

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.

HIGH SCHOOL GRADUATION REQUIREMENTS

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.

Graduation Requirements

All students are required to complete the SAT & Michigan Merit Exam in order to graduate from Grass Lake High School.

English/Lang. Arts	5	English 9, English 10, Develop. Writing, English 11, English 12
Math	5	Algebra A, Geometry, Algebra B, Algebra C, Senior Math Class
Social Studies	3	Civics/Economics, American History, World History
Science	3	Science 9, Biology, & Chemistry
World Language	2	Spanish
Visual, Performing, Applied Arts	1	Art, Vocal or Instrumental Music
Physical Education	1	PE 9
Freshmen Transitions	½	Educational Preparation
Health	½	
Senior Transitions	1	Portfolio Production and Post Graduation Planning

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

Students Must Earn:

33 out of a possible 36 credits to be eligible for graduation

GRADUATION HONORS AND DIPLOMAS

Valedictorian/Salutatorian

1. Top 10 will be listed in the paper alphabetically.
2. Valedictorian/Salutatorian will be determined based on **final** grades.
3. To be Valedictorian/Salutatorian, the student must have an Advanced Honors Diploma Endorsement.
4. Students must have completed their full senior year at Grass Lake High School in order to be considered for Valedictorian/Salutatorian.
5. Independent Study classes will be pass/fail, not computed into the GPA.
6. Home school 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:

- a. 5 credits of English: required classes plus 1 credit must be Advanced Literature or AP English
- b. 5 credits of Math: required classes plus 1 credit must be pre-calculus
- c. 3 credits of Social Studies: required classes
- d. 3 credits of Science: required classes
- e. 2 credits of the same foreign language
- f. Strongly recommend 2 credits of fine arts and/or performing arts

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

Students must take these tests:

- a. the PSAT
- b. **the SAT**
- c. recommend the ASVAB

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 eighty percent on the comprehensive exam for that course.

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

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment." Students who are in 9th – 12th grade, are enrolled as a full time student and have at least **2** high school course per semester at the high school, and who has taken all higher level courses offered by Grass Lake, in the subject area that the student is going to dual enroll in.

1. 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.
2. Students will also be required to meet the college/university standards for dual enrollment classes.
3. The college courses cannot be a hobby, craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
4. The school district will pay the student's tuition and mandatory course or material fees and registration fees. The college or university bills the school district. The student is responsible for books, transportation and any other miscellaneous fees.
5. Dual enrollment 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 grade point average. 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.

6. If the student fails or does not complete the course the student will be responsible for reimbursing the school district. Students should obtain school district approval before dropping a course.
7. Dual enrollment forms can be obtained from the Counselor's office.

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 years.

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

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.

1. Classes will only be accepted from accredited colleges or universities within the State of Michigan.
2. **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.**
3. All expenses will be the responsibility of the student and parent/legal guardian.
4. 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.
5. **Online course 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 four 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 GL 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.

1. All courses taken for credit recovery are at the expense of the student and parent/legal guardian.
2. Credit recovery course must be approved by the high school guidance counselor.
3. 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 guidance counselor.**
4. Starting with the class of 2011 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 listed in number 3 above.

STUDENT SCHEDULE

Students will know their schedule for the up-coming school year before they leave in June or as soon as possible thereafter. Changes might occur over the summer based on circumstances over which we do not have control (e.g., retirements, deaths, resignations, etc.). If there is a change in a student's schedule, he/she will be notified.

If a student wishes to change his/her schedule, all changes must be completed during the week preceding 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:

1. Encourage students to take courses in core academic areas.
2. Offer visible recognition to the student who excels in academic courses.
3. Encourage academic recognition prior to the recognition received through the National Honor Society.
4. 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.

Eligible students must take at least six "academic" subjects per year during their freshman and sophomore years, five "academic" subjects or three "academic" subjects and career center during their junior year, and five "academic" subjects or two "academic" subjects and career center during their senior year.

Students may become eligible for a first year award at any grade level during high school. Recognition is given through the awarding of a GL letter during the first year, service pin during the second year, a plaque during the third year, and a gold cord during the fourth year of participation.

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

FORUM

Forum is a scheduled period on Wednesday. Every student is to make productive use of this time either for activities directed or for school work. Should students misuse Forum time and not work productively, they may face disciplinary action.

