



**HIGH SCHOOL
STUDENT HANDBOOK
2024-2025**

Board of Education
Approved
August 26, 2024

NOTICE OF NON-DISCRIMINATION

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, 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 Student Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson street
Grand Ledge, MI 48837
517.925.5410

Direct all other inquiries related to discrimination to:

Director of Human Resources
Grand LEdge Public Schools
Central Office, Room 110
220 Lamson Street
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 will provide every student a high-quality education, critical thinking skills, and social development to reach their highest potential in a safe and inclusive environment.”

GRAND LEDGE PUBLIC SCHOOLS MISSION STATEMENT

“Growing Learners, Preparing Students (GLPS)”

DISTRICT INSTRUCTIONAL VISION

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

BOARD OF EDUCATION

Nicole Shannon	President
Denise Dufort	Vice President
Ashley Kuykendoll	Secretary
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Mark Deschaine	Executive Director of Information Technology
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Kelly Jones	Director of Human Resources

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Grand Ledge Public Schools 2024-2025 Student Calendar



August 21, 2024	Kindergarten Launch PM Session 4pm - 6pm
August 22, 2024	Kindergarten Launch AM Session 9am - 11am
	Open Houses
	Elementary (1-4) -- 5:30 - 7:00 PM
	Intermediate (5-6) -- 4:30 - 6:00 PM
	Middle School (7-8) -- 6:30 - 8:00 PM
August 26, 2024	Open House Kindergarten -- 5:00 - 6:30
August 27, 2024	Students Begin School - Full Day
Aug. 30 - Sep. 2, 2024	No Students - Labor Day Weekend
October 1, 2024	High School Conferences (4:30 - 7:30 PM)
October 3, 2024	High School Conferences (4:30 - 7:30 PM)
October 4, 2024	No Students - Teacher PD
October 8, 2024	High School Conferences (4:30 - 6:30 PM)
November 1, 2024	No Students - Teacher PD
November 7, 2024	Middle School (7-8) Conferences (4:00 - 6:00 PM)
	Intermediate (5-6) Conferences (4:00 - 6:00 PM)
November 12, 2024	Middle School (7-8) Conferences (4:00 - 7:00 PM)
	Intermediate (5-6) Conferences (4:00 - 7:00 PM)
November 14, 2024	Middle School (7-8) Conferences (4:00 - 7:00 PM)
	Intermediate (5-6) Conferences (4:00 - 7:00 PM)
November 15, 2024	½ Day for Students / End First Trimester (K-12)
November 18, 2024	Begin Second Trimester (K-12)
November 19, 2024	Elementary (K-4) Conferences (5:00 - 8:00 PM)
November 21, 2024	Elementary (K-4) Conferences (5:00 - 8:00 PM)
November 27-29, 2024	No Students - Thanksgiving Break
December 2, 2024	No Students - Teacher PD
December 3, 2024	Elementary (K-4) Conferences (5:00 - 7:00 PM)
Dec. 23, 2024 - Jan. 3, 2025	No Students - Winter Break
January 6, 2025	No Students - Teacher PD
January 7, 2025	Classes Resume
January 14, 2025	High School Conferences (4:30 - 7:30 PM)
January 16, 2025	High School Conferences (4:30 - 7:30 PM)
January 20, 2025	No Students - MLK Day - preserved as a day of service & reflection
January 23, 2025	High School Conferences (4:30 - 6:30 PM)
February 14, 2025	No Students - Teacher PD
February 17, 2025	No Students - Presidents' Day
February 27, 2024	Middle School (7-8) Conferences (4:00 - 6:00 PM)
	Intermediate (5-6) Conferences (4:00 - 6:00 PM)
March 4, 2025	Middle School (7-8) Conferences (4:00 - 7:00 PM)
	Intermediate (5-6) Conferences (4:00 - 7:00 PM)
March 6, 2025	Middle School (7-8) Conferences (4:00 - 7:00 PM)
	Intermediate (5-6) Conferences (4:00 - 7:00 PM)
March 7, 2025	½ Day for Students / End Second Trimester (K-12)
March 10, 2025	Begin Third Trimester (K-12)
March 11, 2025	Elementary (K-4) Conferences (5:00 - 8:00 PM)
March 13, 2025	Elementary (K-4) Conferences (5:00 - 8:00 PM)
March 18, 2025	Elementary (K-4) Conferences (5:00 - 7:00 PM)
March 21 - 28, 2025	No Students - Spring Break
March 31, 2025	No Students - Teacher PD
April 1, 2025	Classes Resume
May 22, 2025	Seniors (Class of 2025) Last Day; other students continue to June 6
May 23, 2025	No Students - Teacher PD
May 26, 2025	No Students - Memorial Day
June 6, 2025	½ Day for Students / Last Student Day / End of Third Trimester (K-12)
June 6, 2025	GLHS Class of 2025 Graduation @ MSU Breslin Center (7:00 PM)

Updated February 6, 2024

ACADEMIC SERVICES

Academic Distance Learning Option for the 2024-2025 School Year

Grand Ledge Public Schools will offer a distance learning option for grades 7-12, staffed by Grand Ledge Public Schools teachers, for the 2024-2025 school year.

1. All traditional seated courses may be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process. All virtual courses will follow section 5-0-A of the pupil accounting manual.
2. The handbook and code of conduct apply, when appropriate, in distance learning circumstances as in person. Additional distance learning procedures will be communicated by the distance learning team.
3. Distance 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. Distance learning mirrors in person learning in all ways, except the instruction is received offsite. The delivery of instruction may incorporate a combination of software, technology, and the internet. High school students can earn credits toward their diplomas with virtual courses.
4. (BEAGLE ONLY) Distance learning students in grades 7-8 will take 5 courses instead of 6, to mirror the high school schedule instead of the middle school schedule.

Academic Student Standards

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

- A self 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 their guidance counselor for details.

