

Tab 1



2025 -2026 Student Handbook

Original: August 13, 2023

Updated: August 13, 2024

Updated: June 9, 2025

Welcome to Gaylord Community Schools.

Our District is full of great things happening, and we encourage families to stay actively involved in their students' education and school activities. Please take a moment to review the Student Code of Conduct included in this handbook.

This handbook serves as a guide for students, parents, and staff, outlining important rules, procedures, and general information about the District. The term "parent" refers to a student's natural or adoptive parent or legal guardian. Both students and their parents are expected to become familiar with the contents of this handbook. Parents are encouraged to use it as a resource to help support their child in following school rules and expectations.

Students are required to follow all District policies, regulations, rules, and expectations. The term "Policy" in this handbook refers to bylaws and policies adopted by the Board of Education. While this handbook provides comprehensive information, it does not cover every possible situation that may occur throughout the school year. It is not intended to create a contractual agreement between the District and students, parents, or staff.

The administration is responsible for interpreting and applying the rules within this handbook to support the educational mission of the District and ensure the well-being of all students. In situations not specifically addressed, the administration will act in accordance with applicable laws and District policies.

Please note that the rules and guidelines outlined in this handbook may be updated or supplemented by the administration at any time, in alignment with current laws and District policy.

Brian Pearson, Interim Superintendent

Gaylord Community Schools Mission Statement

Our mission is to provide a quality education that inspires each and every student to achieve their potential and become productive citizens.

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IMPORTANT INFORMATION

District Website

<https://www.gaylordschools.com>

Board Policies

Board Policies are available at: <https://www.gaylordschools.com/page/school-board>

Addresses

Gaylord High School	Gaylord Middle School	Gaylord Intermediate School
90 Livingston Blvd.	600 E. Fifth Street	240 E. Fourth Street
Gaylord, MI 49735	Gaylord, MI 49735	Gaylord, MI 49735

North Ohio Elementary	South Maple Elementary
912 N. Ohio Avenue	650 E. Fifth Street
Gaylord, MI 49735	Gaylord, MI 49735

Contact Information

Main Office: 989-705-3080

Fax: 989-732-6029

DISTRICT ADMINISTRATION

Interim Superintendent: Brian Pearson

Director of Curriculum and Special Education: Mr. Dennis Keck

Director of Transportation: Mr. David Parsell

Director of Human Resources: Ms. Mandy Bolen

Director of Business and Operations: Mr. Joe Hart

Director of Technology: Mr. Todd Oostmeyer

Director of Maintenance and Security: Mr. David Parsell

Director of High School Athletics: Mr. Dale Cowper

Director of Food Services: Mr. John Galacz

High School Principal: Mr. Sean Byram

High School Assistant Principal: Ms. Rachael Olson

High School Assistant Principal: Ms. Brooke Oliver-Hempenstall

Middle School Principal: Mr. Kory Lohrmann

Middle School Assistant Principal/Athletic Director: Mr. David Smith

Gaylord Intermediate School Principal: Ms. Carla Vron dran

Gaylord Intermediate School Assistant Principal: Sarah Skowronski

North Ohio Elementary School Principal: Ms. Celeste Shiffer

South Maple Elementary School Principal: Ms. Diane Parker

2025 2026 DISTRICT CALENDAR



2025-2026 SCHOOL CALENDAR

	First Day of School (1st Grade - 12th Grade): Full Day
	First Day of School (Kindergarten): Half Day
	Full Day for Students
	Last Day for Students: Half Day
	No School

Important Dates:

September 2	FIRST DAY FOR STUDENTS (1st Grade - 12th Grade)
September 4	FIRST DAY FOR STUDENTS (Kindergarten)
November 3	NO SCHOOL (PD for Teachers)
November 26 -28	NO SCHOOL (Thanksgiving Break)
December 22 - January 2	NO SCHOOL (Holiday Break)
January 19	NO SCHOOL (PD for Teachers)
March 30 - April 3	NO SCHOOL (Spring Break)
May 25	NO SCHOOL (Memorial Day)
June 5	LAST DAY FOR STUDENTS (Half Day)

Inclement weather days may alter the school calendar.

June 5, 2026 is the last scheduled day for students and teachers. However, the final day for students and teachers will become June 4 if the required minimum number of days and hours of pupil instruction are met prior to June 4, 2025.

GCS Contact Information

GCS Board of Education Office: 989-705-3080

Gaylord High School: 989-731-0969

Gaylord Middle School: 989-731-0848

Gaylord Intermediate School: 989-731-0856

North Ohio Elementary School: 989-731-2648

South Maple Elementary School: 989-731-0648

GCS Child Care Office: 989-705-3018

GCS Transportation Office: 989-705-3022

GCS Food Service Office: 989-705-3040

	MON	TUE	WED	THUR	FRI
SEPTEMBER	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

OCTOBER			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

JANUARY				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

FEBRUARY	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

MARCH	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

APRIL			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

MAY					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

JUNE	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

2025-2026 DAILY SCHEDULE

SCHOOL BUILDING	INSTRUCTION BEGINS	INSTRUCTION ENDS
Gaylord High School	7:50 a.m.	2:27 p.m.
Gaylord Middle School	8:08 a.m.	2:55 p.m.
Gaylord Intermediate School	8:05 a.m.	3:00 p.m.
North Ohio Elementary	7:45 a.m.	2:30 p.m.
South Maple Elementary	7:55 a.m.	2:50 p.m.

