



**GWINN  
MIDDLE/HIGH SCHOOL  
STUDENT HANDBOOK**



**2017 - 2018**  
**[www.gwinn.k12.mi.us](http://www.gwinn.k12.mi.us)**



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## WELCOME TO GWINN MIDDLE/HIGH SCHOOL

Dear Student,

I am pleased to welcome you to a new school year at Gwinn Middle/High School!

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available to the public through the District's website at <http://neola.com/gwinn-mi/> . Please ask a staff member or administrator for clarification if you are in doubt about any part or section of this handbook or the district policy. It is your responsibility to read, understand and abide by the expectations established for our students.

I trust that your attendance here will result in both academic and social growth for you. Your cooperation and participation in school activities, as well as your general attitude and appearance, do much in creating and establishing a school's reputation. The involvement of your parent/guardian in your education is also critical to your success.

Gwinn graduates have an enviable record for becoming successful citizens. We hope you will choose to become a part of this group. You will receive as much from school as you are willing to invest in effort, attention and sincerity. I trust this will be a successful year for all of us.

Sandra Petrovich, Principal



## GENERAL INFORMATION

### PHONE NUMBERS

The following phone numbers and extensions may be used when calling the middle school or high school:

M.S./H.S Principal's Office	346-9247
M.S./H.S. 24 Hour Attendance Line	346-4895
M.S./H.S. Fax Number-----	346-0300
Food Services/Kitchen	346-0313
M.S./H.S. Guidance Office	346-0310

#### Other Important Phone Numbers

Superintendent's Office	346-9283
Athletic Director/Dean of Students -----	346-9247 ext 2311
Business Manager	346-9283
Bus Transportation	346-3914

### AFTER SCHOOL USE

Students are not permitted in the building outside of regular school hours unless they are under the direct supervision of a teacher, coach, or sponsor; or if they are in attendance at an approved school function or athletic event.

### AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- 1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
- 2) represent themselves during disciplinary conferences and be the addressee for their grade reports;
- 3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- 4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

## ASSEMBLIES

The scheduling of assemblies shall be left to the discretion of the Principal working with the faculty and the Student Council. Only programs which contribute to the cultural enhancement, school enthusiasm or educational enrichment of the student body shall be scheduled.

At assemblies, all students are expected to act in a courteous and respectful manner. Applause should be in good taste, whistling and booing are not acceptable. Improper conduct at an assembly program may result in lost privilege of attending and/or disciplinary action.

## ATHLETIC CODE

An athletic code has been adopted by the Gwinn Area Community Schools for the purpose of informing students about policies governing athletic participation. It is expected that those who participate will abide by these regulations. Eligibility rules are established by the Michigan High School Athletic Association and the Gwinn Area Community School's Board of Education. These policies will be issued to each student as he/she participates in the athletic program or will be available upon request from the Athletic Director, Mr. Rob Soyring.

## ATTENDANCE

Gwinn High School/Middle School is a full time school, and all students are expected to be in attendance every day. Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

A student's attendance record while in the school becomes part of the student's permanent record, which is kept on file. To benefit from the primary purposes of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

Absence is often the greatest cause for failure. It is expected that students may be absent because of illness, death in the family or other unforeseen circumstances. Whenever possible, medical and dental appointments should be made outside school hours or when school is not in session. Each student of Gwinn High School/Middle School is expected to be in school every day unless there is:

- 1) Illness
- 2) Death in the Family
- 3) Urgent need at home
- 4) Duly authorized school trip



- 5) Medical appointments - appointments during school hours are discouraged. They will be treated as an excused absence.
- 6) Out of town trip - advanced notice needed. Trips will be treated as an excused absence. Parents, please do not ask the administration to dismiss those absences pertaining to family trips and/or vacations. The request will be denied.

On the day of an absence, the student will be required to have a telephone call or email from the parent or guardian registered with the office. Please call the Attendance Voicemail at 346-4895 (this is available 24 hours a day). Contact MUST be made before the student will be permitted to return to class. If either of these options are not available a note should be brought by the student to the office upon their return. Absences that will count against accumulated absences are Excused, Skip, Tardy, Unexcused, and Out-of-School suspension days. Absences that do not count against accumulated absences are Activity, Funeral, Medical, Unusual Circumstances, and In-School suspension days.

A student will be allowed twelve (12) absences per semester. Three (3) tardies will equal one (1) absence. Tardies are counted only within the first 10 minutes of class; they are counted as an absence after ten minutes.

Students who miss an excessive amount of school requires parent involvement through phone calls, letters and school meetings with potential referral to the courts when a student becomes truant at 15+ absences. Truant students under the age of 18 years of age will be referred to Probate Court.

Exceeding the number of allowable absences/tardies in a class will result in failure to earn credit for that class for the semester in which the absence/tardies occur. Additionally, tardies will be assigned to students, by the teacher, when students require additional hall passes in excess of their allotted amount for that class.

- 1) If a student fails to earn credit in a class, the student may regain the credit by re-taking and passing the course the following school year or semester.
- 2) Administration can exercise the option of allowing a student to make up hours in lieu of an attendance appeal. This would apply to any student with more than 12 days of absence in a class who has also passed the course. Students will be required to make up any hours over the 12 days of absence through seat time and additional course work, both of which must be fully completed for the attendance credit. These requirements must be met within four weeks following the first semester and two weeks following the second semester.

## CHEATING

Cheating is treated in a very serious manner. It includes such activities as: plagiarism, use or possession of cheat sheets, unauthorized removal of test materials, etc. Penalties for those caught cheating or attempting to cheat will range from: failure on an assignment or test, course failure, suspension or expulsion.

## DANCE REGULATIONS

Rules governing dances at Gwinn Middle/High School

Attendance at school-sponsored dances is a privilege.

Visitor passes, permitted only for high school students, will be required for all individuals not attending Gwinn High School. These must be obtained during the school day and must be shown at the door.

- 1) No coats are to be worn or in possession of students in the dance.
- 2) Dances will end no later than midnight.
- 3) Doors for admittance will be locked 30 minutes after start of dance. No one will be granted access after this time without authorization.
- 4) Students and guests must remain in the dance area. Once a student or guest leaves the building or dance area they will not be allowed to re-enter.
- 5) Persons possessing or under the influence of alcohol or other forms of illegal drugs will be turned over to the police. Parents will be notified and disciplinary action as specified by the student code will be enforced.
- 6) Use of tobacco products will be dealt with as per the student code.
- 7) Only Gwinn High School students may attend GHS dances and only Gwinn Middle School students may attend GMS dances.