Awards

Grand Ledge High School uses a formula to select students for Top Scholar recognition. Students who maintain an honor graduate status of a 3.9 or higher GPA (Summa Cum Laude) and have completed at least 50% of their credits through Grand Ledge High School are eligible for the Top 25 Senior Scholars Award. At the end of the second trimester of their senior year, students with honor graduate status will have their GPA and SAT scores calculated into the Top 25 list. This formula uses a point system that consists of the student's Grade Point Average multiplied by a factor of 1000 (GPAx1000) and SAT score. (Example: GPA 4.0 x 1000 = 4000 points + SAT score of 1600 points = a total of 5600 points OR GPA 4.137 x 1000 = 4137 + SAT score of 1280 = a total of 5417 points). These students will be individually honored at the graduation ceremony. Top Scholar status does not adjust class rank, which is calculated by GPA only.

The following honors will be recognized at graduation:

- Top Scholars - SAT and GPA Calculation (25 Students)
- Valedictorian - Highest GPA (1 Student)
- Salutatorian - Second-Highest GPA (1 Student)
- Summa Cum Laude - GPA 3.9 and up
- Magna Cum Laude - GPA 3.7 - 3.89
- Cum Laude - GPA 3.5 - 3.69
- Honor Roll - GPA - 3.0 - 3.49

Speakers at graduation will be chosen from Magna Cum Laude and above (3.7 or above). The senior students with a 3.7 or higher GPA will be given the opportunity to apply to be a speaker 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 2 student speakers. It is already understood that by tradition, the class president will also speak.

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 law 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:

- 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.
- Students 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 can be connected to 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 trips will leave a positive impression on the visit. Inappropriate behavior will not be tolerated on the field trips. Unacceptable in-school behavior may prevent the student from attending field trips. Permission slips are sent to parents/guardians 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 57 credits and meet all Michigan Merit Curriculum credits to receive a diploma and participate in graduation exercises. 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 second 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 Language4 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 - Grand Ledge Comet Academy

Grand Ledge High School and Relevant Academy have partnered to create Comet Academy. We are committed to providing alternative programming for our students and to building positive learning communities in a supportive, productive environment. Comet Academy will be operated by Relevant Academy staff and physically located on the third floor of the district's Sawdon Administration building and will offer a combination of virtual and in-person instruction. Students enrolled in Comet Academy are considered Grand Ledge High School (GLHS) students:

- Once enrolled, students will complete their remaining graduation requirements through Comet Academy.
- Credits completed in Comet Academy will count towards earning a GLHS Diploma.
- Comet Academy students in good standing will be eligible to participate in all extracurricular activities offered at GLHS including interscholastic athletics.

Homework/Assignments and Books

School and homework assignments are the responsibility 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 the teachers regarding work missed. All work missed must be made up according to classroom procedures. Parent requests for homework will require a 24-hour notice to the Attendance Office. Most homework can be available digitally. If physical materials are required, they will be made available for pick up in the main office.

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 receives the priority it deserves.
- Have all material and resources for timely homework completion.
- All students are expected to maintain academic integrity and complete their own work.

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 High School 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.

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 Edgenuity. 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 Health - State Mandate

The Grand Ledge Board of Education has established a program of instruction in substance abuse, HIV/AIDS, and reproductive health education. Reproductive health education is offered at the elementary level in the fifth grade. By law, you have the right to excuse your child from participation in the lessons which include reproductive health.

Parents/guardians will be notified by letter prior to the start of the reproductive health unit. Every student will be required to return the letter indicating parent consent in order to participate in the reproductive health unit. Any parent/guardian not wishing their student to participate in the reproductive health unit will have the opportunity to request an alternative educational opportunity. According to P.A. 226 of 1977, you have the right to review the material to be used in these courses. Our local Board of Education, in compliance with the statute, has made the materials available for your review. If you wish to do so, please contact the building Principal. P.A. 335 of 1993 amends the School Code by allowing the teaching of abstinence. We have a yearly review of changes in reproductive health education or HIV/STI education curriculum through the Comprehensive Health Education Advisory Committee. Parents/guardians are allowed to observe classes in which reproductive health education and HIV/STI education is covered. Parents/guardians need to call the building Principal to make time arrangements for both preview of materials and visitations to class. If parents wish to exercise their rights to excuse their child without penalty from instruction in reproductive health, they are to provide a written notice to the building principal by September 30 of each school year.

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 4 alternates at Grand Ledge High School. **If you do not choose 15 classes and 4 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 prerequisites.
- 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 students must be referred, tested by a school psychologist, and found eligible under the "Individual Disabilities Education Act" (I.D.E.A.) at an Individualized 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, call the Executive Director of Student 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 handicap and educational needs.

- Collaborate with the parents/guardians, student (optional), and administration, to develop reasonable accommodations for the student.
- Carry out the developed 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 regard to the student's handicap and accommodation plan.

What is a 504?

Students are eligible for Section 504 protection if they have a physical or mental impairment that substantially limits one (1) or more major life activities. Referrals are made by teachers and administrators for accommodations or services at the building level, based upon the handicapping condition identified **outside** the Student Services program. Possible 504 eligibility 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 an 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/guardian, 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 Student 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 a homebound or hospital teacher.
- Provide materials, assignments and tests for the homebound student to be returned 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, mentorships and job shadowing. For further information, contact the Guidance Office at (517) 925-5900.

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.

Students Portfolios - Electronic/Career Pathways

Electronic portfolios, including Educational Developmental Plans (EDP), are maintained by students in grades 7-12. All students are required to complete and submit an Education Development Plan (EDP) each year, which will be facilitated by teachers and counselors.

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 M-STEP, ACT, 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 EDPs help students make connections with their abilities to the career pathway area that best fits their needs. The six career pathways, supported by the State of Michigan, are: Arts and Communications; Business, Management and Technology; Natural Resources and Agriculture; 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 or older.

Student Progress Reports

As a PowerSchool parent or legal guardian, you have the ability to check your student's grades, attendance, assessments, food service balance, schedule, and more. You can also track the formative progress of your student's performance on state standards, register to receive alert notifications, review the daily comments from teachers, and much more. It is also the location to see school and district announcements, as well as control your method of contact for our SchoolMessenger system. [Click here \(https://www.gcomets.net/parentcommunityresources/\)](https://www.gcomets.net/parentcommunityresources/) for more information about establishing a PowerSchool Parent Portal account.