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. It is important for students to begin in their freshman year to save school work that will adequately portray their accomplishments. 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.

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.

The Attendance Policy will be as follows:

1. It is the student's responsibility to have a parent or guardian call the office and leave a message, on the day of the absence if it is to be excused or provide the appropriate documentation within 24 hours of the absence.
2. 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. If a call cannot be placed on the day of the absence, then the call must be completed by 3:00 p.m. the following day for the absence to be excused. If there is no home phone, or a valid reason why a telephone call is not possible, a note signed by the parent or guardian must be brought by the student on the day he/she returns, indicating the reason for the absence.
3. A student returning to school without being excused by their parent/guardian will be considered **unexcused**.
4. If a student's absence is UNEXCUSED that student will not be permitted to make up any assignments, quizzes, or tests missed on the day of the absence. Only students with EXCUSED absences will be permitted to make up missing assignments, quizzes, or tests.
5. It is the responsibility of the student to secure from the teacher all course work missed during an absence. For absences, students will have the same number of school days they were absent to complete course work.
6. 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.
7. 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 a letter will be sent to the parents outlining the possibility of their student's losing credit. Attendance can also be tracked daily by using PowerSchool.
8. Students who exceed the 10 absence maximum have two options to retain credit for the effected class/classes.
 - a. Take the final exam and pass it with a 75%. Grade will be recorded as pass fail.
 - b. Make up the time they missed over the 10 absence

maximum. Each absence beyond 10 equals 1.5 hours of time needed to be made up in detention. Detentions are run on Thursdays after school. Students will not be notified about which detention they should attend, it is their responsibility to come to a Thursday detention and sign in with the monitoring teaching.

c. 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.

9. Excused and unexcused absences under the policy outlined in section 6 through 8 count towards the ten absence maximum. School business absences and college visits do not count under this policy.
10. Students who must leave school during the school day for any reason must check out in the office. 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.
11. Students found to be skipping must serve detentions, before or after regular school hours at the discretion of the principal; a category A corrective action can be taken. (See Behavior Offenses.) Students will not be allowed to make up work or turn in assignments in the class or classes they have skipped.
12. Students who know they must be absent from school on a certain day may be eligible to contract for a pre-arranged absence. The application for permission to be absent must be obtained from the office to be signed by the student's teachers prior to the absence.

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.

Procedure:

1. Immediately after the bell rings for the start of first hour, teachers will close their doors. No student will be allowed to enter class after the bell has finished ringing.
2. Teachers will mark "locked-out" students as absent from class and will immediately report these students to the office.

3. Students should immediately report to the office with their books, where they will spend first hour. Students who fail to report to the office will be considered skipping and will then serve after-school detentions.
4. Locked-out students will receive a "0" for work missed during class. They may make up work, but will NOT receive credit toward their grade in the class.
5. Every student is entitled to three "Red Passes" each semester. A red pass will admit the student to class as an excused tardy, as long as the student is in class within 10 minutes of the start of first hour. Students can get Red Passes from the office secretary, who will keep track of the date and number of passes issued to each student.
6. Absences will count toward athletic eligibility.
7. No student should be in a classroom to which he/she has not been scheduled.

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.

Policy for 2nd, 3rd and 4th hours:

If the student is more than five minutes late to any other class, that tardy will become an **unexcused** absence. A student who arrives at class after the bell rings with a pass signed by another teacher, the counselor, or the principal (or principal's designee) will have an excused tardy. Without the pass, the student has an unexcused tardy. The student has to be in the classroom and should be in his/her seat when the bell begins to ring.

The unexcused tardy policy will be as follows:

- At the second unexcused tardy to any class in one marking period, **the student will receive a verbal warning by the teacher.**
- At the third unexcused tardy and all subsequent tardies in the same class during the same marking period, the student will be issued an **unexcused** absence, as per the attendance policy.
- At the fourth unexcused tardy and all subsequent tardies in the same class during the same marking period, the student will be issued an after school detention and receive an **unexcused** absence. The teaching will assign the next available detention date and submit a student behavior referral to the office.

PASSES

All students must carry their own signed planner or a teacher issued yellow pass when in the halls during class periods. 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 planner or pass when asked to present it will result in a category A offense.