## DISRUPTIONS TO THE EDUCATIONAL PROCESS

**ELECTRONIC DEVICES AND TOYS:** As per board policy 5136, a student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during the school hours and on a school vehicle (bus) the cell phone or other ECD remains off. The cell phone or ECD must be stored out of sight in the student's locker during the school day. Also, during school

activities when directed by the administration or sponsor, cell phones and other ECDs shall be turned off and stored out of sight. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular phone or ECD. The student who possesses a cell phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing the theft, loss or damage to cell phones or ECDs brought onto its property. Radios, tape or compact disc players, MP3 players, Ipods, laser lights, magic cards, electronic games, yo-yos, skateboards, and roller blades are not allowed in the classroom. Toys and objects considered to be dangers are also not allowed in the building or lockers. Fidget spinners are considered a sensory tool to be used only in the classroom according to the discretion of the teacher and the need of the student. At all other times, fidget spinners are to be kept in lockers during the school day. The school is not responsible for lost or stolen objects, or for injuries that may happen due to use of on school grounds. Skateboarding on school property is also prohibited.

#### DISTRIBUTION OF MATERIALS/FLYERS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

No individual representing an outside organization or staff member or student representing an outside organization or staff member or student on their own behalf, may distribute or post literature/flyers/materials on District property either during or after school hours without the permission and prior review of the Superintendent.

If materials are approved for distribution, the materials/flyer will be posted and made available at a location, as designated by the Principal that is available to all students and staff. Materials/flyers will not be distributed

to individual students/staff at any time. Materials/flyers that are made available for distribution will be removed after a two week period

### EMERGENCY SCHOOL CLOSING

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents/guardians should ensure the most recent contact information is provided to the school office for use in the automated School Messenger System.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### EXAMS (High School Only)

Exams must be taken to earn credit in a class, unless exempt. No early exams will be given unless there is a documented emergency and administrative approval is granted.

### FOOD/BEVERAGES

Food and beverages are NOT to be taken into the classroom. Food is to be eaten only in designated areas. Food and beverages are not to be stored in locker other than for its daily intended purposes.

### HIGH SCHOOL GRADUATION REQUIREMENTS

REQUIRED CREDITS FOR 9<sup>TH</sup> - 12<sup>TH</sup> GRADE STUDENTS INCLUDE THE FOLLOWING:

English	4
Mathematics	4
Science	3
Social Studies	3
Physical Education	.5
Health	.5
Foreign Language-----	2*
Fine or Performing Arts, Vocational Education, Practical Arts, or any combination thereof	1
Electives	2+

TOTAL: Class of 2018 = 22 Credits  
Class of 2019 = 23 Credits  
Class of 2020 = 24 Credits  
Class of 2021 = 24 Credits

(\*2<sup>nd</sup> credit requirement for Foreign Language can be replaced with an additional Visual or Performing Arts course.)

## HIGH SCHOOL COURSES RECOMMENDED FOR COLLEGE

High school students entering 4-year universities in Michigan are required to have completed the following units:

Area of Study	Required/Recommended
English	4 years
Mathematics	4 years (Algebra 1, Geometry, Algebra 2, plus one other)
Social Studies	3 years
Natural Science	3 years (including 1 year of biological science and 1 year of Chemistry or Physics). At least 3 years of lab science strongly recommended.
Foreign Language	Some universities/colleges <u>require</u> at least 2 years of the same foreign language.

Other recommended units:

Foreign Language	3 years strongly recommended
Fine/Performing Arts	2 years strongly recommended

### RECOMMENDED COURSES FOR GRADE 9

English 9, World Cultures, Mathematics, Science, Health, P.E.

### RECOMMENDED COURSES FOR GRADE 10

English 10, American History, Mathematics, Science

### RECOMMENDED COURSES FOR GRADE 11

English 11, Government/Economics, Mathematics, Science

### RECOMMENDED COURSES FOR GRADE 12

English 12, American Government/Economic (if not taken in 11<sup>th</sup> grade),  
Mathematics, Science (if not taken in 11<sup>th</sup> grade)

### Student Athletes Note:

College-bound athletes should check with the Guidance Counselor to discuss NCAA eligibility course requirements by the end of their freshman year. Every student student-athlete should visit the NCAA Initial-Eligibility Clearinghouse website to view Division I and Division II requirements so as to plan high school courses accordingly. The web address is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) . Also check the Gwin Middle/High School Course Booklet for more information. It is the responsibility of the student athlete to make sure she/he is taking the necessary "core" courses.

## GWINN MIDDLE SCHOOL CREDIT SYSTEM

The credit system will be applied as follows:

- 1) All incoming eighth grade students will be required to earn six (6) total credits out of seven (7) credits possible.
- 2) All incoming seventh grade students will be required to earn twelve (12) total credits out of fourteen (14) possible in seventh and eighth grade.
- 3) All incoming sixth grade students will be required to earn eighteen (18) credits out of twenty-one (21) possible in sixth, seventh, and eighth grade.

**RETENTION/PROMOTION POLICY:** Students are required to pass their four core academic classes (English/Language Arts, Math, Science, Social Studies) with a 60% or better for each semester. Failure of a semester results in loss of the semester credit and requires repeating the failed semester in that subject the following year. Students who fail both semesters in one class are considered to fail the course for the year. Students who fail no more than one core class for the year will be promoted but must make up the failed class the next school year in lieu of taking an elective. Students who fail three or more semesters of these core classes will be retained in the current grade.

Students failing to meet these expectations will be identified as early in the semester as possible, and every effort will be made to help them improve including:

- 1) Parent contact by phone call and/or letter
- 2) Conference with student, parent, teacher and/or principal
- 3) P.A.T.S. referral (team meeting consisting of teachers, principal, counselor, administrator, parent, student to determine support needed and plan for success)

## GUESTS

Guests are not permitted.

## HALL PASSES

Any student who has reason to be in the school halls, restroom, or any other area of the school or grounds other than their assigned classroom, must have a valid hall pass.

