

# Grass Lake High School

**Address:** 11500 Warrior Trail, Grass Lake MI 49240

**Web Address:** [www.grasslakeschools.com](http://www.grasslakeschools.com)

**Telephone:** (517) 867-5570 **Fax:** (517) 522-5490

**District Office Telephone:** (517) 867-5540

Superintendent: Dr. Ryle Kiser

Principal: Brian Thompson

Athletic Director/ Assistant Principal: Brian Zalud

Academic Success Coordinator: Andrea Clark

Counselor: Gwenda Kelly

### DAILY SCHEDULE

HOURL	M, W, F SCHEDULE
1	7:35 a.m. – 8:50 a.m.
2	8:54 a.m. – 10:09 a.m.
3	10:13 a.m. – 11:28 a.m.
4	11:32 a.m. – 1:16 p.m. A Lunch 11:28 – 11:58 Class: 12:02 – 1:16 B Lunch 12:46 – 1:16 Class: 11:32 - 12:46
5	1:20 p.m. – 2:35 p.m. 5a (M, W, TH) 1:20 - 1:55 5b (TU, W, F) 1:59 - 2:35

### DAILY SCHEDULE

HOURL	TU, TH SCHEDULE
1	7:35 a.m. – 8:39 a.m.
	Forum 8:43 a.m. - 9:13 a.m.
2	9:17 a.m. – 10:21 a.m.
3	10:25 a.m. – 11:28 a.m.
4	11:32 a.m. – 1:16 p.m. A Lunch 11:28 – 11:58 Class: 12:02 – 1:16 B Lunch 12:46 – 1:16 Class: 11:32 - 12:46
5	1:20 p.m. – 2:35 p.m. 5a (M, W, TH) 1:20 - 1:55 5b (TU, W, F) 1:59 - 2:35

## **MISSION STATEMENT**

We, the faculty and staff of Grass Lake High School, commit ourselves to creating an environment where our students can discover and develop their own potential, and become lifelong learners capable of working together to create a better world. It is our hope that the policies and guidelines which follow will help us to accomplish these goals.

## **ACADEMIC INFORMATION**

<b>High School Graduation Requirements</b>		
Listed below are the graduation requirements in total and by department for Grass Lake High School. Each course counts 1 credit per semester (unless it is a half-block class which will then count ½ credit per semester). Transfer classes will be awarded credit based on the type of schedule the originating school uses and the time spent in the course.		
All students are required to complete the SAT & Michigan Merit Exam in order to graduate from Grass Lake High School.		
<b>Curriculum Area</b>	<b>Number of Credits</b>	<b>Required Content and Notes</b>
English/Language Arts	5	ELA9, ELA10, ELA11, ELA12, Senior Transitions
Mathematics	5	Algebra A, Geometry, Algebra B, Algebra C, and a Senior Math Class Senior Math Class could be AP Statistics, Personal Finance, or a JC Math Class
Social Studies	3	Civics, World History/Geography, American History/Geography
Science	3	Required Classes - Biology and Chemistry 3rd credit can be earned by taking Forensic Science, Environmental Science, Science Discovery, Advanced Biology - Zoology, Advanced Biology - Anatomy or AP Biology
Spanish	2	Spanish I and Spanish II Other languages may be taken online with approval.
Visual, Performing Applied Art	1	Choir, Band, Art or Career Center
Physical Education	1/2	PE 9 (4yrs of hs marching band may be substituted)
Health	1/2	

(The remainder of the credits are earned through elective options.)

(ALL STUDENTS AT EVERY GRADE LEVEL ARE REQUIRED TO CARRY A FULL SCHEDULE.)

**Students Must Earn:**

Class of 2024: 32 Credits

Class of 2025: 34 Credits

Class of 2026: 36 Credits

Class of 2027: 37 Credits

Graduation requirements change due to schedule adjustments and the number of possible earned credits awarded per year. Students must earn 90% of total credits possible to graduate.

## **GRADUATION HONORS AND DIPLOMAS**

### **Valedictorian/Salutatorian**

- Valedictorian/Salutatorian will be determined based on **final** grades.
- To be Valedictorian/Salutatorian, the student must have an Advanced Honors Diploma Endorsement.
- Students must have completed their full senior year at Grass Lake High School in order to be considered for Valedictorian/Salutatorian.
- Independent Study classes will be pass/fail, not computed into the GPA.
- Homeschool grades will be pass/fail.

### **Advanced Honors Diploma Endorsement:**

Students who have met the terms listed below can receive an Advanced Honors Diploma from Grass Lake High School. The endorsement is placed on the diploma if the student has a 3.5 GPA and has completed the following courses:

- 5 credits of English: required classes
- 5 credits of Math: required classes
- 3 credits of Social Studies: required classes
- 3 credits of Science: required classes
- 2 credits of the same foreign language
- Strongly recommend 2 credits of fine arts and/or performing arts
- Students must complete one AP class in any discipline

If there are scheduling conflicts, other arrangements may be made with the approval of the high school principal or the counselor. The principal has the final approval in modifying these requirements.

### **Students must take these tests:**

- PSAT
- SAT

The plan of study must be approved by the administration. The student must have an EDP that is updated yearly.

## **TESTING OUT OF CLASSES**

Students at Grass Lake High School have the option of testing out of courses as provided in the school code. Courses tested out will earn credit toward graduation. An example would be a student who has taken private Spanish lessons and wants to see if he/she is ready for Spanish II, or a superior math student may feel he/she can skip a sequenced math class. Students wanting to opt out must pass a comprehensive final exam in the course. In order to obtain credit and be permitted to test out of a class the student must earn an 80% on the comprehensive exam for that course.

Testing-out arrangements must be secured in the counseling office prior to **June 1<sup>st</sup>** in order to be eligible for the 1<sup>st</sup> semester of the upcoming school year. The test will be administered one week prior to the start of the school year. For the second semester arrangements must be made by **December 1<sup>st</sup>**. Tests for the second

semester will be given during exam week of 1<sup>st</sup> semester.

## **DUAL ENROLLMENT PROGRAM AND EARLY COLLEGE PROGRAMS**

In order to continue our mission of creating well-rounded students and academic rigor at Grass Lake High School, students will be required to complete an Advanced Placement class each year, during their junior and senior years, if they choose to participate in early college/dual enrollment. Career Center students are exempt from this policy. Students who participate in band or choir, for all four years of high school, are only required to take one AP class during their junior or senior year.

### **EARLY COLLEGE PROGRAM**

In order to participate in the Jackson College Early College Program:

1. Early College Program applications must be submitted before the Fall of the student's Junior year.
2. Students will need to have a **GPA of 2.5** and must be on track for graduation.

### **DUAL ENROLLMENT PROGRAM**

Dual Enrollment all students must meet the following criteria:

3. Cut Scores set by the State of Michigan- all students will receive a score after spring State testing - early May. Students can access these scores through a CollegeBoard account they will set up upon receiving their score.

**PSAT- Reading - 460+ and Math - 510+**

**SAT - 480+ and Math 530+**

4. Students will need to have a **GPA of 2.5** Dual Enrollment students must be on track for graduation.

#### **Cap on Dual Enrollment Courses:**

Grade 9: not more than 2 each year for the first three years they participate and 4 in their fourth year of participation.

Grade 10: not more than 2 courses the first year, and not more than 4 courses during the second and third academic year.

Grade 11 or 12: not more than 6 courses during either of those academic years (but a maximum of 10 courses between both years.)

**\*\*\*\*Dual Enrollment allows for a maximum of 10 courses**

#### **College course options must meet the following criteria:**

1. Must be listed on the Michigan Transfer Agreement or be a documented course of study from the student's degree requirement (this is to be determined by JC staff and student/parent)
2. The post-secondary course doesn't conflict with the days, hours, and minutes required by GLHS courses
3. The course is not in the area of theology, divinity, or religious education unless in a program of study.
4. All Early College or Dual Enrollment students must take one AP class during their 11th or 12 grade year (unless attending the Career Center).
5. The college courses must not be offered by the district. An exception to this could occur if the Principal determines that a scheduling conflict exists, which is beyond the student's control.
6. Students should obtain school district approval before dropping a course.