LOCKERS

Each student will be assigned a school locker. A record will be kept in the office of locker numbers and combinations originally assigned to a student. Any students who fail to remain in the lockers assigned to them, or to keep their lockers locked will risk losing locker privileges. G.L.H.S. will not be responsible for articles lost or stolen from lockers. A fee will be charged for damaged or unclean lockers. 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. Outside of lockers will be kept clean; Lockers may not be written on, neither inside nor outside. Should students become chronic in leaving locker doors open, they may face lunch detention to clean and organize their locker. **Nothing may be displayed on the outside of lockers.**

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks.

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the principal or his/her designee.

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 pupil, or a pupil eighteen (18) years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

WEARING APPAREL AND APPEARANCE

Philosophy: 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. Prohibited will be wearing apparel which a majority of students, faculty members, and parents would find obscene, offensive, or at-odds with our educational goals and purposes.

Specific Guidelines:

1. Any wearing apparel (including buttons) which is obscene, profane, sexual, violent or contains sexual innuendo/nudity (examples being choke chains, spiked jewelry, unattached wallet chains, etc.) -- either explicitly or by implication--is prohibited. Chains may not be more than 8" and must be attached to a wallet.
2. 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.
3. Sunglasses inside the building during school hours are not allowed.

4. 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. Spaghetti strap tank tops are not permissible. Tube tops and halter 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. Students in violation of this policy will be sent directly to the office. A second violation will result in an In School Suspension. Multiple violations of this policy will result in Out of School Suspensions.
5. Shorts and skirts may be worn, but must have a length of mid-thigh (skirts must be at least fingertip length when the arms are held straight down at the sides). Running shorts are prohibited during the school day.
6. The wearing of jeans, shorts, or slacks with holes or tears above the acceptable length of shorts (see #5 above) is prohibited.
7. Wearing spandex alone is not allowed. Spandex shorts or pants must be covered to an acceptable length with shorts or a loose fitting top.
8. Head coverings (hats, hoods, bandanas, visors, sweatbands, scarves, etc.) may not be worn in any way inside the building during school hours, including lunch hour. (Hats may be worn prior to first period and after last period classes or on special "dress up" days only as designated by the principal.) Hats must be placed in the locker or bookbag and may not be carried openly.
9. Any apparel that is found to be offensive to staff or students will be reviewed by the administration on an individual basis.
10. The wearing of coats/jackets may be prohibited at teacher discretion.
11. Students may be asked to change clothing if their attire is inappropriate.

LUNCH HOUR CONDUCT

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. Students are also expected to bus their own tables and to help us keep the lunchroom clean. Students found to be throwing food will be assigned 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 discipline action by the administrators. *Grass Lake High School is defined as a closed campus. Therefore students are not permitted to leave this campus during lunch.* During the lunch hour, the following areas are off-limits to all students:

1. the classroom hallways;
 2. the school parking lots;
 3. all outside areas unless specifically designated as an eating area.
- All food and beverages should be kept and consumed in the cafeteria area except when it is a special classroom activity (other than water).* The vending machines will be off during school hours. Non-gambling card playing will be allowed at lunch only.

GUESTS IN THE BUILDING

All visitors to the building 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 wish to have guests visit in their classes must have permission from the office and written permission from each teacher.

PERSONAL ELECTRONIC DEVICES

Guiding Principle

Technological advances are changing everyday. The following policy was written with the intention of providing guidelines for the usage of personal electronic media devices during school hours. This policy may be updated during the school year as technology issues arise.

Restrictions

Students use electronic devices during school hours is limited to academic purposes. Electronic devices should not be used for personal reasons 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 equipment that is lost, stolen, confiscated, or damaged on school property.

Exclusions

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

Consequences

Any equipment or personal device deemed disruptive to the educational process will be confiscated and a student conduct referral will be made, resulting in disciplinary action.

1st offense the student will be allowed to pick up the equipment after school hours.

2nd offense, device will be confiscated for pick up after school and a detention will be assigned.

3rd offense, will result in further disciplinary action not limited to suspension.

AGE OF MAJORITY

Students 18 years of age or older will abide by all rules and policies of the school. Students 18 years of age or older may be responsible for their own activities, providing they have a signed statement from their parents stating they do not wish to be responsible for them.

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:
 - a. they have scored a 1 or 2, on the MME in the following areas; (English, Math, Science, Social Studies)
 - b. they have been absent no more than three times during the second 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:
 - a. they receive a B- grade or higher in each of the third and fourth marking periods, and
 - b. they have been absent no more than **three** times during the second semester. Absences are counted as per the attendance policy.