## HEALTH INFORMATION

### MANAGEMENT OF AIDS/ARC, HIV

There are certain communicable diseases that may present potential serious health problems to those that come in contact with the disease and/or disease carrier. These are Hepatitis B carrier state and the HIV (Human Immuno Deficiency Virus) infection spectrum (ARC-AIDS Related Complex, AIDS-Acquired Immuno Deficiency Syndrome) and others that may be identified by the Marquette County Health Department.

Hepatitis B is transmitted by blood. Those identified as being a carrier of the Hepatitis B antigen should have behavior in line with school environment (i.e. do not bite). Any open wounds (especially those actively bleeding) and blood spills should be treated with appropriate precautions. Mouth to mouth sharing of items or mouth contact of an individual carrying the Hepatitis B antigen with others should be discouraged.

### ILLNESS AND ACCIDENTS

If a student becomes ill or is injured at school, parents will be notified as soon as is possible. Parents must make arrangements for their child to be picked up and cared for, as the school is not equipped to care for ill students. No student will be permitted to attend or remain in school if they are acutely ill, and/or they have a fever (more than 100/0F), or diarrhea. Minor cuts and scratches are cleaned with soap and water and bandaged. Please make sure that the school has a phone number where the parent can be reached as well as emergency numbers listed on the emergency cards which are sent home at the beginning of each school year. If a student cannot take part in any normal part of the school day, a note from home will be necessary to have the child excused for the activity

### MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

A student in possession of any other medications will be dealt with as a drug possession issue.

### VISION SCREENING

Vision screening is conducted at the beginning of the school year for students by referral only.

### HEARING SCREENING

Hearing screening is conducted at the beginning of the school year for students by referral only.

### HOMEWORK DETENTION

Homework completion is one of the most significant measures of academic success.

A student will be assigned to a mandatory homework detention if the student meets one of the following criteria in class:

- A) When a student reaches the third missing assignment in a class
- B) If a missing assignment is a major part of the class grade for the marking period
- C) If a missing assignment causes the student's grade to fall below passing (60%)

When one of these criteria occurs, the teacher will assign the student to the next after-school homework detention. The parent will receive written notification of the detention which will be brought home by the student. The parent must sign the detention form in order for the late work to be accepted. Grading of late work will be according to the Homework Policy.

Transportation home from Homework Detention will be the responsibility of the student.



Failure to attend homework detention and/or multiple occurrences of missing homework may result in lunch detention, mandatory Saturday School, or academic probation resulting in meeting with the GACS Board of Education.

#### HOMework POLICY

Teachers set a reasonable amount of time for assignments to be completed. All assignments must be complete and completed with quality in order to be accepted by the teacher. With the exception of approved absences, all assignments are due on the date and time given by the teacher. Homework turned in after this deadline will meet with the following loss of credit:

1 Day Late = Loss of 25% credit (highest score possible = 75%)

2 or more Days Late = Loss of 50% credit (highest score possible = 50%)

Students are not permitted to make up assignments after the test/exam on that material.

#### INTERNET/COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Access to computers and the Internet is available to all students and staff in the Gwinn Area Community School District. In our district, these resources are used to educate, inform, and communicate. As a learning resource, computers and the Internet are similar to books, magazines, video, CD-ROM, and other information sources. The school district's goal in providing these services to students and staff is to promote educational excellence in the Gwinn Area Community Schools by facilitating resource sharing, innovation and communication.

With access to computers and people from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Gwinn Area Community Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The educational information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals.

In an effort to ensure that the district's computer resources are used for their intended purposes, all students and staff are required to annually sign an acceptable use policy form. Students and staff are urged to carefully read the acceptable use policy. By signing this form students and staff agree to abide by the provisions set forth in this policy. Please Note: The use of district computers and the Internet is a privilege, not a right. Only those students and staff who have signed the acceptable use form shall be given the privilege of using these resources. Inappropriate use of district resources will

result in cancellation of this privilege. The administration of Gwinn Area Community Schools reserves the right to deny, or revoke the access privileges of any user.

#### TERMS AND CONDITIONS:

##### Acceptable Use:

Use of the Internet must be in support of education and research in accordance with the educational objectives of the school district.

##### Unacceptable Use:

Intentionally violating the terms set forth in this policy.

##### Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy hardware, the data of another user, the Internet, or any other agencies or networks that are connected to the system. This includes the uploading or creation of computer viruses.

##### Network:

All computers, file servers, equipment and software used to provide shared access to system resources.

#### User Responsibilities

The use of a district account must be consistent with the educational objectives of the Gwinn Area Community School District. While exercising his/her privilege to use district computers and the Internet as an educational resource, the users shall also monitor and accept responsibility for all material received.

#### Users are:

- 1) responsible for keeping all pornographic material, inappropriate text files or files dangerous to the integrity of the network from entering the district's computers and report all violations.
- 2) not to use the network for wasteful or frivolous purposes such as downloading or playing games, downloading or playing music files, or Internet chat .
- 3) responsible for all activity and documents accessed through their user account.
- 4) responsible for using only district 3-mail accounts for communication. Personal E-mail accounts such as Hot Mail, Yahoo Mail and other commercial e-mail services are not to be used on district computers.

#### Users may not:

- 1) copy, change or transfer any software provided by the school faculty, or another student without permission from the originator.
- 2) copy copyrighted software owned by the Gwinn Area Community School District. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- 3) install personal software unless authorized to do so.

- 4) intentionally introduce a computer virus.
- 5) erase, modify, rename or make unusable anyone else's files or programs.
- 6) use another person's account to access the network.
- 7) deliberately use the computer to annoy or harass others.
- 8) intentionally damage the computer operating system or change system configurations.
- 9) misuse system resources, or allow others to misuse system resources.
- 10) tamper with equipment.
- 11) use the network for financial or commercial gain.
- 12) use the network for illegal activities.
- 13) Use or bring in pen drives.

#### Misuses of Privileges and Consequences

Violation of the district's acceptable use policy will result in disciplinary action deemed appropriate. These disciplinary actions may include, but are not limited to: suspension of computer privileges, payment of damages, suspension from school, referral to authorities, or expulsion.

### PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

Computer and Internet access is available to the students and teachers of the Gwinn Area Community School District. These technologies allow communication and access to information locally and on a global scale.