After the finalization of grades after the conclusion of a trimester, grade reports can be printed. [Click here](#) for video instructions on how to print report cards.

Student Progress – Incomplete Grade

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 Publications - High School

Newspaper – “Comet’s Tale” published by the Journalism class is available to all students approximately every two weeks during the school year.

Yearbook – The yearbook classes publish “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/or materials that are produced either in-or-out of school. The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as: causing a substantial interference to the education environment; obscene to minors or containing indecent or vulgar language; defamatory or libelous; invading the privacy of another person; offensive to a person’s age, religion, race, color, national origin, gender/sex, sex orientation; disability, height, weight, or marital status, encouraging illegal activity or violation of school rules.

“Testing Out” of High School Courses – State Mandate

Students 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.

Textbooks, Devices, Materials and Fees

The school provides books and computer devices for use in classes. The books and computer devices are loaned to students and it is understood that students are responsible for their care. If the book or computer device is lost or misplaced, the student must pay the replacement price for the item. The money paid to replace a lost book will be refunded if the book is found at a later time. Students must also pay for damaged books and damaged computer devices. The student will not receive their yearbook at the end of the school year until all materials and fees due that year are paid. Fees may be assessed for materials used in classrooms for project work beyond the course requirements.

ChromeBooks are available for student use. See Appendix A for a description of technology use requirements.

SCHOOL OPERATIONS

Accidents and Illnesses

It is a priority of the 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/guardians will be contacted depending on the seriousness of the illness or injury;
- If the illness or injury is serious, parents/guardians of 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 Service 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 charges will be the responsibility of the parents/guardians.
- In NO instance can the student be released to anyone but the parents/guardians unless parental consent and approval is obtained.
- It is important that the emergency/medical cards have the telephone number of an emergency contact person in the event that school personnel are not able to contact parents/guardians in an emergency situation.

Accident Insurance

Student insurance is the responsibility of the parents/guardians.

Cell Phone Policy

Cell phones or other electronic communication devices are not allowed to be used during class/instructional time unless expressly permitted by a staff member for educational purposes. Cell phone use includes all functions, such as cameras, text and calling functions, games, social media, video streaming, apps, etc. Cell phones are not to be used as replacements for in-class school work requiring Chromebooks. Instructional time is considered across the building from when the bell rings to start the instructional hour/period until the bell rings to complete the hour/period. So, students are unable to use cell phones in the hallways while class is in session.

Non-class or non-instructional times include before and after school, lunches, passing times, and after-hours school events. Students must adhere to responsible cell phone usage at all school times to ensure that cell phones are not used for harassment, recording assaults, intimidation, instigation, cheating, or other inappropriate behavior.

Cell phone use is strictly prohibited in restrooms, locker rooms, or other changing areas at all times. Unauthorized recording or picture-taking is prohibited at all times.

Note: Grand Ledge High School is not responsible for any lost, damaged, or stolen cell phones and/or cell phone accessories. Grand Ledge High School will not dedicate time or resources to assist in lost or stolen devices.

*Students may utilize cell phones or other devices for medical monitoring purposes or other expressly written accommodations in 504s and IEPs. Cell phones can only be utilized for the purpose expressly identified for student success or accommodation.

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* (R325.171 – R325.199) allows a school official who “reasonably suspects 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 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 person’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.

FERPA – Family Educational Right to Privacy Act

The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student’s educational records. Sections 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/guardian 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 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/her record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student’s record to the new school, shall comply within 30 days after 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.

FERPA – Parent/Guardian Right to Review Student Records

Students and parents/guardians of the student have the right to review and examine official student records. Reviews will take place by appointment only and in the presence of a school employee. Records and/or transcripts will be released only after written permission has been granted by the parents/guardians or by the student who is 18 years of age. Requests for records by courts or educational institutions 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/guardians 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/guardians may file a written request to the Principal by September 30 of each school year to request that information not be published about their student.

Fire, Tornado and Active Shooter Drills

Fire and tornado drills will be held to ensure proper execution of drill procedures. Drill procedures are posted in each room, stating the directions to follow in case of an active shooter. 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 is necessary at all times. Teachers will give further instruction about leaving the building in case of emergencies.

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 their account. Paying in cash daily is still an option. If a student forgets his/her lunch money or is unable to pay, they will be able to charge the lunch to their account. A student may only charge **three (3)** meals. Full payment is expected on the next day. If payment is not received after charging three meals, your child will no longer be able to charge the hot lunch. If a student has a negative balance, the school will provide a meal when the student is using money to pay for the current day's menu. The parent/guardian of the student will be responsible for keeping track of the account balance. **No notices will be sent home at the secondary level.** Food Service recommends that parents/guardians send by mail or with the student, a check or money order made out to Grand Ledge Public Schools Food Service for deposit in the student's account. If you have questions regarding your student's account or wish to complete a free or reduced lunch application, please call the Food Service office at (517) 925-5733. A printout of the student's account history will be provided if requested by the parents/guardians.

Guests

No student guests are allowed, however, exceptions may be considered by Administration upon parents/guardians 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/guardian, 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.

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 loco 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 or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one dose 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/guardians of children entering school for the first time in Michigan are reminded that each child must be immunized for diphtheria, pertussis, tetanus, polio, smallpox, 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 time after school has begun. Family physicians may do the immunization or you may take the child to the Eaton County Health Department, 528 Beech Street, Charlotte, MI. 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 or (517) 485-7110 for specific dates and places. It is Michigan law that all **new entering** students must have Hepatitis B immunization. A parent/guardian must provide dates when the immunization for hepatitis was given, a physician signed statement that the child "is in process" of completing the three (3) vaccinations series for Hepatitis B, or a signed statement that for religious or objections the parent does not choose to have their child(ren) immunized against Hepatitis B. **It is the law beginning with the 2002-2003 school year, that all seventh grade students have an immunization assessment.** This law was passed so that there would be a means of assuring that children are adequately immunized against preventable diseases before they reach adolescence when some diseases become a greater threat to their health.