School staff will supervise students on school grounds 20 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

[GMS Bell Schedule](#)

[GHS Bell Schedule](#)

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

District messaging system: Apptegy

Facebook

News: 7&4, 9&10

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Article IV Section 12 of Gaylord Community Schools School Board Policy]. The District's Title IX Policy is attached to this handbook as *Appendix A*.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Mandy Bolen, Human Resources and Employee Relations Director
615 S Elm Avenue
Gaylord, MI 49735
989-705-3080
bolenm@gaylord.k12.mi.us

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Dennis Keck, Director of Curriculum and Special Education
615 S Elm Avenue
Gaylord, MI 49735
989-705-3080
keckd@gaylord.k12.mi.us

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Mandy Bolen, Human Resources and Employee Relations Director
615 S Elm Avenue
Gaylord, MI 49735
989-705-3080
bolenm@gaylord.k12.mi.us

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Article IV Section 8 of Gaylord Community School's policy.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Our district is dedicated to providing a more accurate view of student attendance across all grade levels. Research shows that absenteeism greatly affects student learning, often creating achievement gaps and limiting future opportunities after high school. Gaylord Community Schools is following the MDE *Positive Attendance Program Initiative* (www.michigan.gov/mde).

“Nine is Fine” Program Guideline

As a general guideline, students should aim to have no more than nine absent days per school year. If a student accumulates more than nine absences in a school year, the school may require a meeting with the parent/guardian to discuss attendance concerns and develop a plan for improvement. Continued or excessive absences may result in the involvement of school support teams and, if necessary, referral to truancy or attendance intervention services in accordance with district policy and state law.

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the appropriate school office of record.

If a student arrives late, the student must be signed into the office. Kindergarten-3rd grade students must be signed in by an adult. A student may only leave school early if the student’s parent notifies the office. Students must sign out and leave through the office.

To better support students and families, we have updated how absences are recorded in PowerSchool. These updates will allow us to track attendance more precisely, respond more effectively to patterns, and address concerns earlier, and recognize good attendance. They will also strengthen communication and ensure timely support is available when needed. Improving attendance is a team effort, and we value your partnership as we work together to build a stronger learning community.

U = Unexcused

CO = Parent Call Off (within 24 hours of the absence)

M = Medical (with a doctor’s note)

S = Student sent home due to the 24-hour rule

F = Funeral

T = Tardy

Tardy/Early Pick Up by Grade Level

K-6: Students arriving up to 60 minutes after start time will be considered tardy and must be walked into the building and be signed in by an adult. Students arriving 61 minutes after start time will be marked with a ½ day absence. Students picked up 60 minutes prior to dismissal time will be marked with a half day PM absence. Repetitive pick up within an hour of dismissal time may result in truancy action.

7-8: Students are expected to be on time in an assigned area. Tardiness to class without “excuse.” First and second offense: Warning. Third and each additional offense: Corrective at lunch or detention after school.

9-12: Tardy – is being late to class less than 5 minutes (10 minutes during first hour). Arriving after 5 minutes or more (10+ first hour) will be recorded as an absence. Excused tardies are judged by the same criteria as absences (see excused/unexcused absence sections). GHS will not excuse tardiness or absences for personal reasons.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has one (1) day for each day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed. Students in grades 7-12 are responsible for taking the initiative to arrange for make-up work, tests, and assignments.
- K-3: Parents desiring a list of make-up work should call their child’s school. Work may be picked-up the following school day. Work is not put together unless a child will be missing 3 or more days.

School Attendance Communication

When a child has missed 10 days of school or more may result in the following:

1- When a child has missed **10** days of school, a letter may be sent to the parents.

2- When a child has missed **15** days of school another letter may be sent home as well as potential referral to mediation.

3- When a child has missed **20** days of school without a valid reason(s) a referral may be made to the Prosecuting Attorney's Office for legal action against the parent(s) due to the infraction of the Michigan School Code.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. School clubs may post information on bulletin boards with administrator approval.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as *Appendix B*.

Cell Phone Use

Any inappropriate use of the device may lead to disciplinary action. Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD brought onto its property.

K-6 cell phone use: Phones, wearable communication devices or other electronic communication devices, should not be out or accessed during the school day. The expectation is that electronic devices are to be turned off and stay in the student's backpack or locker until the end of the school day.

7 -12 cell phone use: Students may possess a cell phone. Students are not to use their cell phones during their instructional time. 1st offense will be addressed by the teacher and documented. 2nd Offense will be a call home to parents by the teacher and documented. 3rd Offense will be a referral to administration and a conference with parents to structure a plan moving forward. Further infractions of the cell phone policy will result in discipline consequences to the student for insubordination

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

[Managing_CD_in_Schools_FINAL.PDF \(michigan.gov\)](#)

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Students are encouraged to wear clothing and shoes that are appropriate for the activity in which they are participating. Tops must have sleeves or cover the shoulder and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;

- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class;

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Breakfast and lunch will be served every day. Additional milk may be purchased separately for a fee.

Lunch Charges: Excessive amounts of overdue lunch charges will be managed by the food service director. Communication and payment options will be made available directly to the parent/guardian of the student. If resolution cannot be made, the superintendent may authorize the food service director to provide an alternative nutritional lunch for that student until resolved.

Bad Debt: Bad debt incurred through the inability to collect lunch payment from students will be managed by the food service director. Communication and payment options will be made available directly to the parent/guardian of the student.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. In order to participate, each student and their parents are required to sign and return the Student/Parent Agreement Signature Page, mailed annually in the student welcome back packet, before being allowed to attend a field trip or office campus event.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Toilet Training: A student must be completely toilet trained (capable of handling their own lavatory needs) unless otherwise specified by the student's Individualized Education Plan or Section 504 Plan and a medical diagnosis has been provided indicating the diagnosed condition and need with a plan of action/guidance and an expected timeline for independent toileting from the medical professional.