With access to computers and people all over the world also comes the availability of material that may not be considered suitable in the context of a school setting. The Gwinn Area Community School District cannot prevent the possibility that users may discover controversial illegal information while searching the Internet. The Gwinn Area Community School District believes that the value of the information and interaction of the Internet outweighs the possibility of inappropriate usage. Students and staff are encouraged to use these resources.

In an effort to ensure that the district's computer resources are used for their intended purposes, all students and staff are required to annually sign an acceptable use policy form. Students and staff are urged to carefully read the acceptable use policy. By signing this form students and staff agree to abide by the provisions set forth in this policy.

Access to the Internet through the Gwinn Area Community School's network requires compliance of the endorsed signatures to be applied to the form on the signature pages of this booklet. (Page 37-39)

## LEAVING EARLY

Students desiring early dismissal must have their parents notify the Attendance Office by telephone or in writing in advance requesting such dismissal. A pass from the office will be issued to the student prior to the person leaving the school grounds. Individuals leaving prior to getting the pass will be considered truant.

## LOCKERS

Lockers should be kept orderly and locked at all times when not in use. Students should not bring valuables or excessive amounts of cash to school. Lockers remain the property of Gwinn High School/Middle School and the contents of such locker may be examined or searched without notice at any time upon administrative authorization based on reasonable concern. Personal locks may not be used. Students are to occupy only their assigned locker and may not switch or share lockers with other students. Locker combinations are issued to students and should be kept confidential. The school is not responsible for missing or stolen materials, cash, clothing, or other valuables.

## LOST AND FOUND

The Principal's Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check at the Principal's Office. If lost and found articles are not claimed within a reasonable amount of time (one month) they will be discarded.

Students are encouraged to keep their possessions close at hand or locked in a locker whenever possible. Students should also write Their names on or otherwise identify and mark their personal possessions.

## LUNCH/BREAKFAST

Gwinn High School/Middle Schools provides free nutritious meals, breakfast and lunch, including early release days. Each student may receive one free breakfast and one free lunch. Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. High School lunch is served every day from 11:41 p.m.-12:11 p.m. Middle School lunch is served every school day from 12:37 p.m.-1:07 p.m.

Students are required to pay for second meals or any smart snack/ala carte purchases. These purchases are available during the student's lunch period. To pay for these choices parents or guardians may send money to school with student(s) to give to the school secretary to place in their food service account or contacting the school secretary via phone or email. Parents and Guardians may also utilize the website SendMoneytoSchool.com where you can add money to your child's account, be reminded of low funds, etc. We request this to be completed prior to first hour Monday through Friday or during the lunch period.

Breakfast is served in the classroom for all high school and middle school students as well as the cafeteria is open to high school students who wish to eat breakfast prior to the start of the school day.

Lunch is offered in the cafeteria and includes various selections/stations as well as a fresh fruit and veggie bar to both Middle School and High School Students.

The GACS Food Service Team is required by the government, as well as enjoys and takes pride in serving nutritious meals that are an essential part of being academically successful! Food Service Team will be honored to serve your students, our customers.

## LUNCH/BREAKFAST & CAFETERIA EXPECTATIONS

### Breakfast Expectations

Students may arrive in the cafeteria starting at 7:15 a.m. only through the café/gym hall door. Breakfast will be served in the cafeteria starting at 7:30 a.m. for high school students who may also pick-up a breakfast from the cart in the hall and take the breakfast to their first hour class. Middle school students will be served breakfast in their first hour class.

### Lunch Expectations

During lunch, high school and middle school students are to eat in the lunchroom or the café/gym hall. Students meeting with a teacher during the lunch hour must have a pass from the teacher to do so. Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### Café Behavior Expectations

- ☐ Students shall not save seats for other students.
- ☐ Loud talking, yelling, screaming, and other disruptions are prohibited.
- ☐ Students shall not throw food, drinks.
- ☐ Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- ☐ Serving line etiquette includes being quiet in the line, no cutting in line, no saving places in line, no stealing of food, speaking clearly for the server, and being respectful and kind to kitchen staff and others in line.
- ☐ Students shall not leave the cafeteria until after the appropriate bell rings, or otherwise directed by staff.
- ☐ Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- ☐ Students shall immediately become silent when staff make announcements in the cafeteria.
- ☐ Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

### MANDATED REPORTERS

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### MONEY AND VALUABLES

Students should not bring unnecessary amounts of money or valuables to school. Lockers are NOT SAFE for housing items. Students are encouraged to keep this in mind as the school is not responsible for lost or stolen items nor will it be held liable. If it is

necessary to bring money or an item of value to school, it is the student's responsibility to make prior arrangement with the office.

### MUSICAL INSTRUMENTS

The school is not responsible or liable for lost, stolen or damaged band instruments. It is the responsibility of the student to properly store and care for their instruments.

### PARTICIPATION ELIGIBILITY

All students choosing to participate in sports or other extracurricular activities must abide by the academic and attendance guidelines. Student athletes should refer to the Athletic Code for details. Students participating in extracurricular activities should check with their sponsor.

### POWERSCHOOL

All parents have access to PowerSchool. Information that may be obtained includes grades, missing assignments, attendance and meal account balance. The link to PowerSchool can be found at the district website at [www.gwinn.k12.mi.us](http://www.gwinn.k12.mi.us) The student login number is the same as his/her meal code at school. The student password is the student's birthday, without any leading zeros (01-02-1999 would be 121999).

### PROGRAMS ENCOURAGING RESPONSIBLE KIDS (P.E.R.K.) AND OTHER FIELD TRIPS

Middle School P.E.R.K. trips may be scheduled throughout the school year for all students who meet eligibility requirements. Requirements are met within a specified timeframe and include but are not limited to: No office referrals, no failing grades on progress report, and time made up toward absences.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

(Field trip permission form to be completed  
and returned is located on page 35)

### RESPONSIBLE THINKING CLASSROOM

The Responsible Thinking Classroom (RTC) is a room designated to support our students, whether for work completion or behavior assistance in the classroom. This place also serves as our noon detention and in-school suspension room.

### STUDENT ASSISTANCE PROGRAM

The Gwinn Area Community Schools offer a Student Assistance Program for students with special needs. Students may initiate contact or be referred to this program as needed. Additional information is available from staff members upon request.

