon while in a weapon-free-zone. This zone includes travel to and from school, on campus, and all school activities, "Dangerous weapons" are defined as, but not limited to: firearms, dagger, dirk, stiletto, knife with mechanical opening, iron bar, brass knuckles.	▪ Immediate suspension for an indefinite amount of time. ▪ Permanent expulsion will be recommended to the Superintendent. ▪ Reinstatement for elementary students may be considered after 90 school days. ▪ Reinstatement for middle school and high school students may be considered after 180 school days. ▪ All provisions of the State of Michigan weapons law will be enacted.

AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES
STUDENTS GRADES 7 AND ABOVE
APPENDIX A

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
E. You may not use the Technology Resources to engage in bullying, which is 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 pupils either directly or indirectly by doing any of the following:
   a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
   b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
   c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
   d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
   e. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct and Handbooks.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
    a. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
    b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
    c. Accessing or attempting to access material that is inappropriate for minors.
    d. Bullying (as defined in paragraph E).
    e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
    f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
    g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
    h. Unauthorized copying or use of licenses or copyrighted software.
    i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
    j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
    k. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
    l. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
    m. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
    n. Misusing equipment or altering system software without permission.
    o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
    p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Code of Conduct and Handbooks.
G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's Code of Conduct and Handbook. Any additional rules, regulations, and policies are available on the Technology Department web page. As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

As the student's Parent or Legal Guardian,

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

HOW CAN STUDENTS DEAL WITH SEXUAL HARASSMENT?
APPENDIX B

TAKE THESE STEPS. . . . .

Be Assertive

- Be honest and direct.
- Say you find the behavior offensive. Say **"No"** or tell the person to **"Stop"**.
- Don't apologize ("I'm sorry, but I didn't like. . .")
- You are the one being harassed, not the other way around.
- Don't hint or be evasive ("I'm busy tonight" or "I have other plans")
- Say "NO" clearly ("The answer is no, don't ask again." Or "I've told you before that I'm not interested in that kind of relationship, so stop asking me.")

Document The Incidents

- Keep a journal.
- Note the date(s), time(s), and place(s) that the harassment occurred.
- It is important to describe the event in as much detail as you can.
- Describe the harasser's words and behavior.
- Write down what you said, what you did, and how you felt.
- Document how the harassment is affecting your school performance or health.
- Include the names of everyone involved, particularly if you have witnesses that can verify what happened.

Collect Evidence

- Do whatever you can to collect the evidence that your school operates with a hostile educational environment.
- If there are sexual cartoons or jokes posted on the bulletin boards, confiscate them.

Check With Other Students

- You should assume there is no such thing as a first-time sexual harasser.
- Ask your friends if something similar has happened to them.
- A complaint backed up by others makes retaliation less likely and gives support to your complaint.
- **If the harassment continues after telling the harasser to stop, take your complaint to a building principal.**
- If the sexual harassment continues, you should make a formal complaint.
- Students do not always make formal complaints for a variety of reasons.
- Some do not understand that they have a right to be free from sexual harassment at school.
- Some do not want to risk losing the acceptance of their peers.
- Some fear that they will be the one being punished.
- Some fear retaliation.
- Although it is sometimes hard to take formal action, sexual harassment will likely get worse if unreported.
- Because any action you take may provoke a reaction, be sure of what you are going to say and what you want to happen.

HOW CAN STUDENTS DEAL WITH BULLYING/HAZING/INTIMIDATION
APPENDIX C

Key questions to first ask yourself:

- Am I offended by the other person's actions?
- Has this been done before?
- How many times?
- Have other things been done?