Administration will work with families to determine the best course of action if the student is not toilet trained, which could include a schedule of support or recommendation for temporary excusal from school during training. If a child is regularly having accidents, a meeting may be requested. Additional clothing and toileting supplies must be provided by the parent/guardian if a child requires that kind of assistance per his/her IEP or 504 with a medically diagnosed need for toileting assistance. The student's parent/guardian has the responsibility to ensure that successful toilet training has been completed before the first day of kindergarten.

Head Lice

Whenever a student is found to be infested with head lice, students' parents will be contacted to have the student treated and to pick him/her up at the end of the school day. Students will not be readmitted until the parent completes Form 8450A F1. If head lice is a repeated issue parents may be contacted by administration with additional treatment requirements.

The necessary treatment is contained in Form 8450A F2 which is to be sent to the parent along with the cover letter (Form 8450A F3).

The other students in the infested student's classroom and the student's sibling(s) may be examined for evidence of either the lice or lice eggs (nits). The examinations may be done by each student's parents, the school nurse, the classroom teacher, and/or the school secretary.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Ms. Karla Hawkins
240 E. Fourth Street
989-731-0856 Ext. 1561
hawkinsk@gaylord.k12.mi.us

For detailed information about Homeless Children and Youth, please contact the District's homeless liaison.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the registrar or designee with a certificate stating that the student has received all required doses against each disease required by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent will not be able to attend school until all doses are completed. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Board Policy and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Board Policy. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy Article IV. Students, Section 15 (*Appendix C*), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Locker Rules

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

Students may not change lockers.

Lost and Found

All lost and found items are to be taken to the appropriate area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- All medications must be transported by parent or guardian for K-8 students.
- Medication forms must be filled out by a parent/guardian and doctor for all medications.
 - Form 5330 F1, F1c or F1g: Permission Form for Over the Counter Medication can be located in *Appendix D*.
 - Form 5330 F1f: Permission Form for Prescribed Medication can be located in *Appendix E*.
- Return completed forms to the building office annually or as needed.
- Medications must be brought to the school in the original container and clearly be labeled with dosage and administration instructions.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medications.

For additional information and requirements, see Board Policy

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year at the discretion of the teacher. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed at school. For the safety of all students, and to protect classroom instructional time, birthday treats will not be allowed at school.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Students are allowed to play in designated areas only. Playground rules and procedures will be taught and reinforced throughout the school year. Inappropriate language and unsafe play will not be tolerated. Visitors to the playground are not allowed.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

**The building administrator reserves the right to modify or add to the list of playground regulations as he/she sees fit in order to maintain an environment safe for all students.*

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by

submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as *Appendix F*.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Board Policy for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a

student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Board Policy.

Directory Information

The District designates the following information as directory information:

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as *Appendix G*. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to review the Network/Internet Access Agreement attached as *Appendix H*. Students and their parents are required to sign and return the Student/Parent Agreement Signature Page, mailed annually in the student welcome back packet, before they may use or access District technology resources. Students who violate the District's Network/Internet Access Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

Parents are responsible for:

- The safety of their child while waiting at the designated stop for the school bus.
- Their Child being at the bus stop at least five (5) minutes prior to the scheduled pick up and drop off time. (Do not attempt to catch up to the bus in your car. Do not have your child run after the bus. Do not drop your child off at any place except their designated stop.)
- Damage by your child to the school bus, personal property, or public property. If a student causes damage, (example: damages a bus seat) the cost of repair must be paid before your child may return riding.
- Knowing their student's bus driver name and bus route number.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.

13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the transportation director and/or building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and Board Policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the building secretary.

Classes, Grades, and Honors

Gaylord High School uses the following grade values:

A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=.7. .

Advanced Placement course scale: A=5, A-=4.7, B+=4.3, B=4, B-=3.7, C+=3.3, C=3, C-=2.7, D+=2.3, D=2, D-=1.7, F=0

Students will be recognized for the following academic honors:

- 9th, 10th, 11th grade students with a 3.50 cumulative GPA or better (semester GPA).
- Seniors who are recognized with a cumulative GPA of 3.75 to 4.00 as Summa Cum Laude, 3.50 to 3.7499 as Magna Cum Laude and 3.25 to 3.499 as Cum Laude.
- Seniors who achieve honors recognition will wear honor cords at graduation.
- The senior(s) ranked #1 by GPA will be considered Valedictorian. The senior(s) ranked #2 will be considered Salutatorian.

Incompletion of Finals or Marking Periods:

Incompletes must be made up within 2 weeks from the end of each semester. Exams missed at the end of each semester must be made up within 2 weeks after the end of the term. All senior exams must be made up before diplomas can be issued. These deadlines can be extended with principal approval.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

The following are the graduation requirements for Gaylord High School. Students must complete 8 full semesters in order to be eligible for graduation

Courses Credits

Courses	Credits
English: English 9 (1cr), English 10 (1cr), English 11 (1cr), English 12 (1cr)	4
Social Studies: American History (1cr) Government/Economics (1cr), World Hist. (1cr)	3
Science: Biology (1cr), Chemistry or Physics (1cr) Science Elective (1cr)	3
Mathematics: Algebra 1 (1 cr), Geometry (1 cr), Algebra 2 (1 cr), plus 1 senior math (1 cr)	4
Visual, Performing, and Applied Arts	1
Physical Education/Health: Physical Education (.5 cr), Health* (.5 cr)	1
World Language**	2
Total Required Credits	18
Additional Electives	3
Required Credits to Graduate	21

*Section 166A of the School Aid Act (Public Act 175 of 1993) allows a student or the student's parent or guardian to have the student excused from the Health/Life

Management course without penalty. This must be a written request by the parent or guardian. Students who are excused must take an additional 1/2 credit in life management skills.