#### **Credit:**

1. Post-secondary courses will not satisfy core State/GLHS graduation requirements.
2. Post-secondary courses/credit are part of your permanent college transcript.
3. Courses may be taken for high school credit, postsecondary credit, or both. If the student opts for the grade to count as high school credit, it will be calculated into their final GPA. If the credit is for postsecondary credit only it will not appear on the student's high school transcript and not be

calculated into their final grade point average.

4. **Students will no longer be able to dual enroll if they fail a high school course or get below a 2.0 in the college course.**
5. Students that get **lower than a 2.0 will not earn college credit**, nor will it count toward the degree they are pursuing (which may require re-taking the course at their own cost)
6. Transferability of the credit is not guaranteed.

#### **Tuition and Fee support:**

**Grass Lake will cover the tuition for the course as long as the student receives a 0.5 or higher.**

1. The **student is responsible for books/materials needed for the course**. Other items could include: transportation, parking, internet access, activity fees, etc.
2. Students may take up to **3 college classes each semester**
3. Students that **withdraw from a course or receive a 0.0 in the college course** will be responsible to reimburse the school for the cost of the course .
4. GLCS will not pay for summer classes. If a student chooses to take classes during the summer, it is at their own expense

Students taking college classes are not required to be in the building during their scheduled Jackson College class. However if they choose to enter the building during their scheduled Jackson College class they must adhere to the following:

- Enter 5 minutes prior to the start of the class period
- Every college student must Sign in with the office
- Every college student must go directly to the Media Center, and remain there for the entire class period for the purpose of working on their college course or other coursework.

If a college student chooses to leave the building for the scheduled college class they must adhere to the following:

- Exit the building at the end of a class period (during passing time)
- Every JC student must Sign out with the office and exit from the school premises. Loitering in the parking lot is not permitted.

If a college student chooses to remain in the building for their scheduled college class they must report to the Media Center and remain there for the entire class period for the purpose of working on their college course or other coursework. Parents can request that a student taking a college class remain in the building and not be permitted to leave school grounds. This request can be processed by contacting the high school office.

\*Any exceptions to the policies about early college/dual enrollment must be approved by the high school principal.

## **CREDIT ADVANCEMENT**

Students wanting to advance credits during the summer months or outside the regular school day must follow the following guidelines in order to receive credit for their classes.

- Classes will only be accepted from accredited colleges or universities within the State of Michigan.
- **Online class will be accepted as credit advancement only if approved by the high school principal. This approval must be obtained prior to the student taking the online class.**
- All expenses will be the responsibility of the student and parent/legal guardian.
- All courses must be approved by the high school principal and meet the Michigan High School Content Expectations for that course. The burden of proof falls on the student and parent/legal guardian in regards to the Michigan HSCE.
- **Online courses will be factored into the student's cumulative grade point average (GPA).**

## **TRANSFER STUDENTS**

Students transferring to Grass Lake High School from another school during their senior year will be required to enroll as a full time student for one full semester and earn at least five credits in order to qualify for a Grass Lake High School Diploma unless there is evidence of extenuating circumstances as determined by the counselor and the principal and approved by the superintendent. Transfer credit will be accepted from schools that are accredited by the state of Michigan. All credits will be evaluated on an individual basis and may require equivalency testing. No students other than those receiving a Grass Lake High School Diploma will be allowed to participate in the commencement ceremony.

## **TRANSFER CREDITS**

It is the policy of Grass Lake High School to accept transfer credits from new students. When a student moves into the Grass Lake area, all credits and cumulative GPA from their previous High School will carry over. The counselor will go over requirements for Grass Lake graduation status and submit/adjust accordingly.

## **CREDIT RECOVERY**

Students needing to obtain credit recovery in order to graduate from Grass Lake High School must adhere to the following regulations.

- All courses taken for credit recovery are at the expense of the student and parent/legal guardian.
- Credit recovery course must be approved by the high school Academic Counselor.
- Credit recovery courses will be accepted from the Jackson Career Center, Area Adult Education programs, MVHS or **other online course offerings approved by the High School Academic Counselor.**
- Any credit recovery courses needed for graduation that are required under the Michigan High School Graduation must meet the Michigan High School Content Expectations. Elective credits will still be able to follow the guidelines above.

## **STUDENT SCHEDULE**

Student schedules will be available at the beginning of August or as soon as possible thereafter. Changes might occur leading up to the start of the year based on circumstances over which we do not have control (e.g. retirements, deaths, resignations, etc.) If a student wishes to change their schedule, he/she may request an appointment with the Academic Counselor. All changes must be completed during the week prior to the start of school or during the first week of classes. No schedule changes will be made after the first week of classes.

## HIGH SCHOOL ACADEMIC LETTER PROGRAM

The "Academic Awards Program" has been developed to:

- Encourage students to take courses in core academic areas.
- Offer visible recognition to the student who excels in academic courses.
- Encourage academic recognition prior to the recognition received through the National Honor Society.
- Encourage equality of recognition with other areas such as athletics, music, etc.
- Recognition is given to those students who acquire a grade point average of 3.5 or better in academic subjects with no individual academic class grade lower than a "B-" in any semester and no grade lower than a "B-" in the other classes in any semester.

Recognition is given through the awarding of:

- First year award - Grass Lake Academic Letter
- Second year award - Gold Academic Service Pin
- Third year award - Academic Plaque
- Fourth year award - Gold Academic Cord

Students may become eligible for a first year award at any grade level during high school.

Students interested in earning an award through this program need to meet the qualifications listed above.

## PORTFOLIO ESSENTIAL SKILLS

Grass Lake Community Schools requires a portfolio that analyzes the accomplishments of a student's high school career. The staff is committed to helping students gain these essential skills. Students will need to put together a portfolio that provides examples of your mastery of each of the identified areas. We will provide reminders and support services to help students along the way. However, the major responsibility for meeting this graduation requirement lies with the individual student. The completed portfolio will be presented orally to a committee prior to graduation. Failure to meet this requirement will result in the student not graduating.

## SEMESTER GRADING AND EXAM POLICY

1. All students in grades 9-12 (with the exception of **exempt** seniors) shall be required to take finals in each of their classes. **See senior exemptions listed in numbers 5 & 6 below.**
2. A final exam or exhibition of mastery will be administered in all classes at the end of each semester.
3. Final exams will be calculated as one-fifth ( $1/5$ ) of the semester grade in **all** classes.
4. Semester grades will be calculated in all classes. In order to pass any high school class and receive credit for the semester, a student must receive passing grades on at least two of the three semester grade components (two marking period grades and final exam grade). Students who, in one semester, pass only one marking period, or pass only the final exam, will not receive credit for the course.
5. First semester seniors will be excused from the final exam in a class only if:
  - They have scored a 1 or 2, on the MME in the following areas; (English, Math, Science, Social Studies)
  - They have **no more than three absences** during the 1st Semester. Absences are counted as per the attendance policy.
6. Second semester seniors will be excused from the final exam in a class only if:
  - They receive a B- grade or higher in each of the third and fourth marking periods, and
  - They have **no more than three absences** during the 2nd Semester. Absences are counted as per the attendance policy.



### **Common Grading Scale:**

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

### **ATTENDANCE POLICY**

A student's success in school is dependent upon his/her attendance in school. Our goal at Grass Lake High School is to have every student present every day for every class. We ask parents/guardians to cooperate with us in reaching this goal.

#### **Communication**

All excused absences must be reported by phone to the attendance line at **517-867-5570**.

If the parents know at the time of their calling that the absence will extend beyond one day, they should so indicate, otherwise a call will be expected from them each day the student is out. Parents can call 24-hours a day and leave a message to excuse their students.