Investigations

Grand Ledge Public Schools values the relationship and partnership we have with our families and our students. With that in mind, we also have an obligation to keep students safe, create a space in which all students are treated fairly, and ensure that the actions of other students do not impede their ability to learn. Therefore, in an effort to ensure timely and thorough investigations of incidents in the school, *students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. School officials will endeavor to communicate with parents in a timely manner; however, specific details of an investigation may not be able to be shared to protect the privacy of all students involved.*

Locker/Vehicle – Security, Search and Seizure - High School

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 outlined 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. Person and/or personal items may be searched subsequent to medical emergency response for any unknown causes.

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 in the school office.

Non-Discrimination Policy

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.

Parent/Guardian 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 schools 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.

Operations (517-925-5430): for concerns associated with facilities, grounds or transportation.

Student Services (517- 925- 5410): for concerns associated with Special Education.

Parent/Guardian 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)

- 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 rearview 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 regulation #637, Grand Ledge Public Schools is required to provide written notification to parents/guardians of students attending a Grand Ledge school, of their right to be informed, at their 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 parent/guardian notification. If parents/guardians wish to receive notification prior to pesticide applications, they must obtain and fill out a request/application form in the school office. Please contact the Director of Operations at (517) 925-5430 for any questions.

Photo and Video Publication

Your student may be photographed or videotaped 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. These photographs or videos may also be used by the news media for their publications such as, but not limited to, television news broadcasts, print stories in newspapers or magazines, or online news coverage. 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 or an adult parent/guardian representative – **NOT BY STUDENTS**.

Grand Ledge Public Schools will require the following in connection with the administration of medication to a 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 the physician's instructions that are on the medication container in order to administer the medication.
- Medication will be administered by a school administrator, teacher, or other school employee designated by the school administrator.
- Medications 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/guardian or physician on what constitutes appropriate conditions for dispensing the dosage amount and the maximum number of times the medication can be administered during the school day.

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 inhalers or emergency medical kits with them while at school. Parents/guardians need to make contact with school officials **in writing** so that proper precautions are taken, and staff 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 Services 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 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. 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 parental 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 alleged child abuse and/or neglect. Therefore, school officials will not contact parents/guardians 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/guardians. “Mandated staff making reports due to reasonable suspicion of child abuse and/or neglect are not required to complete further investigation prior to making a referral.”

Residency Requirements

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

School Closings

Grand Ledge Public Schools uses the SchoolMessenger system to notify families in the event of school closings, early dismissals, and other important school-related information. *It is vital for families to keep contact information up-to-date with their school buildings.* Grand Ledge Public Schools also places a District Alert on our website at www.glcomets.net for school closings. SchoolMessenger calls announcing school closings are made at approximately 5:30 a.m. to ensure bus riders receive the information in a timely manner. Families are encouraged to make sure their student(s) knows what to do in the event of an early dismissal if adults will not be home.

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. School 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, 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 the school bus. Grand Ledge Public Schools has implemented an assertive discipline policy and safe riding rules for all students participating in these 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. 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 the Grand Ledge Public Schools not to discriminate on the basis of gender/sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendment, final approval 8/14/76. Any questions regarding this policy may be referred to the Director of Human Resources, 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 will 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 grades 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, careers, 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 committee, 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 hours, 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 from 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 3:30 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 school office throughout the year. Proof of employment and proof of age (birth certificate) 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

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

Athletic – 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 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 \$125.00 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 a fee waiver. 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 away contests. Where the "Athletic Handbook" is more appropriate to the demonstrated behaviors, the code of conduct will be enforced.

- **Athletic Academic Eligibility/Rules and Regulations** - All parts of the student conduct code apply to members of athletic teams at both home and away contests. Where the “Athletic Handbook” is more appropriate to the demonstrated behaviors, the conduct code will be enforced.
- **Age** - High School students become ineligible if they reach their nineteenth (19) birthday before September 1 of the current school year.
- **Physical Examination** - Students must have on file, in the athletic office, a physician’s statement for the current year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests.
- **Academic Eligibility/Semester Records** - Students must have passed at least four full credit subjects in the trimester of enrollment and currently must be passing four full credits with a 1.6 G.P.A. For freshman students, eligibility begins on the day they start ninth grade.
- **Enrollment** - Students must be enrolled in school prior to the February count date (2nd semester). A student must be enrolled in the school for which he/she competes.
- **Trimester of Enrollment** - Students cannot be eligible in high school for more than twelve trimesters and the eleventh and twelfth trimesters must be consecutive. Students are allowed four first trimesters and four second trimesters and four third trimesters of competition and cannot compete if they graduated from high school.
- **Transfer of Students** - A student in 9 through 12 grades who transfer to another school is not eligible to participate in an interscholastic contest for one full trimester unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administrator.
- **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.
- **All-Star Competition** - Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method selection. Participation in such a contest shall cause the student to become ineligible for a maximum of one year of 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 \$40.00. 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 an 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-discloses.
- **Athletic Policy and Training 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. In addition, 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 rule 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.

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 which could 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 and Principal
- Second level of appeal is to the Assistant Superintendent for Academic Services
- Third level of appeal is to the Superintendent
- Fourth level of appeal is the Board of Education

Athletic Club and Activity Participation Rules

The use of alcohol, tobacco, vaping devices/e-smoking devices, 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 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 or participate in any club event or activity during the suspension.

Hazing/Initiation of Student Athletes 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 School 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, 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 outperform their peers. After the student has been selected as a team member, he/she will not only have to out-perform his/her 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 cooperative/team abilities in order to earn the playing time he/she seeks.

Varsity - The varsity teams are composed 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 performances at practice, scrimmages and games.

Junior Varsity – Acquisition of fundamental skills, transitional motor skills and sport specific skills describe the goal of junior varsity level of play. Here, athletics 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 performances at practice and their performances during the 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 practice and during their seasonal contests. A WE FIRST attitude with emphasis that there is no ME in ‘team’, is promoted. Only freshmen/women can play on the freshmen teams. However, freshmen/women 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. If the player-to-coach discussion does not resolve the problem, step #2 is for the parent to request a meeting 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 what the appropriate next step (if any) will be.