**World Language-Students may substitute the 2nd World Language credit with either an additional Virtual, Performing, and Applied Arts course, or by completing a formal CTE program.

Students who participate in one high school sanctioned sport offered by Gaylord Community Schools or who are members of the equestrian club may be granted a .5 Physical Education credit starting in the fall of 2015. This credit does not meet the .5 Health credit and can be only granted once. Successful completion of the sport will be determined by the principal or his/her designee. Credit will be granted on a credit/no credit basis and must be completed prior to January 31st of their senior year.

Drop/Add Class

If a student in grades 9-12 wishes to drop or add a class, they must return a drop/add form signed by a parent to the guidance office no later than 3:00 PM on the first Friday of the semester.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Dropping or adding dual enrollment classes must go through the GHS guidance office. If you drop a dual enrollment class it must take place during the college drop and add time window. If you drop the class after the college time window it will result in an "F" on your high school transcript and will be figured into your grade point average. If you withdraw from your dual enrollment class during the college's withdrawal window, it will result in a "W" on your high school transcript and will not be figured into your grade point average. If you fail a dual enrollment class the "F" will be placed on your high school transcript and will be calculated into your grade point average whether you've taken the class for high school credit or not

Grades

Report cards will be issued at least quarterly in 4th-12th grades and at the trimester for K-3 students. Grades are calculated using the following grading scale:

K-3 Elementary School uses proficiency based grading as opposed to letter grades.

Grade Scale:

1=Area of Concern 2=Progressing 3=At or Above Grade Level

Gaylord Intermediate School uses the following grade values:

A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=.7.

Gaylord Middle School uses the following grade values:

A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=.7.

Students maintaining a 3.75 Grade Point Average or higher for the first three marking periods will be acknowledged at the end of the year.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the high school principal or guidance counselor.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Board Policy.

Placement and Retention

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Dennis Keck, Director of Curriculum and Special Education
615 S Elm Avenue
Gaylord, MI 49735
989-705-3080
keckd@gaylord.k12.mi.us

Summer School

Determinations regarding summer school will be made in spring of each school year.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should make arrangements with their assigned counselor.

Work Permits

Information about work permits is available at the main office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District. 20

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

GIS Offers: 6th Grade Fall Running Club and a 5-6 Running Club in the fall.

GMS offers these sports: cross country, football, volleyball, boys and girls basketball, wrestling, cheer, and track & field.

GMS also offers these clubs: robotics, archery, xc ski, and strength training.

Gaylord High School offers the following clubs and activities:

- Athletics
- Band
- Bass Fishing Club
- Choir
- Debate
- DECA
- Drama
- Forensics
- Key Club
- National Honors Society
- Robotics
- Student Council

****Additional clubs or activities may be offered based on student interest and supervision availability.****

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (*Appendix I*) and any applicable team rules.

For more information, see Board Policy.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Board Policy.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Responsible Thinking Classroom (K-6)

The Responsible Thinking Classroom (RTC) is designed as an alternative choice for students who, for whatever reason, do not follow the expectations of wherever they are. It is a place where, when they're ready, students can work on a plan to help them deal effectively with their problems without infringing on the rights of others. The primary purpose of the RTC is to temporarily remove the student from a problem situation and review expectations for a successful return to the learning environment. The goal of the RTC process (*Appendix J*) is to support the student in evaluating his or her behavioral choices.

Lunch Time Correctives (7-8)

Can be assigned by administration or teaching staff for a variety of reasons. For example:

A. Students can be assigned a Behavior Corrective by any staff member for poor behavior. Examples: excessive tardiness, poor classroom behavior, poor lunchroom or hallway behavior, etc.

B. Students will be assigned an Academic Corrective for assignments not completed on time. This time should be used to make up for late or missing work.

1. After serving two lunch behavior correctives, a student will be assigned an after school detention by the correctives teacher. All detentions will be served.

2. When a student is issued a third behavior corrective, the parents/guardians will be notified in writing of the infractions. The parents will also be informed if a fifth Behavior Corrective is assigned an in-school suspension will result.

3. When a fourth Behavior Corrective is assigned, an after school detention will be assigned by the corrective teacher.

4. When a student has accumulated five behavior correctives, a 3 day in-school suspension will result.

5. When a student receives two or more correctives within the same day, academic or behavior, an after school detention will be assigned by the corrective teacher. If a student reaches the academic corrective limit twice in a marking period (7th grade) or twice in a semester (8th grade), a 3 day in-school suspension will be assigned. All 8th graders will begin each semester, 7th graders each marking period, with a clean slate of correctives. Correctives are a place to help eliminate poor behavior. The correctives room is also a place where a student may go to have quiet time, to do assignments, make up a test or possibly get help with necessary work. Students are encouraged to use this room for educational purposes. Corrective teachers can issue correctives for improper room conduct.

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Lunch Detention

Administrators may require students to serve a lunch detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;

3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES
North Ohio and South Maple Elementary

Rules and Procedures

Building Placement

To ensure safety and minimize transportation time, elementary attendance zones have been established. The following guidelines will help to determine which school a child will attend.

North Ohio Elementary School: West of Old 27

South Maple Elementary School: East of Old 27 Class Size

Enrollment numbers and student needs may result in a child being assigned to a school outside of their zone. Building assignments will be determined by the building principals. Keeping siblings together in one school will be a priority.