Steps to solving this conflict:

- Be assertive – look the person in the eye and tell them to stop – even though you may be scared at the time, try to sound as confident as you can.
- Reply in a short statement, e.g. "I do not like being called 'fatso.' Stop calling me that." Then walk away. Practice doing this with your parents or friends.
- Walk away. Get away from the situation as quickly as possible if you can.
- As soon as possible after the incident(s) have occurred:
  - Tell people in authority such as the teacher's aide, the teacher, coach or other adult.
  - Tell someone in your family that you trust.
  - If you are scared to tell an adult, ask a friend to go with you, or write a note.
  - If the adult does not listen, or gives you advice that does not help, try telling someone else, and keep trying until someone takes you seriously.
  - If you are afraid to tell an adult yourself, ask someone in your family to come with you when you tell, or ask your parent to tell them for you. The same goes if you are afraid to tell someone in your family; ask your teacher or school social worker/counselor or some adult you trust to come with you, or ask another adult to tell them for you.
- When you are talking with an adult, tell them:
  - What has happened to you?
  - How often this or other bullying incidents have happened?
  - Who was involved?
  - Who saw it happening?
  - Where it happened and when.
  - What you have done about it already.
  - Keep a logbook if necessary to write down as much information as you know - what happened, the date, time, place, who was involved, and who the witnesses were. Keep your logbook in a safe place.

See attached page "Tips for Families – How to Help Your Child with Bullying, Hazing, and Intimidation."

Information provided by Glenn Stutzky, M.S.W.

HOW TO HELP YOUR CHILD WITH BULLYING, HAZING AND INTIMIDATIONS
APPENDIX D

Bullying, hazing, and intimidation are acts of harassment. This type of conduct is a form of abuse and victimization of another person. This conduct is all about power – the imbalance and abuse of power. It is the violation of human dignity. It is deliberate, repeated over time, and causes serious harm to the targeted person(s). The violent person takes no responsibility for his or her actions, often blames the victim and makes little or no effort to resolve the problem. This conduct is a significant form of school violence. It thrives in darkness and silence. This type of violent behavior is prohibited in Grand Ledge Public Schools.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, emotional abuse, or attack on the property of another.

Hazing is any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Intimidation is the repeated interfering with another person with the threat of force, violence, or vandalism.

Research clearly shows that students who suffer this type of abuse are affected physically, mentally, emotionally, socially, and academically. Students may have increased health concerns such as depressions, anxiety, insomnia, loneliness, unhappiness, and feelings of isolation, lower grades and test scores.

How can parents/guardians talk with their child and how can we tell the difference between these bullying acts and conflict?

- First, there is no such thing as a small bullying incident.
- There is an imbalance of power between the bully and the victim.
- It is a relationship in which one person seeks to gain power/control over the life of another.
- *The essence is not the actions of the person who is bullying but their intentions* – this is what distinguishes bullying or bullying types of behavior such as hazing and intimidation, from the normal peer conflict.
- How can a parent/guardian tell the difference between normal conflict and bullying behavior?
  - First, look at the issue of power - in normal peer conflict that is more of an equality of power – often the two involved are friends or good acquaintances and have the same power and status among their classmates.
  - Second, look at the child's willingness to resolve the conflict. Children involved in normal peer conflict will try to resolve their differences, often with the help of peer mediation or conflict resolution programs. The person who is bullying takes no responsibility for his or her actions, often blames the victim, and makes little or no effort to resolve the problem.
  - Next, ask the right questions to put the event into context. Bullying is a subtle type of violence. When a child comes to us and says, "Frank pushed my pencil off my desk," our natural response is (while we may not say it out loud), "Why are you bothering me with this? So he pushed your pencil, pick it up, stop whining and being such a tattle-tale." Rather we need to ask:
    - "Has he done this before?"
    - If the answer is yes, ask: "How many times?"
    - If the answer is, "Oh, everyday," ask, "Has he done other things?"
    - If the answer is "Yes, he has taken my folder and torn it up," ask, "Anything else?"
    - You might then hear, "Yes, he spits on me when I'm on the playground

  The point is that as an individual incident it could appear petty and insignificant unless it is put into context. By asking the right questions and taking the time to listen, parents and teachers can often uncover a pattern of bullying behavior. Most children fail to talk to adults about bullying behavior, both at school and at home. They may feel embarrassed, ashamed, guilty, or afraid that if they tell us it will make the situation worst. Children do have reason to fear; many adults fail to understand the severity of what is going on or what to do about it. What can we do?