STUDENT DRIVING

1. A driving permission slip must be acquired in the office, filled out completely by the student, and signed by a parent or guardian.
2. Unauthorized vehicles, or vehicles parked illegally or incorrectly will be ticketed or towed away. Student vehicles must be parked in the student lot.
3. 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 rest of the year.
4. Driving is a privilege and not a right. 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.
5. Students are not to return to their cars during the school day or to loiter in the parking lot or in their vehicles during the lunch hour. Any student who needs to return to his/her car for any reason during the school day must secure permission in the office with written request from the teacher.
6. Career Center students may not drive to the Career Center without prior written permission of both their Career Center instructors, principal and parents. Violation of this policy will result in suspension from school and eventual expulsion from the Career Center.
7. Students are to enter and exit via Norvell Road during the hours of 7:00 a.m. to 3:30 p.m.

AFTER SCHOOL ACTIVITIES

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

1. At 2:55 pm students are to be at their designated areas for an after school activity or immediately leave the building.
2. Students are to make arrangements with their parents before leaving for school in the morning if they wish to be picked up after school; students will not be permitted to use the office phone except in case of emergency or when an activity has been canceled.
3. 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 staff supervision. Students found in the gym or the weight room un-supervised will receive an automatic in-school suspension.

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.

BEHAVIOR OFFENSES

Category A: Misconduct

1. Hitting, pushing, or grabbing others with the willful intention to harass or cause minor discomfort.
2. Threatening, taunting, provoking, and using verbally abusive language toward another student.
3. Inciting others to hit, push, grab, or fight.
4. Action by students in the hall and on the grounds that creates distraction and/or disruption during school hours. This includes loitering during and after school hours, individually or in groups.

5. Refusal to return to class when directed by a teacher or school personnel.
6. Falsifying school forms or records or signatures of teachers, school officials, or parents; perjury; plagiarism.
7. Refusal to obey a clear and responsible order of a teacher or school personnel.
8. Being on parts of school grounds designated as off-limits (e.g., the parking lot during lunch hour).
9. Being in possession of a water-spraying device or other item of potential disruption.
10. Outward showing of affection other than holding hands.
11. Rude/disorderly conduct in the cafeteria including throwing food, leaving food and wrappers on the table and the floor area.
12. Use of profanity in school or at school sponsored events.
13. Skipping classes (see attendance policy)
14. Misconduct at an assembly (student may lose privilege of attending future assemblies).

Category A: Corrective Actions

At the discretion of the principal, any of the following may be used, alone or in combination: Students must be aware that repeated offenders will be handled more severely.

- Parents contacted
- Detention, before or 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 B: More Serious Offenses

1. Chronic and serious disruption of learning in more than one class in which a student is enrolled.
2. Disrespectful behavior (i.e. speech, tone, or gestures towards school personnel, and/or school property as well as insubordination.)
3. Stealing or damaging the property of others.
4. Fighting and/or assault.
5. Vandalism, or the willful destruction of property.
6. Obscene behavior.

7. Arson.
8. Carrying of weapons or look-alike weapons.
9. Extortion.
10. Possession or use of fireworks.
11. False fire alarms.
12. Bomb threats
13. Use and/or possession of any tobacco product or lighting devices and/or drug paraphernalia.
14. Sexual Harassment.

Category B: Corrective Actions

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 C: Dangerous or Illicit Substances

1. The use and/or possession of drugs (including marijuana and prescription drugs not issued specifically to the student by a physician) on school grounds or at a school-sponsored activity.
2. The use and/or possession of alcoholic beverages or illicit substances on school grounds or at a school sponsored activity.
3. The sale and/or distribution of either drugs or alcohol on school grounds or at a school-sponsored activity.
4. Students may not be on school grounds while under the influence of any illegal substance. Students attending any school activity while under the influence will be subject to Category C: Corrective Actions.

Category C: Corrective Actions

1. For use and/or possession, immediate suspension from school and school-related activities for five days. Also, the school requires immediate referral for evaluation to Student Assistance Program or other authorized clinic.
2. For second offense for use and/or possession, immediate suspension and recommendation for expulsion.
3. For sale and/or distribution, possession, contact legal authorities, immediate suspension and recommended for expulsion.