### STUDENT DIRECTORY INFORMATION

All parents and guardians of students under eighteen years of age and all students eighteen years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and dates of the school district directly relating to the student. Student confidential information cannot be released without authorization from the student or parent. Complete guidelines regarding student records are available at the Guidance Office.

In compliance with the Family Educational Rights and Privacy Act, the educational records of students shall not be released to any individual, agency, organization without written parental consent, except for "directory information" and as otherwise provided by Board policy. Access to student records is available to parents, and school officials whom the Board of Education has determined have a legitimate educational interest. "Directory information" includes: the student's name, address, telephone number, date and place of birth, courses of study, participation in school activities, awards received, weights and heights of athletes, dates of attendance, most recent school attended, and any photograph taken of the student in school related activities.

Any parent, or student 18 years or older, may object within the first two weeks of this notification to the release of information identified as "directory information". A written objection must be filed with the principal of the school attended by the student.

### TELEPHONE CALLS

Except in emergencies, students will not be interrupted while class is in session. Students will be notified of phone calls at the end of the period.

### TEXTBOOKS

All books will be issued by the classroom teacher. Students are responsible to maintain these books in good condition. To help minimize damage and prolong the life of the books, students should cover textbooks with paper or cloth covers. Malicious destruction, loss, and unwarranted damage will result in the student having to pay



financial restitution. Failure to return books assigned to the student or failure to pay restitution may result in a student's schedule being held for the following year until all book fines are paid. Many teachers require the purchase of supplies.

## TOXIC HAZARD AND ASBESTOS HAZARD PREPAREDNESS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all federal and state statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

### TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of MSDS for all hazardous materials present on district property;
- D. design and implement a written communication program which:
  - 1) list hazardous materials present on district property;
  - 2) details the methods used to inform staff and students of the hazards;
  - 3) describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all district employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the district's plan for communication, labeling, etc.;
- A. ensure that any staff member who applies pesticides on district property meets the requirements established by the State and provides notification each year, prior to any application, to all parents and staff members:
  - 1) that a pesticide is to be applied;
  - 2) the type of pesticide and its potential side effects;
  - 3) the location of the application; and
  - 4) the date of the application.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

### ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA) and the Michigan Occupational Safety and Health Act (MIOSHA), the Board recognizes its responsibility to:

- A. inspect all district buildings for the existence of asbestos or asbestos containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
  
- B. establish a program for dealing with friable asbestos, if found;
- C. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- D. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and state laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the district is licensed pursuant to the Michigan Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The district may provide, however, legal representation and indemnification against civil liability with regard to claims or actions resulting from or arising out of negligence or alleged negligence of those persons responsible for inspecting, monitoring, removing, treating asbestos or material containing asbestos, or supervising these activities, provided the employee was performing the duties while in the course of his/her employment or while acting within the scope of his/her authority. The district reserves the right to deny representation and indemnification in those circumstances wherein the employee's actions demonstrate gross negligence or willful and wanton misconduct.

### WORK PERMITS

The Principal has been designated to issue work permits. Any minor who is 11 to 18 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978) is required to have a work permit on file before beginning work. A work permit is required until a student reaches 18 years of age. Work permits can be picked up at the Principal's Office.

## STUDENT RIGHTS & RESPONSIBILITIES/CAUSE EFFECT DISCIPLINE CODE

### PREAMBLE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Gwinn Area Community Schools, the Board of Education has adopted the following categories of unacceptable behavior along with disciplinary consequence when a student engages in such misconduct. These regulations apply to all school students for all activities of the Gwinn Area Community Schools. This list is not intended to be exhaustive, and includes, but is not limited to the following.

### STUDENT DISCIPLINE

#### Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the

student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
  - g. Any electronic cigarette, vaping materials, or similar products.
4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
  5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
  10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  11. Being absent without a recognized excuse.

12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, forgery, theft, gambling, eavesdropping, hazing, extortion, blackmail, robbery and making a bomb threat (real or false).
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
17. Public displays of affection.
18. Refusal to identify self.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.

4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period.
11. After-school study or Saturday study provided the student's parent/guardian has been notified

## ALCOHOL/DRUGS

### Section A

ALCOHOL/OTHER DRUGS - The manufacture, distribution, purchase, sale, conspiracy to sell or purchase, possession, use, or being under the influence of the following substances is prohibited.

1. Alcohol or an alcoholic beverage.
2. Illicit drugs.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and reproduction fluid for inhalation, as well as methylenedioxypropylone (commonly referred to as bath salts).
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain reliever, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.
5. Steroids, human growth hormones
6. Substances purported to be illegal, abusive or performance-enhancing "look-alike" drugs. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Various instruments and materials that are commonly known to be intended for use of, or preparation of illicit substances as defined above. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, the manufacture, distribution, sale, use or possession is prohibited.

The school official in charge will immediately remove from contact with other students anyone suspected to be under the influence of or in the possession of alcohol or illegal drugs and thereupon shall contact the parent or legal guardian. Referral to the Student Assistance Program will be made (refer to section of S.A.P.).

A. First Offense (use, purchase or possession) – up to one year suspension

- 1) Parent conference
- 2) Referred to authorities

Student can be reinstated early upon completion of an approved assessment and rehabilitation program.

B. Second Offense – up to one year suspension – no early reinstatement

If a violation occurs after school hours, such as at a dance or an athletic event, the Principal may also deny student access to future dances or athletic events in addition to the penalties listed above. Taking into consideration the student's past record, the Principal will judge the length of this denial period.

#### Section B

**OTHER DRUGS/SUPPLEMENTS** – The manufacture, distribution, purchase, sale, conspiracy to sell or purchase, possession, use, or being under the influence of the following substances is prohibited.

1. Non-prescription drugs, over the counter medicines such as cold pills, allergy medicines, vitamins, muscle or strength building pills/mixes, non-prescription inhalers.

A. First Offense (use, purchase or possession) – up to 10 day suspension.

- 1) Parent conference

B. Second Offense – possible long-term suspension.

If a violation occurs after school hours, such as at a dance or an athletic event, the Principal may also deny student access for future dances or athletic events in addition to the penalties listed above. Taking into consideration the student's past record, the Principal will judge the length of this denial period.