  - The first step is become more informed on the issue of bullying actions - such as harassment, bullying, hazing, and intimidation.
  - The next is to make bullying a subject that the child feels free to talk about at home and in school.
  - For more information, http://www.stopbullyingme.ab.ca/areyoubully.shtml

Transportation Guidelines

The following "Transportation Guidelines" were developed to provide a safe and efficient pupil transportation service for all Grand Ledge Public School (the "District") students eligible to ride a Grand Ledge school bus.

School bus transportation will be scheduled and routed by individual school building attendance boundaries. AM/PM bus stop locations in subdivisions and established neighborhoods are designed to accommodate all students assigned to each bus stop. The law does not require that Kindergarten students must be picked up at home. Typically, these bus stop locations will remain consistent from year to year. All bus stop locations must meet strict State of Michigan Law and Michigan Department of Education regulations regarding traffic visibility, the distance from other bus stops and roadway intersections.

Students will only be assigned to one "to school" and one "from school" bus stop location on a Monday through Friday basis. Either of these bus stop locations may be for a residence and/or child care provider. Any exceptions or emergency situations must follow district guidelines AND be approved in advance on a daily basis by the building administrator.

All student information changes (i.e., address, contact information, etc.) should be made in our Update Registration site, www/update.glcomets.net. Parents who communicate child care provider locations prior to July 1 of each school year will have every opportunity to have their child care provider location scheduled in with the school bus route design. All child care provider bus stops must be within the boundaries of the school the student will be attending and on a road or street that is already traveled by an existing bus route. After July 1, no changes will be made to existing routes for child care purposes.

Some students will need to cross the roadway. Training, direction, demonstrations and on going education is provided by the bus drivers and transportation staff. During the school year, transportation services will begin as soon as possible after the student is registered. However, depending on the circumstances, it may take a few days for scheduling.

The Michigan Department of Education (MDE) guidelines for school bus stops clearly indicates that it is the District's responsibility to develop legal bus stops for students (using the MDE criteria) and it is the parent's or child care provider's responsibility to get the child to and from the bus stop safely. Therefore, parents and the District must work together to provide a safe and efficient pupil transportation system. The District has a transportation policy which requires students to walk to school if they live a specified distance from their school of attendance. The distance is 1-1/2 miles for secondary students and 1 mile for elementary students. These distances may be modified for safety concerns. However, under MDE guidelines, students who ride a school bus may be expected to walk similar distances based on grade levels to their assigned bus stop. The concept focuses on younger students walking less or shorter distances to a bus stop and older students walking farther to a bus stop.

The following guidelines are utilized in developing safe and efficient bus route schedules for the District. The numbers represented are approximate distances. Some students may find themselves walking farther than other students to and from their stop due to bus routing design or the location of their residence in relation to the bus stop location.

Walking Distance Thresholds

Within Subdivisions and Developed Residential Areas:

(Speed Limit is 25 mph or less)

A. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized bus stop within the subdivision.

B. Kindergarten through second grade students may walk up to 1,000 feet (if walking with other students) and up to 600 feet (if they are walking alone) to and from a bus stop if sidewalks are available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized bus stop within the subdivision.

C. Third through sixth grade students may walk up to 1,000 feet to and from a bus stop, if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or childcare provider and be identified as a centralized group or single student stop.

D. Third through sixth grade students may walk up to 5,280 feet to and from a bus stop if sidewalks are available and they are walking with other students. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized group or single student stop.

E. Secondary students may be required to walk up to 7,900 feet to and from a bus stop which may be located at the main entrance of their subdivision or main road intersection leading to their residential areas whether or not sidewalks are available. If for safety reasons, the school bus is not scheduled or is unable to stop at the entrance to a subdivision or residential area, these students may be required to walk to a centralized bus stop location, which may be out of the sight of their residence and outside their subdivision. The bus stop may be identified as a group or single student stop. They may also be required to cross the street at their bus stop under the red flashing school bus lights.