College Sports

Your first step towards an Athletic Scholarship is registering with the NCAA Eligibility Center. If you want to participate in Division I or Division II athletics as a freshman. You must first register and be certified by the NCAA Eligibility Center. If you don't register, you will not be eligible to play or practice during your freshman year. Athletics who want to compete at college level must file a form with the NCAA Eligibility Center. This form is available from your high school counseling office. Students must graduate from high school and have a grade point average (GPA) of 2.325 in a core curriculum of 16 academic subjects for Division I and Division II. It is recommended that student-athletes register with the NCAA Eligibility Center at the start of their junior year in high school. There is no actual registration deadline, but you must be cleared by the eligibility center before you can receive a scholarship or compete in your sport. Division II schools set their own admission standards. The NCAA does not set initial requirements for Division III schools.

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	Elements of Theater
American Literature A	English 9/Honors
American Literature B	English/AP
American Studies	Forensics
American Composition & Literature A&B	Intermediate Composition & Literature
Beginning Composition & Literature	Journalism
British Literature A	Professional Writing
British Literature B	Senior AP Composition & Literature A, B, C
Creative Writing I - Fiction	Speech I
Creative Writing II - Fiction	Speech II
College Writing	World Literature
Debate	

MATHEMATICS

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

SOCIAL STUDIES

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

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 -Honors
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 I)
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

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:

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. Teachers 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 members 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.

➤ **Mandatory Factors of Discipline**

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

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➤ **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 efforts 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 readmitted.

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. The student and/or parent/guardian presented with charges and supporting evidence.
3. The student is given the opportunity to deny charges and rebut evidence.
4. Parents/guardians 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. The student is presented with charges and supporting evidence.
3. The student is given the opportunity to deny charges and rebut evidence.
4. Parents/guardians 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 it's representative

Procedural Due Process Requirements:

1. Informal hearing with Superintendent.
2. Student is presented with charges and supporting evidence.
3. Students are given the 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 parents/guardians. 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. Parents/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.

STUDENT CODE OF CONDUCT

Violations Defined

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

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.

Attendance - Absences

1. In order to help provide support for students and families, GLPS closely monitors explained and unexplained absences. We also work with families to ensure that as many absences as possible are documented, because undocumented absences can trigger truancy considerations.

a. Documented Absence (AD) - Absence that includes a note from a professional (ie. doctor, dentist, lawyer, etc.) to explain the absence. Absences are only considered documented for the days identified in the note. For example, if a doctor excuses a student for Monday and Tuesday, but the student is absent on Wednesday and Thursday as well, only Monday and Tuesday's absences are considered documented. Any absence that does not include a note from a professional is considered undocumented.

b. Explained Absence (AE) - Undocumented absence in which a parent/guardian calls the office or sends a note to alert the school their child will not be in attendance but does not include a note from a professional (ie. doctor, dentist, lawyer, etc.). This is important because explained absences are necessary for schools to meet pupil accounting requirements.

c. Unexplained Absence (AU) - Undocumented absence in which a parent/guardian does not call the office to alert the school their child will not be in attendance.

2. A student's school will send a letter after 6 undocumented absences and after 10 undocumented absences in a school year, providing you with notice of the absences and outlining steps to help your child attend school regularly.

3. A student's school will communicate with families if the student has undocumented absences on more than 10% of the first 30 days.

4. Ten (10) or more days of undocumented absences in a school year can be sent to court. However, GLPS will make every effort to work with you and your student before it gets to that point.

5. Please note that school related absences, such as field trips or athletic events, are not factored into any truancy related processes.

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 extracurricular 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

If privileges are lost a student may earn privileges back by:

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

Truancy

Grand Ledge High School will consider a student truant if:

- The student is absent unexplained (AU) from school for more than 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 who is absent unexplained (AU) from school for ten (10) or more consecutive days will be dropped from Grand Ledge High School and must apply for re-enrollment.

Tardies

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.

Tardy Policy Consequences (Based on tardies in a class period)

1st - 3rd Tardies

- Recorded by Teacher In PowerSchool and Available to Student and Parent/Guardian

4th - 6th Tardies

- Recorded by Teacher In PowerSchool and Available to Student and Parent/Guardian. The Teacher and/or Dean of Students/Administrator will make additional student and/or guardian contact. Consequences for each tardy can include lunch detention, after-school detention, loss of privileges, or in-school suspension.

7th Tardy and beyond

- Recorded by Teacher In PowerSchool and Available to Student and Parent/Guardian. Consequences can include out-of-school suspension, loss of privileges, and/or additional intervention strategies.

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 unexplained absence for those hours missed and detention/suspension will be assigned.

Attendance – Withdrawal from Class – High School

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).**

Attendance – Withdrawal from School

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 and 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 responsibly. Users should not expect that files will always be private.
3. 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.
4. 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

Students are expected to dress in a fashion that promotes a positive, safe, and focused learning environment. Students and parents are expected to use discretion to ensure that student clothing is appropriate for school. Pursuant to school board policy, clothing that contains symbols that intimidate based on religion or race (e.g. swastika, Confederate flag, etc.) or messages that are disruptive to the learning environment are not permitted. Sexually suggestive messages, clothing that promotes drug and/or alcohol use, or violence are not permitted. For health and safety reasons, students are required to wear shoes or footwear with soles. Final decisions regarding dress code are exclusively up to administrative discretion.

Harassment

The district does not tolerate or condone, for any reason, the bullying or taunting of students by other students. When such incidents occur, students need to direct their concerns to the building Principal to resolve the issue. If it is not resolved at the building level to the student's and/or parents/guardians satisfaction, then the next step is to contact the Assistant Superintendent for Academic Services.

➤ Harassment includes:

- An individual or group action or language that disrupts the orderly conduct of school routine.
- Threats of violence, personal harm or property damage made to students or school employees.
- Words or actions that are meant to cause humiliation based on age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight of any individual.
- Assault.

These actions will result in a short-or-long term suspension and possible recommendation to the Superintendent for expulsion. See Code of Student Conduct for more details.