**NOTE:** If it is determined that a violation of Section B was an attempt to become "under the influence" or to get "high" or to look like the user was attempting to get "high" then the consequences of that violation shall be as stated in Section A.

#### **BOMB THREAT**

Verbal or written threat to place a bomb on school property or falsely reporting that a bomb has been placed on school property.

A. First Offense

- 1) Recommendation for expulsion

#### **BULLYING, INTIMIDATION & HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, or through electronic means, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

#### BUS REGULATIONS VIOLATION

See Transportation Handbook.

#### CELL PHONE CAUSE/EFFECT

Cell phones and other personal electronic devices are not to be used during the school day from 7:57 a.m. to 2:59 p.m. Recognizing the fact that students may need these devices with them at school because of after school activities, work, etc., these devices will be permitted in the building ONLY if turned off and stored in your locker during school hours. Parents should know that students have access to land line phones throughout the school day. Additionally, parents may contact the school at 346-9247 to leave a message for their child. Consequences for violations include:



- First offense: Phone taken away and retrieved by the student at the end of the school day.
- Second offense: Phone taken away, call to the parent with the phone retrieved by the parent, and a written behavior referral for the student.
- Third and subsequent offense: Phone taken away, call to the parent with the phone retrieved by the parent, and further student consequences which may include lunch detention, in-school suspension or out-of-school suspension.

### CLOSED CAMPUS

Gwinn Middle/High School is a closed campus school. Students are expected to remain in the building from the time they arrive until the time they are dismissed. Failure to comply will be considered an act of truancy.

### DEBARMENT

A student may be excluded from a class by a teacher. Technically speaking, this is not a suspension, but a debarment. That is, the student is being barred from classroom attendance. This action by the teacher is subject to review by the Principal which will include consultation with the teacher.

### DRESS AND APPEARANCE

Students shall not wear clothing or accessories which interferes with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees. The intent of the Board of Education enacting a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, unsafe, or revealing is prohibited.

- A. Tank-tops, and "spaghetti string" shirts or tops are not permitted without a sleeved shirt either over or under it.
- B. All shirts and/or tops must be of length to cover the midriff area. They must also cover their back, chest and sides.

- C. For safety and health reasons, students are required to wear shoes or soled footwear.
- D. Clothing, patches, or buttons displaying alcohol and or drugs and tobacco, profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include but are not limited to description or representations of sexual acts, excretory functions, or nudity; and swear words, expletive, or offensive language or symbols.
- E. Students with hair or wearing apparel which constitutes a threat to health, substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
- F. Coats shall not be worn indoors.
- G. No article of clothing shall be spiked, i.e. neck collars, wrist-bands, etc.
- H. Headwear shall not be worn in the building. This includes hats, scarves, handkerchiefs, bandannas, hoods, etc.
- I. As a guideline, the length of shorts, skirts and dresses will be at or just above the knee, no shorter than the end of the fingertips of the person wearing the item.
- J. Pants or shorts must be pulled up to the waist and secured with a belt if unable to be held up on their own, and free of revealing holes or rips. Pajama pants are not appropriate for school.

If a student violates the dress code, the student will be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel may arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code, cannot or will not correct it will be subject to appropriate disciplinary measures.

#### DRIVING/PARKING

Students may park their vehicles in the lot designated "gym side" of the school building between the hours of 7:15 a.m. and 4:00 p.m. Students may park outside of these hours due to participation in sports or other extracurricular activities. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lot designated on the "office side" is for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

#### FIGHTING OR PROVOKING A FIGHT

Fighting, provoking a fight, or any other action which contributes to physical violence or a violent situation.

Each Offense – Minimum three day suspension, possible long term suspension.

#### GANG & GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any

gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

#### HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

#### INDECENCY

Acts, gestures, language, or possession of materials which violate generally recognized standards.

#### LOITERING - HALLS OR GROUNDS

Includes after hours, weekends or vacations.

- 1) Referral to authorities
- 2) Detention/Suspension

Students must leave the building at the end of the school day unless they have permission to stay late.

#### PHYSICAL ASSAULT

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended for up to 180 days or expelled.

#### PUBLIC DISPLAY OF AFFECTION IN SCHOOL BUILDING OR GROUNDS

Kissing, fondling, groping, prolonged hugging, etc.

- A. First Offense – Warning –parent contact
- B. Second Offense –One day suspension/detention –parent contact
- C. Third Offense and each additional - Two day suspension/detention - parent conference

### REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school sponsored events or on the school bus (including bus stops). Failure to identify oneself or giving false identification will result in disciplinary action.

- A. First Offense – Warning – one day suspension/detention
- B. Second Offense –Two day suspension/detention
- C. Third Offense - Three day suspension/detention

### REPEATED OFFENSES

Most repeated offenses result in some type of suspension. Discipline reports that do not result in immediate suspension require additional consequences which include:

- 1) Five discipline reports on file
  - 1 day suspension
  - Parent conference
- 2) Ten discipline reports on file
  - 3 day suspension
  - Parent conference
- 3) 15 or more discipline reports on file
  - 10 day suspension
  - Parent Conference
  - May be considered incorrigibility with referral to the court system
  - Expulsion proceedings may be instituted

### SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### School Property and Equipment, Personal Effects of Student

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e. lockers, desks), as well as personal effects left in those locations by a student, without

notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones, beverage containers, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### SEXUAL HARASSMENT

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or a guidance counselor.

### SKIPPING/TRUANCY

Skipping is being absent from class/school without permission. This includes violating the closed campus policy, leaving class early, and leaving without a pass.

- A. First Offense
  - a. Five days lunch detention
- B. Second Offense
  - a. Additional time in After School or Saturday School
- C. Third Offense
  - a. One day suspension

- b. Parent Conference
- D. Fourth and Subsequent Offense(s)
  - a. Three day suspension
  - b. Parent Conference
  - c. May include referral to Probate Court and/or Expulsion

## SUSPENSION

When a student is suspended from school they are barred from school property until the time their suspension is completed. This includes all after school functions either as a spectator or participant. The Out-of-School suspension will be counted as an excused absence for the purpose of make-up work only.

An In-School suspension does not bar a student from school property. The In-School suspension will be counted as a day of attendance but will be coded as ISS.