F. Private Drives**:** The District is not required to travel on private drives or private roads to transport students to and from school. If the District determines that it is necessary to enter a private drive, then the owner(s) must provide written permission holding the District harmless for any property damage and must provide a passable and well maintained drive or road able to support the weight of a loaded school bus.

Outside Subdivisions or Developed Residential Areas:

(Speed Limit is greater than 25 mph and less than 45 mph)

A. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.

B. Kindergarten through second grade students may walk up to 1,000 feet (if walking with other students) and up to 600 feet (if they are walking alone) to and from a bus stop if sidewalks are available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out

of the sight of their residence or child care provider and be identified as a group or single student stop.

C. Third through sixth grade students may walk up to 1,000 feet to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.

D. Third through sixth grade students may walk up to 2,640 feet to a bus stop if sidewalks are available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and identified as a group or single student stop.

E. Secondary students may be required to walk up to 5,280 feet to a bus stop whether or not sidewalks are provided. They may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence and be identified as a group or single student stop.

Outside Subdivisions or Developed Residential Areas:

(Speed Limit is 45 mph or greater)

A. Kindergarten through second grade students will have their bus stop location established in close proximity (within 300 feet) to their residence or child care provider if sidewalks are not available. Students in this category will only cross the road at their bus stop under special conditions and with parental awareness. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student bus stop.

B. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to a bus stop if sidewalks are provided. Students in this category will only cross the road at their bus stop under special conditions and with parental awareness. This may increase the riding time for these students. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group of single student bus stop.

C. Third through sixth grade students may walk up to 300 feet to a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.

D. Third through sixth grade students may walk up to 1,320 feet to a bus stop if sidewalks are provided. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.

E. Secondary students may be required to walk 2,640 feet to a bus stop whether or not sidewalks are provided. They may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence and be identified as a group bus stop.

Possible Conditions to Enter Subdivisions:

1. Age of students: (i.e., elementary students).
2. The school bus is at the end of a route and must turn around.
3. There is no legal place to establish a bus stop at the subdivision entrance.
4. Considered if district routing can reduce operational costs by reducing time and mileage.
5. Extremely large concentration of students at subdivision entrance and no sidewalks available.
6. Temporarily enter for road or building construction or specialty issues: i.e., sex offenders or predators identified in walking plan, high crime concerns, excessive amount of commercial traffic, dangerous traffic flow and/or other dangerous conditions, utility work, etc.

Student Safe Riding Bus Rules

1. Students are forbidden to do anything that is detrimental to the health and safe transportation of all passengers and the driver.
2. Students are forbidden to throw any objects within the bus, out of the bus, or at the driver and other passengers.
3. Students are forbidden to hold on to, or touch in any way, the outside of the bus while it is in motion. Students shall not extend anything out of the windows at any time, (themselves, books, papers, etc.).
4. Students are not permitted to possess, use, or distribute any tobacco products, vaping devices/e-smoking devices, alcohol, illegal substance, or narcotics in any form on the bus.
5. Students will not mutilate or deface a bus in any manner. Students who damage a bus in any way will be responsible for restitution reflected in the total damage.
6. Students will not fight or bully other persons.
7. Students will only use the emergency door in case of an actual emergency.
8. Students are forbidden to use loud, profane or obscene language.
9. Students will not tamper with any mechanisms or switches, including the door, driver controls and safety equipment.
10. Students are forbidden to carry weapons of any nature on board the bus.
11. Students will not be allowed to bring anything on the bus which cannot be held safely on their lap or placed directly under their seat. No objects of any kind may be placed in the aisles, (musical instruments, books, lunches, special projects, etc.).
12. Students are forbidden to have fireworks, smoke bombs, or any substance which is hazardous in nature, toxic or flammable. These items are strictly forbidden to be transported on a school bus.
13. Students must be at their designated stops five minutes before the bus arrives. After the driver turns off the flashing lights they may not pick up any other students at that stop. Drivers may not wait for tardy students.
14. Students should wait orderly and patiently at bus stops. If the bus stop is at an intersection with no sidewalks, students should stand along the edge of the roadway. Students should not move to board the bus until it has completely stopped and the door is open. Students crossing must wait for the red flashing lights to be activated and also the bus driver signal.
15. Each student boarding the bus will locate a seat, (if not already assigned) sit down and stay in that seat until arriving at their destination.
16. Students should not attempt to reserve or "save a seat" for their friends.
17. Students must stay in their seats and in a sitting position when the bus is in motion.
18. Students may be required to sit three in a seat when necessary.
19. Students will be assigned seats by the driver when necessary.
20. Students should not leave their seats to exit until the bus has come to a complete stop.
21. Students will observe the following rules if it is necessary to cross the road after leaving the bus:
    a. Make sure the bus is completely stopped.
    b. Cross 10 feet in front of the bus, within sight of the driver.
    c. Look both ways, then, if it is safe, proceed across the road in front of the bus.
    d. Walk; do not run, in front of the bus when crossing the road.
22. Students may not eat on the bus while it is in motion.
23. Students are expected to help keep the bus clean and sanitary on the inside.
24. Students will not put down the windows unless the driver gives them permission.
25. Students will not bring animals on the bus. This includes all reptiles and pets.
26. Students must get off the bus at their regular assigned bus stop. Students requesting bus stop changes must have prior written permission and approval.