Visitors and Volunteers

Prior to volunteering, a completed volunteer form accompanied by a drivers license is required at least two weeks prior to the event. All volunteer forms are subject to a safety screening. All visitors and volunteers are required to enter and exit through the main office, be signed in, and wear an identification sticker. Students will walk independently to their class. Visitors and volunteers will follow district guidelines.

School Regulations

- Children are expected to go outside when recess is held. Requests that children be allowed to stay indoors must be accompanied by a physician's statement. All students go outside every day that it is above 0 degrees for at least a 20 minute recess.
- Tag or clearly mark all boots, sweaters, hats, lunch boxes, or other articles brought to school.
- Use of the telephone is permitted only when it is of the utmost importance and the child is given permission by the teacher. Children or teachers will NOT be called out of the classroom to answer the telephone except in an emergency.
- Permission to ride a bike to school must be obtained from the building principal.
- Children will be expected to participate in all programs planned by the school, including art, music, and physical education, unless other arrangements have been made with the school.
- Students are not to bring personal property to school that is not needed for educational purposes such as: electronic devices, cell phones, toys, trading cards, and any other items that may distract from the educational environment. The school is not responsible for any of the above items.
- For the safety of all students, and to protect classroom instructional time, birthday treats will not be allowed at school.

Gaylord Intermediate School
School Motto- Expect the Best

Rule and Procedures

Behavior Motto

We will treat other people the way we want to be treated.

Code of Conduct

A major component of the educational program at GIS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards:

- We will follow teacher/adult directions the **first** time.
- We will **walk** and use "**inside**" voices in school.
- We will use proper language and not put down statements (making fun of another person's name, appearance, or abilities).
- We will keep hands, feet and objects to ourselves.
- We will follow other school rules such as those in the classroom, and cafeteria or on the playground.

Conflict Resolution Plan

If you are doing something wrong:

STOP what you are doing.

THINK of other choices.

PLAN to make better choices.

Headwear

In addition to the district dress code GIS prohibits hats, bandannas, headbands, etc.

Electronics/Cell Phone Policy

Cell phones or other electronic devices are prohibited during the school day.

- Devices are to be turned off and in student backpacks or lockers during the school day.
- No calls, texting, or other use of the cell phone during the school day by students for any reason-including before school, lunch, and recess. Students can use the phone in the main office to communicate with parent/legal guardian.

Gaylord Middle School

Rules and Procedures

Visitors and Volunteers

Prior to volunteering, a completed volunteer form accompanied by a drivers license is required at least two weeks prior to the event. All volunteer forms are subject to a safety screening. All visitors and volunteers are required to enter and exit through the main office, be signed in, and wear an identification sticker. Students will walk independently to their class. Visitors and volunteers will follow district guidelines.

Athletics Eligibility

Academic eligibility requirements and behavior responsibilities will be discussed by the coach, supervisor, and/or athletic director, and could affect your participation in the activity.

- A grade of D in any class requires a WARNING to the coach/supervisor and then the student and parent will be notified.
- No F's in any class on the day of the eligibility check.

AN "F" SITUATION:

1. Students may miss the next school day of practice and/or contest(s).
2. If a student has done whatever necessary to make up for the deficiencies, then the student could participate again.
3. If the student does not fulfill the requirements for eligibility, then the student remains ineligible until the problem is resolved.
4. BEHAVIORAL standards set by individual teachers may also affect participation.
5. Student handbook policies (social probation, etc.), will also affect eligibility.

Head wear

Students are not allowed to wear hats, bandannas, headbands, etc.

Gaylord High School
Rules and Procedures

Visitors and Volunteers

Prior to volunteering, a completed volunteer form accompanied by a drivers license is required at least two weeks prior to the event. All volunteer forms are subject to a safety screening. All visitors and volunteers are required to enter and exit through the main office, be signed in, and wear an identification sticker. Students will walk independently to their class. Visitors and volunteers will follow district guidelines.

Attendance

All students are expected to be in class while at school. When a student is excused to leave early by a parent or guardian they must leave the premises.

Office Deliveries

Please limit deliveries to the office to emergency situations only. For the safety of all students, and to protect classroom instructional time, birthday treats will not be allowed at school.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

ARTICLE IV. STUDENTS

Section 12. Student Discrimination and Harassment.

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex [including sexual orientation or sexual identity], age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment (see specific requirements below) is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than two compliance officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

A student who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, or the Superintendent. A staff member who observes, has knowledge of, or learns that a student has been or is the victim of discrimination or harassment shall immediately report the situation to the building principal or assistant principal or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Sexual Harassment

“Sexual Harassment” is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (*i.e. quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education programs or activities; or
3. Sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291(a)).

The District shall not retaliate against a person who reports or opposes sexual harassment. The District shall fully comply with Title IX of the Civil Rights Act of 1964 and the accompanying regulations.

The Superintendent shall designate not less than two Title IX Coordinators responsible for coordinating the District’s compliance with Title IX and its regulations, and for investigating reports of sexual harassment.

A student who believes he or she has been or is the victim of sexual harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, the Superintendent, or a Title IX Coordinator. A District employee who observes, has knowledge of, or learns that a student has been or is the victim of sexual harassment shall immediately report the situation to the building principal or assistant principal, Superintendent or Title IX Coordinator. Complaints against the building principal should be filed with the Superintendent or Title IX Coordinator. Complaints against the Superintendent should be filed with the Board President or Title IX Coordinator.

The Superintendent shall develop and implement as an administrative guideline a Title IX Grievance Procedure.

APPENDIX B: ANTI-BULLYING

ARTICLE IV. STUDENTS

Section 13. Bullying.

It is the policy of the District to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, and volunteers, is prohibited. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to their subject matter or motivating animus.

Definitions

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the District's or school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the District's or school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in MCL §750.219a.