**The message should include: • The parent's name • The student's first and last name/grade • The date of absence • The reason for absence • The number of days absent • A phone number to reach the parent.**

The call must be completed by 2:00 pm the following day. **If the call is not made within 48 hours of the absent date**, the student's absence will remain as an unexcused absence. **\*\*Appropriate documentation must be turned in to the office within 24 hours of the absence for it to be excused. A medical excuse will only be valid if the student has been seen by the appropriate medical personnel.**

#### **The Attendance Policy will be as follows:**

1. A student must be PRESENT in class for a minimum of half the class period in order to be documented as PRESENT for attendance purposes.
2. **All absences will be coded as follow:**
  - **Documented Absences:** Absent Medical (AEMD)/ Absent Excused Covid (AECV) / School Business (SB)/ Suspended Externally/Internally (SE/SI)/ Funeral (AEBV)/ Court (AECT) A documented absence **will not** count against the total number of student absences. To ensure accurate attendance records, it is necessary for all related documentation to be turned in upon the student's return to school. **Documented absences will not be accepted after two (2) school days following the absence.** The following are considered documented absences: *Hospitalization/medical leave or a doctor's appointment related to an illness (i.e. covid), religious obligations, mandatory court appearance, and funeral*
  - **Absent Excused (AE) Verified Absences:** Parent or legal guardian has called the attendance line or provided a note within 24 hours verifying the student was not at school with parental acknowledgement. A verified absence is typically one of the following but not limited to: *illness verified by parent, doctors appointment, pre-arranged vacation.* NOTE: It should be noted that parents cannot verify a class period absence that occurs during the school day

- **Absent Notified Unexcused (ANU)-** Parent has made contact but has not provided acceptable reason or documentation.
  - **Unexcused Absences: Any absence in which a parent has NOT called or provided a note within 24 hours of the absence, an automated phone call is made to the parent/guardian after every unverified absence.**
  - **Tardies: A student will be considered tardy if they are not present in their assigned class when the tardy bell rings.** Students who accumulated three unexcused tardies (per class, per marking period) will be assigned one hour detention to be completed as assigned by the administration. A new detention will be assigned for each additional tardy after three. Students who fail to attend detention will be given an out of school suspension. Detention will be served in an assigned location.
  - **NOTE:** A student will receive an absence for a class period if they arrive 10 minutes or more late or departs 10 minutes or more early excluding school business, without permission, or misses 10 minutes or more for personal business.
  - Note Covid Policies are subject to change at the direction of the State of Michigan.
3. Students are allowed 10 absences per semester in each class. On the 11th absences students are in jeopardy of losing credit for each class that they have exceeded the 10 absent limit.
  4. It is the student's responsibility to track their absences. On the student's 6th absence a phone call or email will be sent to parents in an effort to notify them of their student's excessive absenteeism. On the 11th absence an email will be sent to the parents outlining the possibility of their students losing credit. Attendance can also be tracked daily by using PowerSchool. \*Extenuating circumstances in regards to the attendance policy must go through the high school principal. Extenuating circumstances would include long term illness due to a severe medical condition.
  5. Students who must leave school during the school day for any reason must check out in the office.
  6. Any student who leaves the school grounds without first checking out in the office will be considered skipping and will be assessed an unexcused absence in every class which he/she misses. Students found to be skipping must serve detentions, after school hours at the discretion of the principal/assistant principal. Students will not be allowed to make up work or turn in assignments in the class or classes they have skipped.

Note: In order to participate in the extra curricular activities, etc, including clubs and organizations, the student must be in attendance all day on the day of the activity. Exceptions are funerals (bereavement) and school business.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons:

- A. Student illness/injury – with a note or phone call from parent  
\* If illness exceeds 3 days a doctor's note is required.
- B. Medical appointments – Note from Physician required
- C. Observation of religious holidays
- D. Funeral/death in the immediate family
- E. Mandated court attendance
- F. Pre-arranged family vacations\*
- G. Educational opportunities approved by the principal (i.e. College visits)
- H. School Sponsored activities
- I. School-imposed Suspensions

## **Vacations**

With proper notifications, absences due to vacations will be considered excused. **However, it should be noted that these will count toward their ten allowed absences.** Proper notification, in the form of a Vacation Form, must be submitted one week in advance to your building principal. Vacation request forms can be found online or picked up in the school office.

When a family vacation must be scheduled during the school year, the parents should discuss the matter with the student's teacher(s) to make necessary arrangements.. Vacation request forms can be found online or picked up in the school's office.

## **College Visits**

For attendance purposes College Visits will be considered school-related absences. College visits are limited to three (3) days per year during the Junior and Senior years only. Students will need to provide documentation from the College Admissions Office.

## **"Chronically Absent"**

\*Students who are excusably absent for more than 10 days in a school period, regardless of the reasons, will be considered "chronically absent". If there is a pattern of frequent absence for "illness" the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

## **ATTENDANCE RESPONSIBILITIES**

### **Students**

- Be present and on time every day - unless office has been notified by parent of absence
- Make sure your parents call in by 2:00 PM on the day of the absence.
- Inform your teachers in advance whenever you know you will be gone from school (vacation form needed for more than two days).

**STUDENTS ARE REQUIRED TO REPORT TO THE OFFICE AND SIGN IN WHENEVER ARRIVING LATE TO SCHOOL OR RETURNING FROM AN APPOINTMENT.**

**WHENEVER DEPARTING BEFORE THE END OF THE DAY REPORT TO THE OFFICE, CHECK TO MAKE SURE YOU ARE EXCUSED, AND SIGN OUT.** Any student who leaves the school grounds without first checking out in the office will be considered skipping and will be assessed an unexcused absence in every class which he/she misses.

## **Early Dismissal Policy**

If it is necessary to pick up your student prior to dismissal please do the following:

1. Student must have a written request stating or parent must call the office:
  - Student Name
  - Time and Reason for dismissal
  - Name of person picking up student
  - Parent signature
2. Pick them up in between class periods, if possible (to minimize class disruption)
3. When picking up student, please call office to notify staff that you are present in parking lot.
4. Any person that arrives to pick up a student may be requested to show picture identification.

No student will be released to a person other than a parent(s)/guardian(s) without written permission signed by the custodial parent(s)/guardian. **Students missing more than half of a class period will be marked absent.**

## **Student Injury/Illness**

This policy is in place for the safety of the students, and to ensure that the authorized people are being notified.

1. **Students must report all injuries to a teacher/the office.** If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.
2. **A student who becomes ill during the school day should request permission to go to the office.** A determination will be made in consultation with the parent/office staff if the student should remain in school or go home.  
\*\*\*At which time the school office will contact the parent/guardian as designated in PowerSchool.  
\*\*\*No student will be released from school without proper parental permission.

## **Missed Assignments/Tests**

**Students will be held accountable for all work missed, based upon these guidelines:**

- **Excused Absence** - The student is responsible to get all work the first day back. For routine assignments, students will have the same number of school days they were absent, up to one full week to complete assignments. Long-term assignment due dates need not be adjusted and tests announced in advance need not be postponed. For extremely long absences, other arrangements may be made.
- **Unexcused Absence** - The student will not be permitted to make up any assignments, quizzes, or tests missed on the day of the absence.
- **In-School Suspension** - The student must do all assigned work and turn it on time. (as determined by the teacher)
- **Out-of-School Suspension** - The student is responsible to get all work that is missed. The work must be made up and is due the first day back in class.
- **Skipping** - Is considered an unexcused absence and students will not be permitted to make up work.
- **School Related Absences** - All work, unless the teacher approves otherwise, should be completed on the day the student returns.
- **Homework Collection** - It is the responsibility of the student to secure from the teacher all coursework missed during an absence. Students should also utilize email and Schoology in obtaining homework assignments.