School Bus Point System

Points	Discipline	Disciplined by
0 – 2	**Warning, Front seat assignment**	**Bus Driver**
3 – 5	**One-day Suspension**	**Transportation Supervisor**
6 – 8	**Three-day Suspension**	**Transportation Supervisor**
9 – 16	**Five-day Suspension**	**Transportation Supervisor w/ Building Principal**
17 – 20	**10-day Suspension**	**Transportation Supervisor w/ Building Principal**
21 – 39	**90-day Suspension***	**Transportation Supervisor w/ Building Principal**
40+	**180-day Suspension***	**Transportation Supervisor w/ Building Principal**

*A discipline hearing with the Superintendent may be necessary to reinstate bus rider privileges.

NOTE: *3 - 10 day suspensions may result in a mandatory parent meeting.*

- The Bus discipline conduct form must be returned by the next school day or additional suspension from the bus may occur.

- Points will accumulate throughout the school year. Suspension from the bus may rollover to the next school year.

- School bus transportation is a privilege, not a right.

When your child is suspended from the bus, he/she may not ride any GLPS bus. Bus riding is a privilege, which may be revoked. Please help your child understand the importance of their behavior and the impact on safety to prevent further occurrences.

Grand Ledge Public Schools makes use of video recording cameras on some or all school buses. Video recordings are considered "educational records" and board policy strictly govern the access and use of any video recordings made.

Contact the Transportation Department at 517-925-5300 with questions or concerns.

Revised April, 2015

OFFICE OF CIVIL RIGHTS – STUDENT INFORMATION
APPENDIX F

It is the policy of the Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age disability, height, weight or marital status in its programs, services or activities.

The law simply means that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly and reasonable is your second responsibility.

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator:

Assistant Superintendent for Human Resources and Operations
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
(517) 925-5406

As the Civil Rights Coordinator, the Assistant Superintendent for Human Resources and Operations will process and investigate all complaints of discrimination.

OFFICE OF CIVIL RIGHTS – GRIEVANCE PROCEDURES
APPENDIX G

GRIEVANCE PROCEDURES
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Section 1

Any person believing that Grand Ledge Public Schools or any part of the school organization has inadequately applied the principals and/or regulations of (1) Title VI of the civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Inquiries related to discrimination on the basis of disability should be directed to:

Executive Director of Special Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson
Grand Ledge, MI 48837
(517) 925-5410

Direct all other inquiries related to discrimination to:

Assistant Superintendent for Human Resources and Operations
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
(517) 925-5406

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1
A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2
A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3
If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

NOTIFICATION OF UNIVERSAL SCREENING
APPENDIX H

Notification of Universal Screening

To: All Parents and Legal Guardians

Grand Ledge Public Schools (GLPS) supports the use of a multi-tiered system of support (MTSS) to meet the needs of ALL students. The *GLPS* MTSS includes tiers of academic and behavior support that can be matched to students needs. Universal Screening of ALL students up to three times a year in reading, math, and behavior allows *GLPS* to identify students at risk and connect them to interventions to keep them on track for success. Students identified as at risk through Universal Screening are then considered for academic or behavior interventions. If it is determined your child may be eligible for an intervention, you will be contacted to obtain your permission.