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment, may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that he or she believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal.

Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notification

This policy will be annually circulated to parents and students, and shall be posted on the District website.

Reporting

As required by State statute, the Superintendent shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by State statute, the District's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

APPENDIX C:SEARCH AND SEIZURE

ARTICLE IV. STUDENTS

Section 15. Search and Seizure.

The Board has charged District administration with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, District administration may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

Lockers and desks used by students remain at all times the property of the District. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. District administrators may search student lockers and desks at any time and for any reason.

Student Person and Possessions

The privacy of students or his/her belongings may not be violated by an unreasonable search and seizure. No student may be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

Searches may be conducted by administrators, school resource officer(s), or their designees. Efforts should be made to conduct a search in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened may be conducted with as much speed and dispatch as may be required to protect persons and property.

A search of a student's person or intimate personal apparel shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. Strip searches by district employees, school resource officer(s) or any other person acting on behalf of or as a representative of the District, on or off school premises, are not permitted.

Administrators or designated staff members are authorized to utilize a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage.

The Superintendent shall prepare administrative guidelines to implement this policy.

APPENDIX D: PERMISSION FORM FOR OVER THE COUNTER MEDICATION



Revised August 2023, October 27, 2023, June 2024

Form 5330 F1g/Page 1 of 1

PERMISSION FORM FOR OVER THE COUNTER MEDICATION

CIRCLE SCHOOL BUILDING:

Gaylord High School Gaylord Middle School Gaylord Intermediate School North Ohio Elementary South Maple Elementary

Date form received by the school: _____

Student's Name: _____ DOB: _____

Grade: _____ Teacher/Classroom: _____

To be completed by the physicians or authorized prescriber

Name of Medication Name: _____

Reason for medication (OPTIONAL) _____

Form of medication/treatment:

___ Tablet/Capsule (Prescription) ___ Liquid ___ Inhaler ___ Injection ___ Nebulizer ___ Epi-Pen ___

Instructions (Schedule, route, and dose to be given at school): _____

Procedure for missed dosage: _____

Start Date: _____ End date: _____

Restrictions and/or important side effects:

___ None anticipated ___ Yes, please describe: _____

Special storage requirements: ___ None ___ Refrigerate ___ Other _____

This student is both capable and responsible for self-administering this medication:

___ No ___ Yes-Supervised ___ Yes-Unsupervised

This student may carry this medication ___ No ___ Yes (ONLY: Inhaler, injections, nebulizer, epi-pen.)

Physician Name: _____ Address: _____

Physician Signature: _____ Date: _____ Phone: _____

To be completed by parent/guardian:

I request that (name of child) _____ receive the above medication at school according to standard school policy.

I request that (name of child) _____ be allowed to self-administer the above medication at school according to standard school policy.

- I will notify the school immediately if there is any change in use of the medication or the prescribed treatment.
- I will assume responsibility for safe delivery of the medications to school.
- I assume responsibility if my student shares medication with any other person.
- I release and agree to hold the Board of Education, its officials, and its employees harmless from and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/Guardian Signature: _____ Date: _____ Relationship: _____

OFFICE USE ONLY:

Parent/Guardian Picking Up Medication: _____ Quantity of Medication: _____

Parent/Guardian Signature: _____ Staff Signature: _____

Appendix D Continued: Permission Form For Over The Counter Medication



Form 5330 F1/Page 1 of 1

KINDERGARTEN – 8TH GRADE
AUTHORIZATION FOR OVER THE COUNTER MEDICATION
OR TREATMENT ADMINISTERED IN BUILDING OFFICE

The following information is necessary for any student to use non-prescribed medications in school. All spaces must be completed.

Name of Student: _____ DOB: _____ Grade: _____

Teacher: _____ Medication Name: _____ Dosage: _____

Route: _____

Date the administration begins: _____ Date the administration ceases _____

Time to be given: _____ Latest time medication can be given: _____

Reason for medication: _____

By Whom it is to be Administered: _____

Additional Instructions (if needed) _____

- A. I am requesting permission for my child named above to use or receive prescribed medication or the following over-the-counter medication(s).
- B. I will assume responsibility for safe delivery of the medication to school.
- C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.
- D. Our physician has instructed that prescribed medication should be administered in the above designated dosage.
- E. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/Guardian Signature

Date

Home and/or Cell Telephone

Work Telephone

OFFICE USE ONLY:

Parent/Guardian Picking Up Medication: _____

Quantity of Medication: _____

Parent/Guardian Signature: _____

Staff Signature: _____

615 South Elm Avenue, Gaylord, Michigan 49735

Phone: (989)705-3080 Fax: (989)732-6029

www.gaylordschools.com

REVISED AUGUST 2024

Appendix D Continued: Permission Form For Over The Counter Medication



Form 5330 F1c/Page 1 of 1

9 THROUGH 12 GRADE

REQUEST FOR AUTHORIZATION FOR STUDENT OVER THE COUNTER MEDICATION

This form must be provided to the principal assigned to the building of the student. Appropriate school staff should be notified. Any additional information required should be attached to this form.