## **TARDY POLICY**

Philosophy: Research has documented that academic success can be directly correlated to good attendance at school. Administrators, teachers, students, and parents must work together to make sure that our students are present and on time to each class every day. Students need to understand that it does matter that they are on time, whether it is to class at GLHS, to a college class, or to a job. Therefore, the staff at GLHS will enforce the policy as stated below. **Students have the first 3 days of school in the fall to find their classes and adjust to their schedule before policy enforcement begins.**

### **Students tardy to any class period during one marking period.**

**1st Tardy: Verbal warning by teacher.**

**2nd Tardy: Verbal warning by the teacher explaining the next tardy will result in an after school detention.**

**3rd Tardy: Student will be issued a detention and documented in PowerSchool.**

**4th Tardy: Student will be issued a detention and documented in PowerSchool.**

**All Additional Tardies: The student will be issued an after school detention and receive an unexcused absence. The unexcused absence will follow the policy regarding school work and will effect the students athletic availability for the day.**

### **Exceptions:**

1. Students who have pre-arranged appointments with the office should get a pass to class when they enter the building.
2. Exceptions to the above rule can be made only by the principal.
3. Bus students who arrive late to school will be admitted to class. An announcement will be made by the office if this occurs.

## **Passes**

Students will be given the appropriate pass from their teacher to be in the hallway during scheduled class Periods. Students in hallways during scheduled class periods without the appropriate pass will be considered Skipping and consequences outlined in the disciplinary section of the handbook will be implemented.

## **Truancy**

Truancy is defined as 10 or more **UNEXCUSED** absences (cumulative throughout the school year). Unexcused absence from school (truancy) is not acceptable. 10 days of truancy throughout the school year can result in:

1. An assignment to an alternative placement with loss of participation in school activities and events;
2. A hearing before a judge in a court of law
3. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

**A student will be considered truant if they are absent from school and unverified for more than five days in succession, or are absent from school for any reason 10 days in a 30 day period, or are absent 30 days or more for any reason in a school year.**

## **School Policies**

### **Building Access**

At the start of school students are only to enter and exit the building through two primary entrances - the main entrance near the office or the entrance at the bus loop. During school hours the only point of entrance and exit is the main entrance by the office. At dismissal, students are to exit through the two primary exits - the exit near the High School office or at the bus loop.

### **GUESTS IN THE BUILDING**

All visitors must report immediately to the office. Because of student safety and security, unauthorized guests are not allowed in the building (including lunch hour). Students who are contemplating moving to the District and wish to visit the school need to make arrangements for such visits through the High School office.

### **ADMINISTRATION OF MEDICATION**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. Before any medication may be administered to any student during school hours, a written prescription from the child's physician accompanied by the written authorization of the parent, is required. Medication Forms are available in the office, and must be submitted each year. Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered.

### **WORK PERMIT**

By Michigan law, all students under 18 must file a work permit prior to actually working. The work permit may be picked up in the office. It has three parts - the student fills out part one, the employer fills out the second part, and the school gives approval on the third part. After the student and employer parts are completed, the student needs to bring back the permit to the office for final approval.

### **AGE OF MAJORITY**

Upon reaching the age of 18, students who wish to exercise their age-of-majority rights must provide a signed statement from their parents/guardians stating they do not wish to be responsible for them. Upon exercising age-of-majority rights, only the principal or assistant principal may excuse a student from school. This privilege may be revoked if misused as determined by administration and will be revoked if the student exceeds 10 absences in a semester.

### **STUDENT DRIVING AND PARKING PRIVILEGES**

**Students are reminded that driving to school is a privilege, not a right. The following rules apply to the parking lot and student driving:**

- A Parking Permit must be acquired in the office, filled out completely by the student, and signed by a parent or guardian.
- Parking permits are issued until student graduates/exits from GLHS. At which time the parking permit must be turned in to the office. \*\*\*\*There is a \$5 fine to replace lost parking permits.

- Unauthorized vehicles, or vehicles parked illegally or incorrectly will be ticketed or towed away. Student vehicles must be parked in the student lot.
- Unauthorized driving during the school day, or reckless or careless driving will result in one of the following:
  - Loss of driving privileges for a period of one week and possible report to the police.
  - Reporting of the offense to legal authorities and one month suspension of driving privilege.
  - Up to a seven-day suspension from school and loss in driving privileges for the rest of the year.
- Student drivers are urged to drive with extreme caution near all school buildings before and after school when many student walkers are in the area.
- Students are not to return to their cars during the school day or to loiter in the parking lot or in their vehicles. A student who needs to return to his/her car for any reason may do so during their lunchtime with permission and sign out in the office. (Only one student will be allowed at a time). During the school day the student must secure permission in the office with a written request from the teacher.
- Career Center students may not drive to the Career Center without submitting the Career Center Driving Permission Form. Violation of this policy will result in suspension from school and eventual expulsion from the Career Center.

### **PASSES**

Students leaving their classroom for any reason will be issued a hall pass by their teacher. The only times students may be in the halls without a pass is before and after school and during lunch hour and class changes. Failure to have a pass when asked to present will be considered skipping and will be assessed an unexcused absence in every class which he/she misses.

### **MEDIA CENTER GUIDELINES (Hours of Operation: 7:35 AM to 2:35 PM)**

**Admittance to the Media Center is by pass-only while classes are in session, except when accompanied by their teacher.** Students who are in the Media Center during a class period must remain there the entire class period. All students not accompanied by a teacher are required to sign in and out after presenting their pass to the Media Center staff.

**Conduct:** The Media Center must be used for reference work, research, and reading on an individual basis. Quiet is expected at all times. Proper respect for furniture and all materials is also expected. Food and beverages are not permitted in the Media Center. Personal electronics will not be permitted when they interfere with others in the Media Center.

**Circulation and Fines:** All books that circulate must be checked out and returned to the book-return slot in the circulation desk. All fines are levied and paid here. All other materials are charged \$.05 for each school day overdue. Fines will not exceed \$5.00 for returned material. Lost books and materials must be paid for at a reasonable standardized replacement rate or today's book market price.

\*\*\*\*Overdue materials, materials not properly checked out, and improperly cared for materials have an adverse effect on other students.

### **SCHOOL STORE GUIDELINES**

**It is at the discretion of the teacher if permission is given for a student to visit the school store. A pass will be issued stating the time that the student is leaving and the expected time of return.** If the student does not return by designated time or is found elsewhere in the building this will be considered as skipping and disciplinary action will be taken.

## **FOOD AND BEVERAGES**

Because of the fragile nature of glass bottles and the danger of broken glass to students, glass bottles are not to be brought on campus by students. Glass bottles are also not permitted in the parking lot area. The consumption of any food or beverage is restricted to the cafeteria area. Food and beverages will be allowed in classrooms with individual teachers' permission only.

## **LOCKERS**

### **LOCKERS ARE SCHOOL PROPERTY:**

Each student will be issued an individual locker so he/she will have a secure place to store school supplies and personal items needed at school. Only the student and office staff will have access to the combination.

### **For the students' own security, the following suggestions are made:**

- Never reveal your combination to another student.
- Do not store valuables/money in your locker.
- If your locker is not working properly or you feel someone has tampered with it, inform the office.

### **The following rules apply to lockers:**

- Do not deface or damage any part of your locker.
- Do not switch lockers with another student.
- Do not double-up and place two or more persons' belongings in one locker
- Do not leave food, pop cans, etc. in lockers overnight
- The administration retains the right to periodically inspect lockers for cleanliness.
- The student assigned a locker will be held responsible for all contents of that locker.
- Students are not to "jam" their locker in an open position. Repeat offenders will be subject to disciplinary action.
- Students will be fined for failure to clean their locker at the year's end. Students are reminded that lockers are the property of the school. Student lockers may be searched if there exists a "reasonable suspicion" that the locker contains any item that is either illegal or inappropriate to be in the locker.
- Articles, pictures or comments which are inappropriate, could be harmful and /or cause embarrassment, and/or disrupt the educational process of the school may not be displayed in lockers.
- Nothing may be displayed on the outside of lockers.

**\*\*\*\*\*G.L.H.S. will not be responsible for articles lost or stolen from lockers**

### **SEARCH OF LOCKER CONTENTS:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the Principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **SEIZURE:**

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled



substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the Principal or his/her designee of items removed from the locker.