The following universal screening measures are supported by *GLPS* and Eaton Regional Education Service Agency (Eaton RESA) and may be used with your student.

PELI

- The Preschool Early Literacy Indicators (PELI) is an assessment of pre-reading skills needed for success in kindergarten. The assessment is designed for preschool and pre-kindergarten students ages 3-5.

DIBELS

- DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. The DIBELS measures are brief measures of specific reading and/or math skills. DIBELS is recommended for grades K-5.

AIMSweb

- AIMSweb provides brief academic assessments in critical reading and math skills. AIMSweb is recommended for grades 6-8.

SRSS

- The Student Risk Screening Scale (SRSS) is used to identify students who may be at risk for behavioral concerns. The SRSS is recommended for grades K-12.

EWS

- Early Warning Systems (EWS) are used to identify students who may not be on track for graduation. The tool relies on student level data that is already available including indicators for attendance, course failures, GPA, credit attainment, and behavior. Use of EWS is recommended for grades 9-12.

If you have questions regarding any of the above please contact:

Sarah Sutherland, Executive Director for Special Services

Mr. Steve Gabriel, Assistant Superintendent for Academic Services

If you would like to opt your child out of universal screening, please contact your Building Principal.

CAREER AND TECHNOGICAL EDUCATION PROGRAMS
APPENDIX I

Career and Technical Education Programs

Each year, the Grand Ledge Public Schools offers Career and Technical Education programs at Grand Ledge High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors, and cooperative education coordinators. Lack of English skills will not be a barrier to admission and participation in career to technical education program. The following is a list of programs being offered this year and criteria for admission.

Program	Criteria for Admission
• Parenting and Child Development	10th-12th Grades
• Beginning Drafting	None
• Tech I Drafting	Beginning Drafting
• Tech II Drafting	Tech I Drafting
• Beginning Architectural	Beginning Drafting
• Advanced Architectural	Beginning Architectural
• Computer Applications I	None
• Computer Applications II	10th-12th Grades/Computer Apps I
• Accounting I	10th-12th Grades
• Accounting II	11th-12th Grades/Accounting II
• Business Math	11th-12th Grades
• Marketing I	10th-12th Grades
• Marketing II	Marketing I/Completed Application

All Career and Technical Education programs follow the district's policies that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

For general information about the programs, contact:

Grand Ledge High School
Student Services
517-925-5900

or

Blake Wegenke, Assistant Principal
820 Spring Street
Grand Ledge, MI 48837
(517) 925-5815

GRAND LEDGE HIGH SCHOOL
ACADEMIC GRADING SCALE
APPENDIX J

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

ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

Grand Ledge Public Schools has adopted an Integrated Pest Management (IPM) program. Inherent with this is the District's efforts to reduce the use of pesticides as much as possible. While it may be necessary to apply a pesticide on occasion, it will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusions, etc. to prevent pests from becoming a problem.

The District will provide 48 hours advance notice of the application of a pesticide, other than a bait or gel formulation, at your child's school. The law requires notification using two methods: posting at entrances to your child's school and placing the notifications on the District's website www.glcomets.net. In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

Parents are also entitled to receive notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail, please contact the Operations Department at 517-925-5430 to provide us your name, mailing address and the school your child attends.

You may review the District's IPM program or pesticide application records for your child's school by contacting the Operations Department at 517-925-5430.

7/22/09

Grand Ledge High School
Home of the Comets!

School Color:

Blue and Gold

School Fight Song:

Hail, Grand Ledge High School,

We're loyal to you.

Hold high our standards,

We'll ever be true.

Rah, Rah, Rah!

Hail to our colors, the Gold and the Blue.

Hail, Grand Ledge High School,

We'll ever be true!