Name of Student: _____ DOB: _____ Grade: _____

Teacher: _____ Medication Name: _____ Dosage: _____

Route: _____

Date the administration begins: _____ Date the administration cease: _____

Authorization is hereby given for the student named above to:

___ self-administer the over-the-counter medication

___ possession of the over-the-counter medication

Adverse reactions that should be reported to the physician: _____

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack/allergic reaction: _____

Additional Instructions (if needed):

- A. I will assume responsibility for safe delivery of the medication to school.
B. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.
C. I will assume responsibility if my student shares medication with any other person.
D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/Guardian Signature

Date

Principal Signature

Date

615 South Elm Avenue, Gaylord, Michigan 49735
Phone: (989)705-3080 Fax: (989)732-6029
www.gaylordschools.com
Revised August 2023

APPENDIX E: PERMISSION FORM FOR PRESCRIBED MEDICATION



Form 5330 F1f/Page 1 of 1

PERMISSION FORM FOR PRESCRIBED MEDICATION

CIRCLE SCHOOL BUILDING:

Gaylord High School Gaylord Middle School Gaylord Intermediate School North Ohio Elementary South Maple Elementary

Date form received by the school: _____

Student's Name: _____ DOB: _____

Grade: _____ Teacher/Classroom: _____

To be completed by the physicians or authorized prescriber

Name of Medication Name: _____

Reason for medication (OPTIONAL) _____

Form of medication/treatment:

___ Tablet/Capsule (Prescription) ___ Liquid ___ Inhaler ___ Injection ___ Nebulizer ___ Epi-Pen ___

Instructions (Schedule, route, and dose to be given at school): _____

Procedure for missed dosage: _____

Start Date: _____ End date: _____

Restrictions and/or important side effects:

___ None anticipated ___ Yes, please describe: _____

Special storage requirements: ___ None ___ Refrigerate ___ Other _____

This student is both capable and responsible for self-administering this medication:

___ No ___ Yes-Supervised ___ Yes-Unsupervised

This student may carry this medication ___ No ___ Yes (ONLY: Inhaler, injections, nebulizer, epi-pen.)

Physician Name: _____ Address: _____

Physician Signature: _____ Date: _____ Phone: _____

To be completed by parent/guardian:

I request that (name of child) _____ receive the above medication at school according to standard school policy.

I request that (name of child) _____ be allowed to self-administer the above medication at school according to standard school policy.

- I will notify the school immediately if there is any change in use of the medication or the prescribed treatment.
- I will assume responsibility for safe delivery of the medications to school.
- I assume responsibility if my student shares medication with any other person.
- I release and agree to hold the Board of Education, its officials, and its employees harmless from and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/Guardian Signature: _____ Date: _____ Relationship: _____

615 South Elm Avenue, Gaylord, Michigan 49735

Phone: (989)705-3080 Fax: (989)732-6029

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Revised August 2023, October 27, 2023

APPENDIX F: PROTECTION OF PUPIL RIGHTS

ARTICLE IV. STUDENTS

Section 8. Due Process.

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. The due process to be accorded students is as follows:

Students subject to suspensions greater than 10 days or expulsions of 180 days or less. Except in emergency situations, prior to the implementation of a suspension or expulsion a student must be given oral or written notice of the charges against him or her, a summary of the evidence supporting the charges, and, if the student denies the charges, the opportunity to be heard and to respond to the charges. When such suspension or expulsion has occurred, notice and opportunity to respond shall occur as soon as reasonably possible. The building administrator shall provide the student an opportunity to be heard and shall be responsible for making the suspension decision.

Students subject to permanent expulsion or expulsion greater than 180 days. Prior to the imposition of a permanent expulsion or an expulsion of greater than 180 days, a student and the student's parent or guardian must be given written notice of the intention to permanently expel or expel for more than 180 days, a summary of the evidence supporting the expulsion, and notice that the Superintendent or designee shall conduct a hearing to determine whether to accept the recommendation for expulsion. The student and the student's parent or guardian must also be provided a brief description of the student's rights and of the hearing procedure. The Superintendent shall establish guidelines in the Student Code of Conduct governing the procedure to be followed in the hearing to determine whether the expulsion shall be implemented.

APPENDIX G: DIRECTORY INFORMATION AND OPT OUT FORM



Directory Information Opt Out

ONLY RETURN IF YOU SELECT ANY OF THE OPTIONS BELOW

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows the Gaylord Community School District to disclose designated directory information to third parties. I am choosing to have some or all of my child's directory information be withheld from this disclosure. *If you do not wish to opt-out of any of the below common uses, you do not need to return this form or take any other action.*

Please check the applicable statement below along with the information you do not wish to be shared:

_____ **I DO NOT authorize the Gaylord Community School District to share any of the following checked directory information with anyone outside of the Gaylord Community School District, with the exception of the military.**

_____ **I DO NOT authorize the Gaylord Community School District to share any of the following checked directory information with anyone outside of the Gaylord Community School District, for the entire school year.**

Student Name

Grade Level

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

- _____ Student name (includes ALL awards, events, games, etc.)
- _____ Home address
- _____ Telephone number(s)
- _____ Email address
- _____ Grade level
- _____ Date of birth
- _____ Place of birth
- _____ Weight/height
- _____ Photograph, video or electronic images (includes ALL awards, events, games, etc.)
- _____ Yearbook picture and name
- _____ Most recent school/education institution attended
- _____ Parent information (name, address, phone, email, etc.)
- _____ Participation in officially recognized activities and sports
- _____ Awards and honors received
- _____ Clubs/Affiliations
- _____ Printed holiday programs and/or graduation programs
- _____ Newspaper articles
- _____ Scholarship information
- _____ PTO directories
- _____ Child's work (media and internet)

APPENDIX H: NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS



Form 7540.03 F1/Pages 2

NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS

PLEASE READ BOTH SIDES OF DOCUMENT

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

The purpose of this agreement is to establish guidelines for access by Students to the Internet, electronic mail and electronic bulletin boards (hereinafter referred to as the "Guest Network"). Access to the Guest Network is provided to the Student for educational purposes.