### **LUNCH HOUR CONDUCT**

***Grass Lake High School is defined as a closed campus. Therefore students are not permitted to leave this campus during lunch.***

1. Students are expected to *walk* to the lunchroom area when the bell rings for lunch, and to conduct themselves during lunch in an orderly and courteous manner.
2. Students are also expected to bus their own tables and to help keep the lunchroom clean.
3. Students found to be throwing food consequences will be assigned (See "Category A" Behavior Offenses.)
4. During the lunch hour, the following areas are off-limits to all students:
  - The classroom hallways
  - The school parking lots
  - All outside areas.

*All food and beverages should be kept and consumed in the cafeteria area except when it is a special classroom activity. Non-gambling card playing will be allowed at lunch only.*

### **WEARING APPAREL AND APPEARANCE**

The students and faculty at Grass Lake High School advocate guidelines for dress which simultaneously protect dress as a form of symbolic speech, promote the educational goals of the school, and respect the morals and values of the community. Prohibited will be wearing apparel which a majority of the students, faculty members, and parents would find obscene, offensive, or at-odds with our educational goals and purposes. Clothing that disrupts the educational process will not be tolerated.

### **Cell Phones/Chromebook/Electronic Devices**

The following policy was written with the intention of providing guidelines for the usage of personal electronic devices during school hours. At no time should electronic devices cause classroom disruption or distraction. Any personal electronic equipment causing a disruption or distraction to the educational environment will be confiscated by school personnel. The school is not responsible for devices that are lost, stolen, or damaged on school property.

Personal headphones are permitted with teacher permission in conjunction with school computers and teacher instruction. Amplified speakers are never permitted.

If a cell phone, Chromebook, or other electronic device is used in the classroom and disrupts the educational process, consequences will be applied (See "Category A" Behavior Offenses.)

### **SCHOOL DANCE POLICY**

Dances are open only to currently enrolled Grass Lake High School students and their approved guests. Students may have a maximum of 1 guest per dance. Guests must be at least in 9th grade and be registered in the office by the Wednesday prior to the day of the dance, are the responsibility of the host students, must follow all school rules, and may be excluded by the administration or chaperones. The age limit for non-GLHS guests to attend dances sponsored by GLHS is 20. Only the administration may approve non-registered guests.

Additionally, a student's behavior throughout the school year will determine eligibility to attend dances at Grass Lake High School or other academic institutions. Final determination for eligibility will be made by high school administration.

Prom is a formal dance for Juniors and Seniors of Grass Lake Senior High School. Tickets will be sold to the Juniors and Seniors in advance of the Prom. Juniors and Seniors who bring a guest will be responsible for him/her at the dance. Guests must be registered in the office by Wednesday of Prom week. Guests who are not registered or who attempt to enter Prom with someone other than the person with whom they are registered will not be admitted.

All dances must be approved at least seven days in advance by the principal. Appropriate paperwork must be submitted at least five school days in advance of the dance. All plans for the dance must be completed when the paperwork is submitted..

The advisor and groups sponsoring the dance will be responsible for seeing that the following procedures are carried out:

- Organizations sponsoring a dance must guarantee at least eight adult chaperones. There must be at least one other faculty member in addition to the advisor.
- Any student whose guest creates a problem or disturbance at a dance will lose his/her privilege to bring any other guests to subsequent dances.
- Only the specific entrance to the building will be open for admittance to the dance. Gym and academic areas are off limits during the dances.
- An adult chaperone must be at the admittance table at all times and must help students check in guests. (see above)
- Any student or guest who leaves the dance may not return, except with prior permission of a chaperone.
- Advisors are urged to arrange for the school's Sheriff Liaison Officer to attend all dances.
- Appropriate school conduct and dress are expected at all dances and all policies of the school will be enforced during dances.
- Students who are suspected of using alcohol will be subject to a Breathalyzer test. Suspected use of any illegal substance will be dealt with according to handbook policy. Police will be called.
- All dancing must be appropriate for a school dance. Overtly sexual dancing will not be tolerated (i.e. —grindingll). Any students dancing inappropriately will be asked to leave.
- If a student leaves the building during a dance, he or she MAY NOT RETURN. Loitering in the lobby, outside the building, or in the parking lot is not permitted. It may lead to the student being removed from the dance.

**\*\*\*Any Grass Lake student whose conduct is inappropriate during a dance will be removed from the dance and subject to disciplinary action up to the possibility of being excluded from subsequent dances.**

As with all other extra-curricular activities, school dance participation for each student is contingent on attendance at school and good behavior on the day of the dance, or the day prior to the dance if it is held on Saturday. All school rules apply to guests, regardless of their age.

## **AFTER SCHOOL ACTIVITIES**

**Students who stay after school are to observe the following rules:**

1. At 2:45 pm students are to be at their designated areas for an after school activity or immediately leave the building.
2. Doors to the academic wing are locked at 3:00 pm.

## **USE OF SCHOOL FACILITIES**

Student groups using school facilities (gym, classrooms, etc.) must have permission of the principal and have staff supervision. Students found in the gym or the weight room unsupervised will receive an automatic in-school suspension.

## **CLUBS**

The Board of Education is of the opinion that extracurricular and/or interest clubs are a welcome addition to school life and that they serve to facilitate instruction in several areas. Permission of the Superintendent and the Principal along with an adult sponsor are required to form a club. In accordance with the Public School Laws of the State of Michigan, there will be no secret societies or organizations. Membership in a secret society will result in expulsion of the student from the Grass Lake Community Schools.

## **FIRE DRILLS**

Fire drills at periodic intervals are required by State Law. Directions will be posted for each room to follow. It is the student's responsibility to become acquainted with these directions. General rules to follow:

1. Turn out lights; shut the classroom door
2. Walk quickly
3. Move away from building
4. Stay with your class during the entire drill for attendance and safety purposes.
5. Wait for signal to re-enter

## **EXTRA-CURRICULAR ACTIVITIES**

For the purpose of this handbook, extracurricular activities, including school government, athletics, interscholastic and intramural sports and clubs are those activities, which are not an extension of the classroom. Because participation in such activities does not affect students' grades nor earned credits, students do not have the right, but rather have the privilege of participation. Participation in extracurricular activities, outside the regular scheduled school day or curriculum requirements, are at the discretion of the high school principal or designee. Students could forfeit this privilege if their behavioral conduct is not conducive to creating a positive school environment.

Educational experiences at Grass Lake High School are enhanced by the careful planning of extracurricular programs. Extracurricular activities are, simply stated just that extra. If a student fails to attend school regularly, is late to class frequently, violates the GLHS student disciplinary code, and/or earn passing grades, the student may forfeit these privileges. All Students should be Present, Prepared, Productive, and Polite.

## **WEATHER EMERGENCIES**

**Serious weather conditions make it dangerous for buses to travel. School may be closed for the day. If this were to happen, notice will be announced on the following:**

**TV:** WLNS, WSYM, WLAJ, WILX

**RADIO:** 102.9, 106.9, 89.3, 101.7, 94.1, 92.1, 92.7

**INTERNET:** Facebook Page: Grass Lake Community Schools

Website: [www.grasslakeschools.com](http://www.grasslakeschools.com)

When the weather is bad, students/families should listen for information on one of these. Do not call the school or school personnel for such information.

If a tornado watch has been issued, school will not be dismissed, and Principals shall be notified to periodically check weather conditions and listen for radio or TV bulletins. In the event of a tornado warning, school will

not be dismissed, and children will be requested to stay at school. They will take cover, as per tornado drills. Until the administration is reasonably certain that children can be transported home safely, there will be no attempt to do so until the warning is lifted. In the event of other severe weather warnings or conditions, the Superintendent's office shall make a decision regarding the dismissal or retention of students. Due to possible confusion and congestion, parents are asked not to pick up their students or to call the school office during this time.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (—eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. The parent or eligible student may ask Grass Lake Community Schools to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy

Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, S.W., Washington D.C. 20202-4605

## **GRIEVANCE PROCEDURE**

If any person believes that Grass Lake Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX coordinator at the following address:

Superintendent of Schools  
Grass Lake Community Schools

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Local Title IX Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she 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 Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.