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, sexual orientation, disability, height or weight 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 en 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 B, How Can Students Deal with Bullying/Hazing/Intimidation.*

Harassment - Hazing

Hazing is a form of harassment, abuse 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 School 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 students. 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, or indecent propositions; pressure and/or request for sexual favors; and 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, aids or services, or participation in school activities; submission to or rejection of such conduct or communication by a student is used as the basis for academic decisions affecting that student; or such conduct or communication has the purpose or effect 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 or complaints 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 A: 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.

STUDENT CODE OF CONDUCT - STUDENT SUPPORTS

Student Supports

The *Student Code of Conduct* outlines behaviors and accompanying consequences for students who engage in those behaviors. It is understood, however, that many of these behaviors have a direct impact on other students in the building. These include, but are not limited to, assaults, harassment, derogatory language, and intimidation. When students are impacted by these behaviors, they may request support from a school counselor or other staff members who can help assist them in dealing with the impact of the incident. Administrators will encourage students to access these supports and provide opportunities as needed.

STUDENT CODE OF CONDUCT - FULL TEXT

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:

- Alcohol or any alcoholic beverage.
- Illicit drugs.
- Synthetic intoxicants such as K2, Spice, Bath Salts, etc.
- Any abusable glue, aerosol or other chemical substance.
- Substances purported to be illegal, abusive or performance enhancing, i.e., “look alike” drugs.
- Prescription drugs which are used other than as directed by the student’s physician.
- 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.

Disciplinary Action:

- ★ 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, Dab Pens, E-Smoking Devices

The transfer of or sale of or use of nicotine/tobacco products, vaping devices, dab pens, 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. ***This policy is in effect for all school-related activities.*** Grand Ledge Public Schools is a nicotine/tobacco/vaping device/e-smoking device, smoke-free environment, 24 hours per day, seven (7) days a week. This involves property both outside and inside the district facilities.

Disciplinary Action:

- ★ In/Out of School Suspension for 1 to 5 days
- ★ Possible police referral/ misdemeanor
- ★ Subject to fine for each violation
- ★ Possible loss of privileges

- ★ May be required to participate in a substance misuse educational program

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.

Substance misuse is defined as:

- 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.
- Being present on school grounds with a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs or intoxicants, including alcohol.
- 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.

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.

Disciplinary Action:

1st Violation:

- ★ The first violation of use, possession, or being under the influence of illegal drugs or intoxicants or the use of imitation controlled substances shall result in an out-of-school suspension for up to 10 days.
- ★ 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.
- ★ 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)

2nd Violation:

- ★ Any subsequent violation(s) of use, possession or being under the influence of illegal drugs or intoxicants or the use of imitation controlled substances while on school property or at school activities shall result in an additional assessment and an out-of-school suspension for 7-10 school days.

3rd Violation:

- ★ Continued violations of this 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.

Arson:

The act of willfully burning, or attempting to burn, any building, structure, personal property, or school property.

Disciplinary Action:

- ★ Immediate suspension with possible recommendation for expulsion
- ★ Subject to intervention with the police/fire department.
- ★ Possible loss of privileges
- ★ Restitution

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.

Disciplinary Action:

- ★ Out of School Suspension 10–180 days
- ★ Police referral
- ★ Possible arrest.

- ★ Possible loss of privileges
- ★ Possible expulsion
- ★ Restorative Justice referral

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.

Disciplinary Action:

- ★ Out of School Suspension 10–180 days.
- ★ Police referral
- ★ Possible arrest
- ★ Possible loss of privileges
- ★ Possible expulsion
- ★ Restorative Justice referral

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.

Disciplinary Action:

- ★ In/Out of School Suspension 1-10 days
- ★ Possible loss of privileges

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 teachers’ ability to effectively teach the class, subject, or activity, or the student’s behavior interferes with the ability of other students to learn.

Disciplinary Action:

- ★ 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.

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.

Disciplinary Action:

- ★ Out of school suspension
- ★ Possible recommendation for long-term suspension or expulsion, up to 180 days

- ★ Possible loss of privileges
- ★ Restorative Justice referral

Cheating:

The act of obtaining answers or completing assignments in a fraudulent or deceitful manner.

Disciplinary Action:

- ★ In/Out of School Suspension 1 Hour–3 Days
- ★ Possible loss of privileges

Disobedience – Persistent:

Recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible loss of privileges

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.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days
- ★ Possible loss of privileges

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.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days
- ★ Possible loss of privileges
- ★ Restorative Justice referral

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.

Disciplinary Action:

- ★ Long term suspension
- ★ Possible recommendation for expulsion up to 180 days
- ★ Possible loss of privileges

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.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible recommendation for long-term suspension or expulsion
- ★ Possible referral to Police
- ★ Possible loss of privileges
- ★ Restorative Justice referral

Forgery:

Fraudulent means to use or obtain use of school-related documents.

Disciplinary Action:

- ★ In/Out of School Suspension 1-10 days
- ★ Possible recommendation for long-term suspension or expulsion up to 180 days
- ★ Possible loss of privileges
- ★ Possible referral to Police

Gambling:

Involvement in betting or wagering.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

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.

Disciplinary Action:

1st Violation:

- ★ Attire may be required to be changed.
- ★ In/Out of School Suspension 1–3 Days

2nd Violation:

- ★ In/Out of School Suspension 3–10 Day

3rd Violation:

- ★ Long-term suspension.
- ★ Possible recommendation for expulsion
- ★ Restorative Justice referral

Harassment:

Conduct that shows hostility or aversion toward an individual based on age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight, that has the purpose or effect of creating an intimidating, hostile, or offensive environment; or has the purpose or effect of unreasonably interfering with an 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.

Disciplinary Action:

- ★ In/Out of School Suspension 1-10 days, or expulsion.
- ★ Possible meeting with Counseling Staff; must follow his/her recommendations satisfactorily
- ★ Possible referral to Police-School Liaison Officer.
- ★ Possible loss of privileges
- ★ Possible restriction to access of Grand Ledge Public Schools’ grounds or attendance at extra/co-curricular activities
- ★ Possible recommended expulsion
- ★ Restorative Justice referral

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: related to age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight 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”*

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible recommendation for expulsion
- ★ Possible loss of privileges
- ★ Possible referral to Police
- ★ Restorative Justice referral

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 school defines “hazing” as: “Any action taken or situation created, intentionally, whether on or off District premises, to produce mental or physical discomfort, embarrassment, harassment, humiliation, 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 which creates a hostile, abusive, and 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.