In exchange for the privilege of using the Guest Network, the undersigned agree(s) as follows:

- A. The use of the Guest Network is a privilege, which may be revoked by the District at any time and for any reason or for no reason. Improper use of the Guest Network may also give rise to further disciplinary action consistent with this agreement and/or the student handbook code of conduct.
- B. The Student and his or her parents and/or guardians acknowledge that it is not possible for the District to restrict access to all controversial material on the Guest Network.
- C. The Student and his or her parents acknowledge that the Student does not have a reasonable expectation of privacy in his or her use of the Guest Network. The District reserves the right to monitor the Guest Network, including but not limited to Internet use and electronic mail.
- D. Guest Network access is provided only for educational use by the Student. Use of the Guest Network for commercial purposes or other unauthorized purposes is expressly forbidden.
- E. Guest Network resources are intended for use exclusively by registered users. The Student is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Student. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to an appropriate Guest Network administrator.
- F. Any misuse of Guest Network access privileges may result in suspension or revocation of access privileges and/or disciplinary action as determined by the District. Misuse includes but is not limited to the following:
 1. Intentionally accessing or attempting to access files, data, or information without authorization
 2. Impersonating another user on the Guest Network.
 3. Activity which is detrimental to the stability and security of the Guest Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software
 4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, or obscene material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy, or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion
 5. Use of recreational programs or communications during the school day.
 6. Illegally installing, downloading, copying or using copyrighted software.
 7. Intentionally interfering with the use of the Guest Network by others.
 8. Intentionally wasting District information technology resources such as disk space, printer ink or paper.
 9. Using the Guest Network and District information technology resources for non-educational uses.

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Phone: (989)705-3080 Fax: (989)732-6029
www.gaylordschools.com

Appendix H Continued: Network/Internet Access Agreement For Students



Form 7540.03 F1/Pages 2

10. Using the Guest Network and District information technology resources for cyberbullying, harassing, sexting of other students, staff or members of the school community, or other prohibited purpose(s).
- G. The District does not warrant that the Guest Network will meet any specific requirements that the Student may have, that service will not be interrupted or that information obtained on the Guest Network will be accurate or complete. The District will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time) sustained or incurred in connection with use of inability to use the Guest Network by the Student. Use of the Guest Network and any information or data obtained through use of the Guest Network is at your own risk.
- H. The Student agrees to delete messages from his or her personal mailbox on a regular basis in order to avoid unnecessary use of disk space.
- I. The Student may not transfer files, shareware or other software from the internet or electronic bulletin board services. The Student will be liable to pay any costs or fees incurred as a result of any transfers without express permission from a Guest Network administrator regardless of whether the transfer was intentional or accidental.
- J. The Student must have prior approval from an appropriate Guest Network administrator for any subscriptions with any electronic mail lists or news groups.
- K. Users violating any provisions of this Network Access Agreement face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:
 1. Suspension or revocation of Guest Network access.
 2. Requiring additional training as a precondition to continued use of the Guest Network.
 3. Financial restitution for any unauthorized expenses or damages.
 4. Confiscation of inappropriate materials.
 5. Additional disciplinary action consistent with the student handbook or code of conduct.

In addition, the District may refer violations to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the District must find a violation of the agreement in order to suspend or revoke the access privileges of a Student. Use of the Guest Network is a privilege and not a right, and the District reserves discretion to suspend or revoke access privileges for any reason or for no reason.

- L. This Network Access Agreement is subject to change without notice. Any changes to the Network Access Agreement will be posted in an appropriate location on the Guest Network by a Guest Network administrator.

APPENDIX I: ATHLETIC CODE OF CONDUCT

Participation in Gaylord High School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Dale Cowper

989-705-3104

cowperd@gaylord.k12.mi.us

Available Sports

Boys and Girls Soccer
Football
Sideline and Competitive Cheer
Volleyball
Girls Swimming
Cross Country
Boys and Girls Basketball
Ski
Bowling
Wrestling
Hockey
Track and Field
Boys Golf
Softball
Baseball

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol identified by MHSAA.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association. Gaylord High School students must pass five out of six classes in order to be eligible to participate.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

APPENDIX J: RESPONSIBLE THINKING PROCESS (K-6)

The Responsible Thinking Process teaches students to be responsible for their behavior, reduces disruptions within the classroom, and allows learning to take place. The program enhances students' abilities to resolve problems through the creation of effective plans. Visits to RTC should be interpreted as an opportunity to learn the proper response or reaction to a situation that caused inappropriate behavior, not as a punishment.

Elementary staff believe that all students are responsible for their own actions and must respect the rights of others. Teachers have a right to teach and students have a right to learn in a safe environment. No student has the right to disrupt school, regardless of where s/he is, especially if they are preventing other students from learning or threatening the safety and rights of others.

Elementary staff have established rules and procedures to help children learn the rules that need to be followed. When children disrupt and break one of these rules they are questioned and then asked to compare their actions to the rules or standards of wherever they are. If they cannot identify the inappropriate action(s), the adult helps them. If they persist in breaking the rules, they will be moved to an alternate location, where they stay until they indicate to that staff member that they are willing to work on a plan to help them become successful in that situation in the future. While in the RTC they are taught how to work out a plan, which they will use to help them return to the person who was in charge of wherever they were disrupting. Students are permitted to go to all other classes and other areas where they've been responsible, such as the library, cafeteria, etc.

Severe disruptions (i.e. fighting, spitting, biting, threatening) may result in a different discipline process. Disruptive behavior while in RTC will result in a trip to the principal's office with the likely consequence of being sent home. Parent/guardian communication will be held in more extreme situations before a student returns to school.

Following this process, we have found that students develop an increased sense of self-discipline and respect. If you have any questions, please feel free to contact us.

Tab 2