**Step 2**

If the complainant remains unsatisfied, he or she may appeal through a signed, written statement to the Board of Education within five (5) business days of his or her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with concerned parties and their representative within fifteen (15) 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) business days of this meeting.

**Step 3**

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

## **CODE OF CONDUCT AND STUDENT CONSEQUENCES**

### **STUDENT DISCIPLINE POLICY**

The Board of Education of the Grass Lake Community Schools, in keeping with its basic philosophy, believes that discipline in the school setting provides pupils with the most favorable atmosphere for learning. It is recognized that the incorporation of limits and controls by individuals into their own lives is an important part of the learning process and a necessity for young people if they are to participate effectively in a democratic way of life. Because discipline is essential to the learning process, it is expected that all personnel connected with the education setting, in cooperation with the home, will endeavor to help our students adapt to these constructive limits and controls. It is recognized that parents are most influential in the social and emotional development of children, and that their cooperation is essential in helping their children to incorporate limits and controls. If it is found that, after exhausting all available resources, a specific individual cannot function effectively in the school setting, the school board shall be informed so as to act if necessary for the best interests of the educational environment and the individual student.

This policy applies to all Grass Lake students in grades 9-12.

- A. While on school property both during and outside of regular school hours and
- B. During participation in and/or attendance at school-sponsored activities which may be conducted off school property.

**The following rules and consequences will govern inappropriate behavior:**

- **While an effort has been made to write a complete code, the following rules are not considered to be a complete list. Students may be disciplined for inappropriate behavior not specified in these rules.**
- Students may expect to get a more severe punishment for repeated offenses of a rule.
- Students who have a history of violating several rules may face suspension or expulsion for their total

disciplinary record.

- For extremely inappropriate behavior, a student may be disciplined at a higher level than the offense he or she is currently on, or more severely than the stated discipline for the offense.
- Where a range of possible disciplines is possible, the administrator will determine the appropriate punishment based upon the severity of the incident.
- The Student-Parent Handbook rules including the following Code of Conduct will take precedence over any and all Grass Lake School individual classroom rules, program rules and athletic rules.
- Students are reminded that these rules are applicable at any time the student is on any school property, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

Please note...

ISS means In-School Suspension

OSS means Out-of-School Suspension.

## **BEHAVIOR OFFENSES**

### **Category A: Corrective Actions**

At the discretion of the principal, any of the following may be used, alone or in combination:

- Parents contacted
- Detention, after school, or during the lunch hour.
- Isolation from school extracurricular activities for a period not to exceed ten school days.
- Counseling and review of academic needs.
- Alteration of schedule.
- If the student is involved in repeated Category A offenses and other corrective actions have failed, the Principal may suspend the student for up to five days.
- If the student is suspended three times within a year for repeated Category offenses, the principal may recommend to the Superintendent that the student be expelled.

### **Category A: Misconduct**

#### **1. Disruption of Class**

A student shall not continuously and/or intentionally interfere with the teacher's ability to conduct his/her class. The teacher will deal with such disruptions in an efficient and appropriate manner so as to maintain a positive classroom environment.

#### **2. Misconduct at an Assembly**

Students are to go directly to the assembly from the classroom. Any inappropriate behavior may result in the student losing the privilege of attending future assemblies.

#### **3. Cell Phones/Electronic Devices**

At no time should electronic devices cause classroom disruption or distraction. Any personal electronic equipment causing a disruption or distraction to the educational environment will be confiscated by school personnel and disciplinary action will be taken.

#### **4. Insubordination**

A student shall comply with directions of teachers and all other school personnel. Including refusal to return to class when directed by teacher or school staff or failure to identify oneself when requested by any staff

member is Insubordination.

## **5. Disrespect Toward Another Student**

Students shall behave in a respectful manner toward other students. Students shall not be belligerent or threatening toward other students. Put-downs, name-calling and racial, sexual, and ethnic remarks are all forms of disrespect. Including electronically transmitted methods (e.g., internet - social media, telephone or cell phone, computer, etc...).

## **6. Profanity, Obscenity, and Vulgarity**

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated.

## **7. The use of racial, ethnic, religious, or sexual orientation language in a derogatory manner will not be tolerated.**

A violation in this area may result in a disciplinary consequence and also may fall under harassment which include a restorative session with administrative and/or counseling staff..

## **8. Closed Campus**

It is a violation of this rule for any student to leave the building without direct permission from the principal or his designee during the school day, unless under the direct supervision of a teacher or other staff member. Being in any parking lot during a student's school day is a violation of this rule.

## **9. Lunch Period Rules**

1. Students found to be throwing food will be assigned the following:
  - Lunch detention or will be kept after the lunch period to clean the cafeteria.
  - Second and subsequent offenses for throwing food during the lunch hour will result in further disciplinary action by the administrators..
2. Students found in the classroom hallways, school parking lots, or outside areas during their lunch period will face disciplinary action.

All food and beverages should be kept and consumed in the cafeteria area except when it is a special classroom activity (other than water). Non-gambling card playing will be allowed at lunch only.

Students are not allowed to leave campus for lunch. Under no circumstances may students drive from campus for lunch. See Closed Campus rule.

## **10. Cheating and Lying**

This act may occur in a variety of forms. Usually it is defined as the use of another person's work to be used to represent one's own work or efforts. In general, any effort to take an "unfair advantage" over other students is cheating, and may include such things as using cheat sheets, plagiarism, copying another student's work, giving or receiving specific test information to or from another student. A person who gives information to another to assist the other person is guilty of cheating.

**Consequence - Zero (0) on test or assignment and parent will be notified  
Further offenses may result in failure of class and loss of credit.**

## **11. Public Displays of Affection**

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or an occasional hug. Any sitting on one another's lap, long embraces, or "making out" is unacceptable.

## **12. Dress Code**

The students and faculty of Grass Lake High School advocate guidelines for dress which simultaneously protect dress as a form of symbolic speech, promote the educational goals of the school, and respect the morals and values of the community.

**•• Decency as interpreted by the administration and staff is to be maintained at all times.**

All clothing must be neat, so as to present the best possible appearance.

- Dress or grooming which is disruptive to the educational process is prohibited.
- Any item with vulgarity or profane imprinting, sexual innuendo/harassing imprinting (which supports alcohol, tobacco or other drug usage, is not permitted).
- Any apparel which promotes, displays, or advertises alcoholic beverages, tobacco products, or illegal drugs or substances of any kind is prohibited. Jackets displaying such may not be worn on school property.
- Sunglasses inside the building during school hours are not allowed.
- Clothes should not call attention to the body of the wearer because of design or cut, and clothing must provide coverage with an appropriate neckline.
- Tops must be modest.
  - Muscle shirts are not acceptable.
  - Shirts must meet the top of the skirt or pants without adjustment while standing.
  - Tank tops are permissible only if arm holes are no lower than 2" below the armpit
  - A two-inch wide shoulder strap minimum is required on all garment tops.
  - Spaghetti strap tank tops are not permissible.
  - Tube tops and crop tops are not allowed.
  - The high school has adopted a zero tolerance policy in regards to students displaying cleavage. Students must wear attire that completely covers their cleavage.
- Shorts and skirts may be worn, must be appropriate length and fit as determined by the administration. Running shorts are prohibited during the school day.
- Wearing spandex alone is not allowed. Spandex shorts or pants must be covered to an acceptable length with shorts or a loose fitting top.
- Holes in shorts or jeans should not be above mid-thigh.
- Hats may be worn before school, after school and in common areas. Hats in the classroom may be allowed at the discretion of the teacher. However, students are not permitted to have "hoodies" pulled over their head.
- Clothing that reveals undergarments (bras/underwear/boxer shorts) will not be permitted
- The wearing of coats/jackets may be prohibited at teacher discretion.
- Blankets are not permitted.
- Shoes must be worn at all times.(no slippers)

Tops that expose the midriff, immodest shorts, shorts with slits, and all other types of questionable clothing will not be permitted. Students may be asked to change clothing if their attire is inappropriate. The dress code will be applied as appropriate at all school-sponsored events and activities. Any apparel that is found to be offensive to staff or students will be reviewed by the administration on an individual basis.