**See Appendix C, “How Can Students Deal with Bullying/Hazing/Intimidation”*

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days
- ★ Possible expulsion
- ★ Possible loss of privileges
- ★ Law enforcement officials may be notified of hazing incidents
- ★ Restorative Justice referral

Intimidation: The use of slurs, taunts, or gestures directed at or toward members of a Protected class that, by their nature, are likely to substantially disrupt the school environment or interfere with others’ learning, including, without limitation, slurs based on disability status, national origin, race, religion, sex, sexual orientation, or gender identity.

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible Loss of Privileges
- ★ Possible Restorative Justice Referral

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. Examples include, *pantsing and wedgies*.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible loss of privileges
- ★ Referral to Police
- ★ Restriction to access of Grand Ledge Public Schools’ grounds or attendance at extra/co-curricular activities
- ★ Possible recommended expulsion

Illegal Activities:

Illegal activities not referred to in other portions of the *Code of Student Conduct* (breaking and entering, possession of keys, etc.)

Disciplinary Action:

- ★ Suspension 1–10 Days.
- ★ Possible loss of privileges
- ★ Referral to police, if appropriate
- ★ Restorative Justice referral

Improper Bus Behavior:

Failure to conduct oneself in accordance with all school rules and regulations governing safe bus transportation. (See section on Transportation Services)

Disciplinary Action:

- ★ Loss of bus privileges per bus referral procedures.
- ★ Possible loss of privileges
- ★ Possible school suspension 1–10 days
- ★ Restorative Justice referral

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.

Disciplinary Action:

- ★ Suspension 1–10 Days
- ★ Students will be required to correct the condition.
- ★ Possible loss of privileges
- ★ Possible police referral

Insolence:

Attitudes or behavior insulting or contemptuous in speech or conduct.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Possible loss of privileges

Insubordination:

The act of failing to respond to or carry out a directive given by authorized school personnel.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Possible loss of privileges.

Non-Productive Behavior:

Not meeting reasonable academic expectations.

Disciplinary Action:

- ★ Meeting with teacher, counselor and/or administration.
- ★ Meeting with parents.
- ★ In/Out of School Suspension 1–5 Days.

- ★ Possible loss of privileges.
- ★ Possible truancy referral.

Obscenity/Profanity:

Vulgar acts in any form.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Meeting with a teacher, grade level counselor and/or administrator.
- ★ Meeting with parents/guardians.

Pornography:

Possession or distributions of pornographic literature and/or visuals that are deemed inappropriate are prohibited.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Possible police referral.

Possession of Dangerous Chemicals:

Possession, transfer use or threatening to use any chemical considered dangerous or capable of inflicting harm as determined by the administration, such as but not limited to: lighters, alcohol, organic fumes, pepper spray.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Referral to Police.
- ★ Possible recommendation for expulsion.
- ★ Restorative Justice referral.
- ★ Possible loss of privileges

Possession of Cell Phones and Other Communication or Recording Devices:

Cell phones or other electronic communication devices are not allowed to be used during class/instructional time unless expressly permitted by a staff member for educational purposes. Cell phone use includes all functions, such as cameras, text and calling functions, games, social media, video streaming, apps, etc. Cell phones are not to be used as replacements for in-class school work requiring Chromebooks. Instructional time is considered across the building from when the bell rings to start the instructional hour/period until the bell rings to complete the hour/period. So, students are unable to use cell phones in the hallways while class is in session.

Non-class or non-instructional times include before and after school, lunches, passing times, and after-hours school events. Students must adhere to responsible cell phone usage at all school times to ensure that cell phones are not used for harassment, recording assaults, intimidation, instigation, cheating, or other inappropriate behavior.

Cell phone use is strictly prohibited in restrooms, locker rooms, or other changing areas at all times. Unauthorized recording or picture-taking is prohibited at all times.

Note: Grand Ledge High School is not responsible for any lost, damaged, or stolen cell phones and/or cell phone accessories. Grand Ledge High School will not dedicate time or resources to assist in lost or stolen devices.

Disciplinary Action:

- ★ Lunch detention
- ★ In/Out of School Suspension 1 hour - 3 days
- ★ Loss of privileges (including Closed Lunch, Participation in Activities, Dances, Events, etc.)
- ★ Use of Cell Phones in Restroom/Locker rooms: In/Out of School Suspension 1 hour - 10 Days

Public Display of Affection (PDA's)

Inappropriate in a school setting. Students are expected to conduct themselves as responsible mature individuals.

Disciplinary Action:

- ★ In/Out of School Suspension
- ★ Possible loss of privileges

Skateboards:

Use/possession of skateboards, roller blades, scooters and bicycles, etc. in school buildings, school building entrances, sidewalks, steps, railings, and walls is prohibited.

Disciplinary Action:

1st Offense:

- ★ Confiscated and returned at end of day

2nd Offense:

- ★ Confiscated and returned to parents

3rd Offense:

- ★ Device confiscated balance of trimester
- ★ Possible In/Out of School Suspension 1 Hour–3 Days
- ★ Possible loss of privileges

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.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days Up to 180 Days
- ★ Indefinite loss of technology access
- ★ Possible loss of privileges
- ★ Possible recommendation for expulsion
- ★ Responsible for repair/replacement

Truancy/Skipping/Loitering or Unauthorized Leaving of School Property:

Leaving the classroom, instructional area, or school grounds without authorization from the school office.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible Attendance Contract
- ★ Possible loss of privileges

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.

Disciplinary Action:

- ★ Possible In/Out of School Suspension 1–10 Days
- ★ Possible loss of privileges.

Vandalism:

The act of willful destruction or damage to property of others while under school jurisdiction.

Disciplinary Action:

- ★ Suspension 1–10 Days
- ★ Possible loss of privileges
- ★ Restitution

- ★ Referral to Police
- ★ Restorative Justice referral

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.