HARASSMENT

Harassment by students or staff will not be tolerated. Sexual harassment, as defined by Title IX and the Michigan Civil Rights Act, is "unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment." Any student or staff who feels he/she had been a victim of sexual harassment or any kind of harassment should report the incident immediately to school officials. 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.

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.

SUSPENSION

The following procedure will be followed in suspending students:

1. The student and principal will discuss the problem.
2. The student will be notified that he or she is suspended.
3. The parents will be contacted by phone or by letter.
4. During the period of suspension, a student will not participate in any activities sponsored by the school.
5. 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.
6. In the event of the principal's absence, a designee of the

principal or the superintendent will have the authority to suspend. Any reference to the principal above will also refer to the designee or the superintendent.

7. When suspended, the teacher 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. The following procedure will be followed in recommending expulsion:

1. The student and principal will discuss the problem.
2. The principal shall recommend expulsion to the superintendent.
3. The student shall be suspended from school pending the decision of the superintendent.
4. If the superintendent believes that expulsion is in order, he/she shall recommend it to the Board of Education.
5. The suspension shall continue pending the decision of the board.
6. Any recommendation of expulsion made by the superintendent shall be in writing and shall set forth the alleged grounds.
7. A copy of such recommendation shall be furnished forthwith to the parent or guardian having custody of such student.
8. 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.
9. The hearing may be postponed or adjourned at the request of the parent or guardian of such student.
10. The student and his/her parent/guardian shall have the right to be represented by an attorney and to present evidence on behalf of such student of any hearing on a recommendation of expulsion.
11. Evidence may be presented in written or oral form.
12. A hearing on expulsion is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
13. The board will determine whether the pupil 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.

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.

SCHOOL DANCE POLICY

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.

High school dances are limited to members of the student body in grades 9 through 12

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

1. 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.
2. A guest list will be kept by the office secretaries in advance of the dance. Students wishing to bring one a guest from another high school must submit the name of the guest and the school which the guest attends to the secretary at least three days in advance of the dance. The principal will screen the guest list by contacting the principals of the guests' schools for a reference. All Grass Lake High School graduates, under 21, may attend the dance provided they are signed up in advance of the dance (as stated above). No graduates from other schools will be allowed at dances, other than Prom.
3. 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.
4. 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.
5. An adult chaperone must be at the admittance table at all times and must help students check in guests. (see #2 above)
6. Any student or guest who leaves the dance may not return, except with prior permission of a chaperone.
7. Advisors are urged to arrange for the school's Sheriff Liaison Officer to attend all dances.
8. Appropriate school conduct and dress are expected at all dances and all policies of the school will be enforced during dances. Any Grass Lake student whose conduct is inappropriate during a dance will be subject to disciplinary action as described in this handbook, and may be excluded from subsequent dances.
9. 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.
10. All dancing must be appropriate for a school dance. Overtly sexual dancing will not be tolerated (i.e. "grinding"). Any students dancing inappropriately will be asked to leave.
11. 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 Thursday 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.

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.

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

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 given over the following stations:

TV: WLNS, WSYM, WLAJ, WILX

RADIO: 102.9, 106.9, 89.3, 101.7, 94.1, 92.1, 92.7, FLR Radio

When weather is bad, students should listen for information on one of these radio stations. 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. Parents may pick up their children from school. Unless 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 warning 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.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford 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 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 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.

DIRECTORY INFORMATION

Grass Lake High School designates the following as public or "Directory Information": The students' name, addresses, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information. Parents or students (18 yrs.) may restrict the release of "Directory Information", except to school officials with legitimate educational interests. To do so, a parent or student (18 yrs.) must make the request in writing to the school principal at the start of **each** school year.

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
1000 Grass Lake Road
Grass Lake, MI 49240
(517)522-8491

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.

**Crisis Counseling for Teens and Parents
Runaway Services**

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 Teen of Michigan	(800) 750-TEEN

MENTAL HEALTH

Lifeways (Behavioral Health Connections)	789-1200
Foote 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
Washington Way (Ala-Teen)	782-4001

GRASS LAKE HIGH SCHOOL

11500 Warrior Trail
Grass Lake, Michigan 49240
Telephone: (517) 522-5570
Fax: (517) 522-5490
Absent Line (517) 522-5570

Superintendent: Bradley Hamilton
Principal: Brian Thompson
Athletic Director/Assistant Principal: Eric McCalla
High School Counselor: Kim King