## TARDINESS

Tardy is defined as: not being physically present in the classroom after the bell signals the beginning of Class. Tardies are counted only within the first 10 minutes of class; they are counted as an absence thereafter.

- A. Three tardies in a class will equal one absence.
- B. Six tardies will result in a Saturday detention.

## VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## WEAPON-FREE SCHOOL

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray, [insert other items as appropriate] .

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

## DUE PROCESS

### PROCEDURAL RULES AND REGULATIONS FOR THE SCHOOL COMMUNITY

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the Gwinn Area Community Schools.

- A. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or legal guardian indicate the desire for one. A hearing shall be held to allow the student and his/her parent or legal guardian (if they indicate the desire to have one) to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or legal guardian allege prejudice or unfairness.

## SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended for a maximum of ten (10) days by the Principal as authorized by the Board of Education for violation of school rules. The student shall be provided with an interview with the person affecting the suspension. At this time, he/she shall be informed of the reason for the suspension. Parents will be notified in writing and/or by telephone. The administrator issuing the suspension may



consider extenuating circumstances and/or unusual situations when determining the length of a suspension and adjust the number of days called for or other actions called for in the "Cause-Effect Disciplinary Code" when it is in the best interest of the student and/or school community. Further, the cause-effect situations listed in the disciplinary code, while thorough, are not intended to be exclusive and all-encompassing. Situations and actions may arise that are not outlined in the code. At such times, building administrators retain the authority to discipline and suspend students as warranted, using guidelines such as reasonableness, appropriateness, fairness, seriousness and consistency.

In cases of continued or severe misconduct in which the Principal refers the student to the Superintendent for long term suspension or expulsion, the short term suspension shall remain in effect until the Superintendent holds a disciplinary hearing on the referral. The disciplinary hearing shall include the student and parents if at all possible. The Superintendent, in accordance with the Revised School Code MCL 380.1311; MSA 15.41311 and as authorized by the Board of Education, may authorize long term suspensions (more than ten days). The Board of Education shall retain the right to expel students (permanent, more than 180 days). All recommendations for expulsion shall be handled by the Board of Education at a Special Board Meeting.

In all cases in which a student under the age of 16 is to be recommended for expulsion, his case will be referred to Probate Court.

Before returning to school after an out of school suspension the student and their parent/s will attend a mandatory meeting with the principal and/or staff appointed by the principal to discuss why the student was suspended and what can be done to prevent further suspensions.

## TITLE IX COMPLIANCE

On July 21, 1975, President Ford signed Title IX of the Education Amendments of 1972. The opening statement reads, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the education program or activity receiving Federal financial assistance..."

### SPECIFICS FOR COMPLIANCE

- A. No person shall, on the basis of sex, be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any academic, extra-curricular, research occupational training or any other educational program or activity operated by a recipient...(Re:86.31).
- B. All educational agencies or activities receiving federal funds must comply with the employment provisions of Title IX regulations which include but not limited to recruitment, pre-employment inquires, employment procedures, assignments, salaries, fringe benefits, and "...any other term condition or privilege of employment."

- C. Equal opportunity for members of both sexes must be provided interscholastic, inter-collegiate, club or intramural athletics operated or sponsored by a recipient. (Re:86.41)
- D. No person shall, on the basis of sex, be denied admission or be subject to discrimination in admission by any recipient subject to the admissions provisions of Title IX. (Re:86.21)

#### GRIEVANCE PROCEDURE OF TITLE IX

Any individual who feels that he/she has been the victim of sex discrimination may bring their complaint to the attention of the district coordinator, Superintendent's Office. If the individual has not received a satisfactory explanation or action, they may then bring their complaint to the attention of the school district for further action.

If a satisfactory solution is not reached at this level, the individual may then bring it to the attention of the full Board of Education for final action.

#### CO-ORDINATOR OF COMPLIANCE EFFORTS:

Sandra Petrovich, Principal  
Gwinn Middle/High School  
Phone: 906-346-9247

or

Director of the Office of Civil Rights  
Department of Health, Education, Welfare  
Washington, DC 20201

#### TITLE II OF THE AMERICANS WITH DISABILITIES ACT/SECTION 504 COMPLIANCE

Section 504 is a federal law designated to protect the rights of individuals with disabilities in the programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." Section 504 of the Rehabilitation Act only applies to programs or activities receiving Federal financial assistance. Because many state and local government operations, such as courts, licensing and legislative facilities and proceeding to not receive Federal funds, they are beyond the reach of section 504.

Title II is intended to protect qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. It additionally extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments, including those that do not receive Federal financial assistance. Title II is intended to apply to all programs, activities, and services provided or operated by State and local governments.

Gwinn Area Community Schools is subject to the requirements of both Section 507 and Title II and their implementing regulations.

Students enrolled at any district school are entitled to civil rights and protections under these statutes and their implementing regulations including the right, if a student is determined to be a student with a disability, to receive a free appropriate public education under Section 504.

Copies of the District's Section 504 policies and procedures may be obtained from the district website at [www.gwinn.k12.mi.us](http://www.gwinn.k12.mi.us) or by contacting the District offices at 906-346-9247.

INTERNET USE AGREEMENT  
PARENT AND STUDENT ACKNOWLEDGEMENT  
Of NOTIFICATION OF RULES

I understand and will abide by the Acceptable Use Policy. I further understand that if I violate any of the regulations mentioned, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

STUDENT NAME \_\_\_\_\_

As the parent or guardian of this student, I have read and understand the Acceptable Use Policy. I understand that use of district computers and Internet is designed for educational purposes and that student activity may be monitored. However, I also recognize that it is impossible for the Gwinn Area Community Schools to restrict access to all inappropriate materials and I will not hold them responsible for materials accessed on the network. I hereby give permission for my son or daughter to use the district computers and the Internet.