Disciplinary Action:

- ★ Immediate suspension for an indefinite amount of time
- ★ Possible loss of privileges
- ★ 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.
- M. Devices must never be taken out of Michigan for any reason.

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/guardian 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 a 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 depression, 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 tattletale.” Rather we need to ask:
 - “Has he done this before?”
 - If the answer is yes, ask: “How many times?”
 - If the answer is, “Oh, every day,” 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 worse. 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 to 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
APPENDIX E

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 stops.
- 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 plans, high crime concerns, excessive amounts 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 substances, 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 governs 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

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, 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 reasonably 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:

Director of Human Resources
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
(517) 925-5406

As the Civil Rights Coordinator, the Director of Human Resources 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 DISABILITIES ACT OF 1990

Section I

Any person believing that Grand Ledge Public Schools or any part of the school organization has inadequately applied the principles 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 Student 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:

Director of Human Resources
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 the 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

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:

Wendy Seida, Executive Director of Student Services

Dr. William Albrecht, Executive Director of Curriculum, Instruction and Assessment

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

**CAREER AND TECHNICAL EDUCATION PROGRAMS
APPENDIX I**

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.

<u>Program</u>	<u>Criteria for Admission</u>
● Parenting and Child Development	10 th -12 th 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	10 th -12 th Grades/Computer Apps I
● Accounting I	10 th -12 th Grades
● Accounting II	11 th -12 th Grades/Accounting II
● Business Math	11 th -12 th Grades
● Marketing I	10 th -12 th 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

DISTRICT INTEGRATED PEST MANAGEMENT PROGRAM
APPENDIX K

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

DISTANCE LEARNING TARDY/ATTENDANCE POLICY

APPENDIX L

Overview:

A vital part of our Distance Learning program is the use of live lessons. To meet this goal, students are expected to log into each teacher's Zoom classroom at the start of their scheduled class time. Arriving late or missing class disrupts the learning environment for all students and results in a loss of instruction.

In the distance learning program, 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 or 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

In order to ensure that there is communication between families and the GLPS distance learning program around absences, families should follow these steps in event that a student will be absent:

- Documentation in the form of an email must be received by the principal for each absence.
- Documentation should be received the day of the student's absence.

Michigan Virtual and Other Third Party Providers

The GLPS distance learning program provides opportunities for secondary students, and in specialized circumstances, elementary and intermediate students, to take elective or specialized courses through Michigan Virtual or other third party providers. Attendance for these courses is recorded differently, per the Michigan pupil accounting manual. All students who take a Michigan Virtual or third party courses are expected to complete the following tasks when enrolled in these courses:

1. Students must complete the weekly communications with their mentor teacher
2. Students must complete and submit an assignment in each Michigan Virtual or third party provider on count day. Count day will be identified in advance by the GLPS mentor. If an assignment is not completed in a timely manner, the student will receive specific directions from the GLPS mentor and/or the program principal.

Tardies:

A tardy is defined as arriving to class more than 3 minutes late but less than 10 minutes late.

Less than 3 minutes late - Remind students that their clock at home may not be aligned to the teacher's clock, and work to align clocks to ensure timely attendance.

3-10 minutes late = Tardy Marked in PowerSchool

More than 10 minutes late = Absence; parents must communicate with program principal to be marked AE

1st tardy – Tardy is recorded by the teacher; Teacher reminds student

2nd tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians

3rd tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

4th tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

5th tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

6th tardy – Tardy is recorded by the teacher; Meeting with student, teacher, parent/guardian, and administration required

Absences:

Students are expected to attend all synchronous sessions and complete all asynchronous tasks, assigned by GLPS teachers and third party providers. In order to support students who struggle to regularly attend synchronous sessions or complete asynchronous tasks, the following progressive policy will be followed. Again, GLPS strives to find the learning environment that is best suited to the individual learner. Absences are cumulative by trimester.

An absence is defined as arriving more than 10 minutes late to class

All absences will count toward the attendance policy, except absences that are school related. AU absences require more "attention," but parents should be contacted by 5th and 6th AE absence to warn of potential loss of credit if student has more than 7 absences

1st absence – Absence is recorded by the teacher

2nd absence – Absence is recorded by the teacher

3rd/4th absence – Absence is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians

5th absence – Absence is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Administration contacted

6th/7th absence - Absence is recorded by the teacher; Meeting with student, teacher, parent/guardian, and principal required to develop a plan to prevent further absences

8th/9th absence - Absence is recorded by the teacher; Meeting with student, teacher, parent/guardian, principal, and assistant superintendent for academic services required to update the plan and to understand the attendance policy

10th absence - Student will be moved back to in person program at the next trimester

In collaboration with the principal and teachers, individualized plans for students may be built that deviate from the days outlined above based on extenuating circumstances.

Truancy

The Grand Ledge distance learning program will consider a student truant if:

- The student is absent unexplained (AU) from school for more than five consecutive days
- The student who 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
- A student who is absent unexplained (AU) from school for ten (10) or more consecutive days will be dropped from Grand Ledge High School and must apply for re-enrollment.

F.A.Q.s

My student sometimes gets kicked from Zoom due to the internet. What should we do?

Students who are kicked from Zoom due to Internet issues should try to rejoin Zoom and should email the teacher to let them know what is happening.

DISTANCE LEARNING ZOOM POLICY

APPENDIX M

Overview:

A vital part of our Distance Learning program is the use of live lessons. To meet this goal, students are expected to log into each teacher's Zoom classroom at the start of their scheduled class time. During class, students are expected to have their cameras turned on and actively participate in lessons. Students are required to remain in their Zoom class until dismissed by the teacher.

1st Violation

Warning and request for student to turn camera on/rejoin class

2nd Violation

Warning and request for student to turn camera on/rejoin class
Parent/Guardian contacted

3rd Violation

Request to turn camera on/rejoin class
Parent/Guardian contacted
Minor Behavior log entry in Powerschool recorded

4th Violation

Same as the 3rd
Major Behavior log entry in Powerschool recorded
Administrator contacted

5th violation

Meeting with student/teacher/parent/administrator required

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!