**Consequences:** The student will be sent to the office and withheld from class until dress is acceptable.

If a change of clothes is not available a parent will be contacted.

**Further violations will result in disciplinary action. (including and up to ISS as determined by the administration). Multiple violations of this policy will result in an OSS.**



### 13. Forgery

Falsifying records including, but not limited to, a parent signature, staff signature, misrepresentation on the phone, perjury, plagiarism etc., will be treated as forgery. In all cases, the person being misrepresented will be notified, plus:

### 14. Loitering

**A** - Students who wish to 'hang around' between 7:00 - 7:30am and other times are to do so either in the cafeteria area or in a classroom with the teacher's permission..

**B** - Students are always welcome at the high school whenever they have a valid reason for being here. However, the high school is not a place to "hang around" unsupervised. Students at the school without direct supervision or a reason for being at the school can expect to be asked to leave. Examples of unacceptable loitering include, but are not limited to:

- Coming to an athletic contest, dance, concert, or other event, but not paying and/or entering and joining the crowd,
- Being in a locker room at any time while not involved in a physical education class or athletic activity,
- Hanging around the parking lot before or after school.
- Being present in the cafeteria after school past 3:00 p.m. without a specific appropriate intent (for example waiting for a late practice or working on a group project).
- Being present in hallways, and the gymnasium, past 3:05 p.m., without a specific appropriate intent (coming or going from a supervised activity).

**Consequences:** Parents/guardians will be contacted to pick up students who are loitering at school. \*\*\*\*Students who continue to loiter after being asked to leave or who have to be asked to leave repeatedly may be referred to the police for criminal trespassing.

### 15. Improper Usage of Entry and Exit Points

For the Safety and Security of our students and staff, No Student shall at any time do the following:

- Prop open entry/exit doors
- Open restricted entry/exit points to allow others to enter the building

### **Category B: Corrective Actions**

**Students must be aware that repeated offenders will be handled more severely.**

At the discretion of the principal, any of the following may be used, alone or in combination:

- Parent conference
- Contact legal authorities.
- Suspension for up to ten days.
- Student placed on probation. Any violation of the discipline policy will result in expulsion.
- Immediate recommendation for expulsion.

### **Category B: More Serious Offenses**

#### **1. Disruption of the Normal School Day**

**A** - A student shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school. Ie (false fire alarms, or lockdown boots)

**B** – A student who creates a major interruption that interferes with learning in multiple classes or for multiple class periods will face more severe discipline.

## **2. Disrespect toward Staff**

A student shall not show disrespectful behavior towards any staff member. (ie. speech, tone, or gestures including insubordination.) The use of obscenity directed toward a staff member would be considered a severe form of disrespect. Threats or implied threats will be treated as verbal assaults. Including electronically transmitted methods (e.g., internet - social media, telephone or cell phone, computer, etc...).

## **3. Verbal Assault Against Staff/Bomb Threats.**

A verbal assault is defined as a real and credible threat, verbal, written or otherwise, which denotes possible harmful bodily contact or intimidation. Including electronically transmitted methods (e.g., internet - social media, telephone or cell phone, computer, etc...) Students who commit verbal assault against school staff, or make bomb threats or similar threats directed at a school building, other school property, or a school-related event, will face the following consequences: Suspension up to possible expulsion from school.

## **4. Physical Assault Against Staff**

A student shall not physically assault a staff member. Physical assault means “intentionally causing or attempting to cause physical harm to another through force or violence.” If a student commits assault against a staff member, or a volunteer the following consequence applies: Suspension up to possible expulsion from school.

## **5. Bullying**

**“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent** (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. “Bullying” is any gesture or written, verbal, graphic, or physical act (Including electronically transmitted methods e.g., internet - social media, telephone or cell phone, computer, etc...) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior may be considered harassment or bullying whether it takes place on or off school property, during school hours, or after school hours, at any school-sponsored function, or in a school vehicle. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is prohibited. ***Severe bullying may be treated as harassment.***

## **6. Harassment**

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, or disability. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors. Harassment through any means, including electronically transmitted methods (e.g., internet - social media, telephone or cell phone, computer, etc...), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Harassment by students or staff will not be tolerated. Sexual harassment, as defined by Title IX and the Michigan Civil Rights Act, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, or unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety,

job, or performance of public duties. Any student or staff person guilty of subjecting another to harassment will be subject to disciplinary action, according to the terms of this handbook and category B offense of the district's sexual harassment grievance procedures. Harassment is not acceptable behavior and is prohibited.

## **7. Fighting**

A student shall not be involved in any physical contact that could result in injury to another person. A student who does not “fight back” will not be disciplined under this rule unless he/she provoked the fight. In all cases, the student will be suspended for the remainder of the day and the police may be notified: \*based upon the severity of the fighting infraction, a student may be disciplined at a higher level than the offense that he/she is currently on, or more severely than the stated discipline for the offense.

## **8. Physical Assault Against Another Student**

A student shall not physically assault another student. Physical assault means “intentionally causing or attempting to cause physical harm to another through force or violence.”

**All offenses:** A police contact will be made and the student shall be suspended from school.

## **9. Fireworks**

The use, possession, or distribution of any sort of fireworks is not permitted. In all cases the police will be notified, and disciplinary action will be taken.

## **10. Arson**

Student plans and/or participates in malicious burning of property

**All offenses** - Contact police and Suspension up to Expulsion

## **11. Vandalism**

No student will intentionally damage or deface any school building, school-owned property, or personal property located at the school. In all cases a police report may be filed, plus full restitution will be required. In the event a student unintentionally damages school property or personal property at school while misbehaving, he/she will be responsible for full restitution.

## **12. Acceptable Use Policy/Computers**

### **Internet Safety and Acceptable Use Agreement**

The Internet Safety and Acceptable Use Agreement is designed to provide guidelines for using the District's technology resources including its computer devices and network resources. The guidelines establish rights and responsibilities for students and staff. All users are expected to follow the guidelines or risk loss of equipment and/or network privileges. The annual signatures on the Agreement for Acceptable Use of Technology Resources are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning. Users of the Internet will be advised to adhere to specific guidelines and will be made aware of their responsibilities in using the technology available to them. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action. **See Student Technology Handbook for details.**

## **13. Theft or Possession of Stolen Property**

The theft of school or personal property or the possession of stolen property is not permissible.  
\*\*\*In all cases the police may be notified, plus the parent contacted, plus full restitution will be required.

### **Category C: Corrective Actions**

**In all cases, all of the following actions will take place:**

- Parents and police will be notified
- For use and/or possession, immediate suspension from school and school-related activities for three days.
- Also, the school requires immediate referral for evaluation to a Student Assistance Program or other authorized clinic.
- For second offense for use and/or possession, immediate suspension and possible recommendation for expulsion.
- For sale and/or distribution, possession, contact legal authorities, immediate suspension and recommended for expulsion.

### **Category C: Dangerous and Illicit Substances**

#### **1. Tobacco, Alcohol and Other Drugs (Including Marijuana)**

**A. Tobacco** - Students shall not use or possess any tobacco products or tobacco look-a-likes at school or at any school activity. In all cases the tobacco products, lighters, e-cigarettes, vapor cigarettes, etc., will be confiscated

**Furthermore, in all cases of Minor in possession of tobacco products, a violation of state law, a referral may be made to the police.**

#### **B. Alcohol and Drugs**

1. The use or possession or being under the influence of alcohol, drugs, or other chemicals including drug paraphernalia and look-a-likes is strictly prohibited. Misuse of prescription or over-the-counter medications may also be considered a violation of this policy.
2. The selling, buying, distribution, or intent to sell alcohol, drugs, chemicals, look-a-likes, or drug paraphernalia to others is strictly prohibited.