Students and parents are required to indicate they have received and read this handbook and the statement on

“student records”. The signatures below acknowledge this requirement. We ask you to return this signed statement to your student’s first period teacher by the completion of the second week of school. Thank you for your cooperation in helping us comply with state and federal law.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE                      DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE                      DATE

\_\_\_\_\_  
GRADE

GWINN HIGH/MIDDLE SCHOOL EMERGENCY INFORMATION SHEET

Student's Name	_____	
	Last	First

Address	_____	Home Phone
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Mother/Guardian	Address/Phone if different	Work/Cell Phone
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Father/Guardian	Address/Phone if different	Work/Cell Phone
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Step Parent	Address/Phone if different	Work/Cell Phone
-------------	----------------------------	-----------------

Step Parent	Address/Phone if different	Work/Cell Phone
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Guardian email address: \_\_\_\_\_

List two neighbors, friends, or nearby relatives who will assume temporary care of your child if you cannot be reached.

Name	Relationship	Phone
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Name	Relationship	Phone
------	--------------	-------

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may consult with another physician. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then existing circumstances and to assume the expenses of such care.

Local Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Please describe any medical information that would relate to the safety and well-being of your child at school, including medication taken regularly.

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This information would be shared with appropriate school personnel who require this information to meet your child's needs.

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Previous contact information will remain in effect unless otherwise instructed by parent/guardian.

### FIELD TRIP PERMISSION FORM

Dear Families:

Throughout the school year students will be able to attend field trips which will be off school grounds. You will be informed of the dates, times, and cost. Rather than sending home individual permission forms for each trip, please fill out the form below and return it with your handbook signature page, emergency information and Acceptable Use Policy page. This will enable your child to attend all events if he/she is eligible.

If you have any questions or concerns, please feel free to call me at the school at any time.

Sandra Petrovich, Principal

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I give my child \_\_\_\_\_ permission to attend any and all field trips in which he/she is eligible. I understand that the trip will be off school grounds and may include school transportation. My child has permission to ride

the school bus and will follow all school rules while in attendance.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



GWINN HIGH SCHOOL  
2017-2018 BELL SCHEDULE

1 <sup>st</sup> hour	7:57 - 8:50
2 <sup>nd</sup> hour	8:54 - 9:47
3 <sup>rd</sup> hour	9:51 - 10:44
4 <sup>th</sup> hour	10:48 - 11:41
LUNCH	11:41 - 12:11
5 <sup>th</sup> hour	12:15 - 1:07
6 <sup>th</sup> hour	1:11 - 2:03
7 <sup>th</sup> hour	2:07 - 2:59

GWINN MIDDLE SCHOOL  
2017-2018 BELL SCHEDULE

1 <sup>st</sup> hour	7:57 - 8:50
2 <sup>nd</sup> hour	8:54 - 9:47
3 <sup>rd</sup> hour	9:51 - 10:44
4 <sup>th</sup> hour	10:48 - 11:41
5 <sup>th</sup> hour	11:45 - 12:37
LUNCH	12:37 - 1:07
6 <sup>th</sup> hour	1:11 - 2:03
7 <sup>th</sup> hour	2:07 - 2:59

GWINN MIDDLE/HIGH SCHOOL  
2017-2018 Early Release  
BELL SCHEDULE

1 <sup>st</sup> hour	7:57 – 8:26
2 <sup>nd</sup> hour	8:26 – 8:59
3 <sup>rd</sup> hour	9:03 – 9:32
4 <sup>th</sup> hour	9:36 – 10:05
5 <sup>th</sup> hour	10:09 – 10:38





# Gwinn Area Community Schools 2017-2018 Calendar



## July

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

No Student/Teacher Attendance Days

## August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days = 0 Student/2 Teacher

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days = 19 Student/19 Teacher

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days = 21 Student/22 Teacher

## November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days = 20 Student/20 Teacher

## December

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days = 15 Student/16 Teacher

## Important Calendar Dates

- August 30 & 31**  
Prof. Dev. Days—NO STUDENTS
- September 1, 4**  
Labor Day Weekend—NO SCHOOL
- September 5**  
First Day of School
- September 6**  
Early Release Day—Dismissal times vary  
School Houses in the afternoon
- October 6**  
Teacher Inservice Day—NO SCHOOL
- October 27**  
Early Release Day—Dismissal times vary  
(Teacher Professional Development in the PM)
- November 22**  
End of 1st Marking Period—FULL DAY of Classes
- November 23-24**  
Thanksgiving Break
- December 4**  
NO SCHOOL for students  
Parent Teacher Conferences—ALL SCHOOLS  
12:00 until 7:00 pm
- December 22**  
Early Release Day—Dismissal times vary
- December 25-January 2**  
Christmas Break
- January 26**  
Early Release Day—Dismissal times vary  
(Teacher Work Day in the PM)  
(End of 1st Semester)
- February 23**  
Early Release Day—Dismissal times vary  
(Teacher Professional Development in the PM)
- March 23**  
Early Release Day—Dismissal times vary  
(Teacher Professional Development in the PM)
- March 29**  
Early Release Day—Dismissal times vary  
(End of 3rd Marking Period)
- March 30-April 6**  
Spring Break
- April 27**  
Early Release Day—Dismissal times vary  
(Teacher Professional Development in the PM)
- May 28**  
Memorial Day—NO SCHOOL
- June 1**  
Graduation @ 7 pm in E.L. Miller Gymnasium
- June 7**  
Last Day of School  
Early Release Day—Dismissal times vary

180 Student Days; 184 Teacher Days\*  
\*includes 1 day for Parent/Teacher Conferences

### End of Marking Periods:

November 10; January 26; March 29

### Early Release Times:

Gilbert Elementary School—11:55 am  
K.I. Sawyer Elementary School—12:05 pm  
Gwinn Middle/High School—11:45 am

### School Phone Numbers:

Gilbert Elementary School (346-2775)  
K.I. Sawyer Elementary School (346-5567)  
Gwinn Middle/High School (346-9247)

Administration Office (346-9284)  
Thomas A. Jayne, Superintendent

Calendar Key	
	First/Last Day of School for Students
	Teacher Prof. Dev. Day (no students)
	Early Release/Prof. Dev. Days
	Parent/Teacher Conf. (no students)
	Holidays/Vacation
	Early Release Days (Students & Staff)

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days = 21 Student/21 Teacher

## February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Days = 20 Student/20 Teacher

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days = 21 Student/21 Teacher

## April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days = 16 Student/16 Teacher

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days = 22 Student/22 Teacher

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days = 5 Student/5 Teacher

(Lunch will be served during the last class of the day)

6:00 - 10:42  
10:42 - 11:11  
11:15 - 11:45