Students will not be permitted to attend any extra-curricular activities, including dances, athletic events, music performances, etc. without permission from the administration for a time to be determined by the administrator.

#### **2. Possession of a Weapon**

The possession, use, or threatened use of any weapon or dangerous object capable of inflicting bodily harm including, but not limited to, guns, knives, etc., is strictly prohibited.

Students should also be aware State law mandates suspension or expulsion in certain situations.  
In all cases the item will be confiscated, plus parents will be notified, plus a police report may be made.

#### **3. Legal Infractions**

In general, anything that is a violation of public law is a violation of school rules. In all cases the parents will be

contacted, plus a police contact made, plus:

### **After-School Detention Guidelines**

- 2:40PM to 3:40PM After-School (day to be determined by administration)
- You must bring schoolwork to do. Also work may be assigned by the supervisor.
- No food or beverages permitted.
- No audio equipment or cell phones allowed.
- No talking allowed.
- A missed detention will result in an ISS the following day.
- After four detentions, when the administrator determines that serving detentions is not correcting the student's inappropriate behavior, further disciplinary action may be taken.

### **In-School Suspension (ISS) Rules**

- ISS times are the same as the regular school day.
- Students must bring all of their books and supplies to ISS.
- Students must work only on assigned work until all work is completed.
- Students should bring their school-issued Chromebook
- Students must turn over their cell phone to the High School office staff or an administrator for the duration of the ISS.
- Students are not allowed to sleep during ISS.
- There are to be no visitors in ISS.
- Students will be given a one-half hour quiet, supervised lunchtime.
- If a student is absent on the day of ISS, he/she will automatically report to ISS on the first day of his/her return to school and continue reporting to ISS until all assigned days are served.

### **Progressive ISS or OSS Discipline Policy:**

When the administrator determines that serving ISS is not correcting the student's inappropriate behavior, the student's consequences may be elevated up to OSS or expulsion.

### **OUT OF SCHOOL SUSPENSION**

**The following procedure will be followed in suspending students:**

- The student, school administrator(s) and, if necessary, the local police will discuss the issue.
- The student will be notified that he or she is suspended.
- The parents will be contacted by the school administrator.
- During the period of suspension, a student will not participate in any activities sponsored by the School including but not limited to school dances, sporting events, etc.
- Any student or parent/guardian who would like to appeal regarding a suspension may state his or her case in writing to the Superintendent of Schools. If the student or parent/guardian desires to continue this appeal beyond the superintendent, the appeal may be taken to the Board of Education.
- When suspended, the teachers will be notified and the student may make up work missed; credit shall be awarded to the student for any work completed during the suspension.

### **EXPULSION**

**The purpose of expulsion is to completely remove the student from the school setting because of chronic or serious violation of school rules and regulations. Process of recommending expulsion is as follows:**

- The student and principal will discuss the problem.

- The principal shall recommend expulsion to the superintendent.
- The student shall be suspended from school pending the decision of the superintendent.
- If the superintendent believes that expulsion is in order, he/she shall recommend it to the Board of Education.
- The suspension shall continue pending the decision of the board.
- Any recommendation of expulsion made by the superintendent shall be in writing and shall set forth the alleged grounds.
- A copy of such recommendation shall be furnished forthwith to the parent or guardian having custody of the student.
- The Board of Education shall set a time for a hearing upon receipt of a recommendation for expulsion. Said hearing, at a regular or special meeting of the Board of Education, shall be within ten (10) days from the date of the receiving of such recommendation.
- The hearing may be postponed or adjourned at the request of the parent or guardian of the student.
- The student and his/her parent/guardian shall have the right to be represented by an attorney and to present evidence on behalf of the student of any hearing on a recommendation of expulsion.
- Evidence may be presented in written or oral form.
- A hearing on expulsion is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
- The board will determine whether the student shall be expelled at the conclusion of the meeting.

### **COOPERATION BETWEEN THE POLICE AND THE SCHOOL**

Cooperation between police and the school involves cases in which police request permission to question students during the school day or when police are called by the school to help in the questioning of students. Whenever it is necessary for the police to question a student, the following practices will be observed:

1. The law officer must present reasonable evidence to the principal that questioning is necessary.
2. The questioning will be in private in the office at the student's request.
3. The Principal or his or her designee can be present during the questioning, although police officers have the right to question students at any time.
4. Student records and communication remain confidential and will not be turned over to the police unless the student or parent gives permission for their use.
5. Permission must be obtained from a parent or guardian before a student is removed from the school premises. The only exception to this relates to cases of felony or cases of misdemeanor committed in the presence of a law enforcement officer.
6. In the case of #5, the school will inform the parent/guardian of the action immediately by telephone, if possible.

### **DANGEROUS WEAPONS POLICY**

The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. In compliance with State Law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone, which includes district buildings or property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a —firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns, explosive devices, and look-alikes.

## **PEER PRESSURE**

Sometimes students get into trouble, because they don't ask enough questions. When someone encourages you to do something you think might lead to trouble, use the three steps of ASK.

### **A—Ask Questions**

Ask questions so you know what you're getting into. Then you can decide if the situation could lead to trouble. Here are some things you need to know: Is it against the law, rules, or the teachings of my beliefs? Is it harmful to me or others? Would it disappoint my family and other important adults? Is it wrong to do? Would I be sorry afterward? Would I be hurt or upset if someone did this to me?

### **S—Say No To Negative Pressure**

If the answer to any of the questions above is —Yes, your response to the pressure to join in should be —No. Ways to say —No that work: say —no as many times as it takes, practice what you would say if someone pressured you, get out of a sticky situation by walking away and staying away, use body language that backs up what you say (stand tall, speak clearly and look the person straight in the eye).

### **K—Know Positive Options**

Know some positive activities and suggest one of them. If the person insists on the negative activity, leave. The person might decide to join you later.

## **CONFLICT RESOLUTION**

The best way to get rid of a problem is to **solve** it. Use the following steps to help you in conflict resolution:

**S**—State the problem as you see it.

**O**—Open the discussion to other points of view.

**L**—List the possible solutions together. (Illegal or harmful solutions are not considered.)

**V**—Veto the solutions that are unacceptable to someone involved.

**E**—Evaluate the positive solutions that are left. What are the advantages and disadvantages of each one?

**D**—Do the one most acceptable to everyone.

## **Crisis Counseling for Teens and Parents**

### **COUNSELING/CRISIS ASSISTANCE**

Child & Parent Center 788-4445

Catholic Charities 782-2551

Family Services and Children's Aid 787-7920

Jackson County First Call for Help 211

### **ABUSE/ASSAULT/RAPE**

A.W.A.R.E. Inc. 783-2861

Protective Services 780-7600

### **HEALTH CARE**

Jackson County Health Department: 788-4420

Planned Parenthood 784-1700

National AIDS Hotline (800) 342-AIDS HIV/STD

HIV/STD Teen of Michigan (800) 750-TEEN

### **MENTAL HEALTH**

Lifeways (Behavioral Health Connections)  
789-1200

Henry Ford Hospital— 24 Hour Crisis Line  
789-5971

Rivendell 1-800-762-3742

### **ALCOHOL/DRUG ABUSE**

Alcoholics Anonymous 789-8577

Bridgeway 783-2732

Central Diagnostic and Referral Services  
800-342-0349

## GRASS LAKE HIGH SCHOOL STUDENT HANDBOOK SIGNATURE PAGE

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
Have read the Handbook and discussed its contents with my son/daughter. I understand and agree to the content.

Parent/Guardian Signature

Signed on (date)

I, \_\_\_\_\_ as a student of GLHS have read and understand the Student Handbook and agree to abide by the rules.

Student Signature \_\_\_\_\_

Signed on (date)