



2020 – 2021

# Student Handbook

Gobles Middle/High School

409 North State Street  
P.O. Box 412  
Gobles, MI 49055  
(269) 628-9340



# Table of Contents

Introduction Letter .....	3
Mission .....	4
Vision .....	4
Administration .....	4
Board of Education .....	4
Directory Information .....	5
Key Telephone Numbers .....	5
Title VI .....	6
Section 504 .....	6
Discrimination/Title IX .....	6
School Colors & Mascot.....	6
Middle/High School Food Charging Guidelines .....	7
Letter to Students .....	7
<b>Gobles Middle/High School Student Handbook .....</b>	<b>8</b>
Academic Credit .....	8
Academic Credits From Non-Public Schools .....	8
Academic Recognition .....	10
Attendance Policy .....	10
Bicycles, Skates, And Skateboards .....	13
Class Classification .....	14
Closed Campus .....	14
Computer Usage Policy .....	14
Computer Usage Violations .....	14
Student Discipline Code .....	15
Student Dress Code .....	27
Driving and Parking .....	29
Dual Enrollment .....	30
Electronic Devices And Personal Property Restrictions At School .....	30
Field Trip/Fun Day .....	30
Fire/Tornado/Lockdown Drills .....	31
Fund Raising .....	31
Final Exams .....	31
Graduation Requirements .....	31
Graduation Honors .....	32
Graduation For Middle College Students (13 <sup>th</sup> Grade).....	33
Personal Curriculum .....	33
Early Graduation Procedure .....	33
Graduation Scholarship Awards .....	34
Harassment/Bullying of Students .....	34
Hazing .....	37
Honor Code, Gobles Middle/High School .....	37
Inclement Weather .....	39
Family Emergency Plans .....	39
Library .....	40
Loitering On School Property .....	40
Lost And Found .....	40

Lockers .....	40
Lunch Period .....	41
Married Students .....	41
Medication .....	41
National Honor Society (High School) .....	42
Online Course Guidelines (6 <sup>th</sup> – 12 <sup>th</sup> Grade) .....	42
Report Cards And Progress Reports .....	43
Schedule Changes .....	43
School Dances .....	43
School Sponsored Clubs/Organizations .....	44
Secret Societies .....	44
Student Insurance .....	44
Textbooks/Materials .....	45
Visitors .....	45
Work Permits .....	45
<b>Transportation</b> .....	46
General Information .....	46
Bus Routes And Bus Stops .....	46
Transportation And Eligibility Requirements .....	47
Student Responsibilities .....	48
Parent/Guardian Responsibilities .....	48
Student Crossing Procedures .....	49
Drop Off Release Forms .....	50
Bus Conduct Reporting Process .....	50
<b>Athletic Handbook, Rules Regulations, And Policies</b> .....	52
Athletic Philosophy .....	52
Athletics .....	52
Eligibility For Senior High School Students And Middle School Students .....	53
Standards Of Conduct For All Athletes .....	55
Training Rules, General Rules, Regulations And Penalties .....	56
Penalties For Violations Of Rules .....	57
General Rules, Regulations And Polices .....	58
Appeal Procedures For Violations Of Athletic Rules, Policies & Regulations .....	62
Transfers Following Violations Of A School’s Student/Athletic Code .....	62
Parent/Student/Coach Communication .....	63
<b>Gobles Virtual Academy Student Handbook</b> .....	66
Academic Credit .....	67
Personal Curriculum .....	67
Attendance Policy .....	67
National Honor Society (High School Students) .....	68
Student Contract Terms .....	68
Textbooks/Materials .....	69
Course Pacing .....	69
Online Course Grades .....	69
Online Course Assessments .....	69
Athletic Participation .....	69
GVA Graduation Requirements .....	70



# GOBLES PUBLIC SCHOOLS



*Tommie D. Saylor Jr., K-12 Principal*

MS/HS Phone (269) 628-9345  
Elm. Phone (269) 628-9445  
tommie.saylor@gobles.org

*“Excellence by Design”*

409 North State Street  
P.O. Box 412  
Gobles, MI 49055

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School Year: 2020 – 2021

Dear Parent or Guardian,

Welcome to another great year at Gobles Middle/High School. We are enthusiastically excited and truly thrilled to be afforded the opportunity to educate your student. It is our fondest hope that this school year will be not just educationally fruitful, but also a great experience wrought with lasting memories for your student.

Given this, our handbook is designed to give everyone a basic understanding of what is expected of all students who attend our school. This handbook, along with good, common sense, will allow students to receive the quality education in which they are entitled. Our staff is dedicated to academic achievement, the development of good character, the reinforcement of work-related skills, and a positive educational experience for all.

Please take the time to read and review this handbook with your student. The understanding of and compliance with the rules, policies, regulations and procedures in this handbook will go a long way in making this year successful and enjoyable for all. With your help and support, your student will better understand our expectations, and be prepared to meet said expectations.

It's going to be a great year! Please feel free to contact the Middle/High School Office if you have any questions or concerns. Our office phone is (269) 628-9340.

Sincerely,

*Tommie D. Saylor Jr.*

Tommie D. Saylor Jr., M.Ed.  
K-12 Principal  
Gobles Public Schools

## Our Mission

Mission Statement: Create a culture of deliberate excellence with equity

## Our Vision

Vision Statement: Every graduate will be future ready for personal success, college and career, and the global marketplace

## Administration

Mr. Jeff Rehlander  
(269) 628-9390  
Superintendent  
[jeffery.rehlander@gobles.org](mailto:jeffery.rehlander@gobles.org)

Mr. Tommie D. Saylor Jr.  
(269) 628-9345  
K-12 Principal  
[tommie.saylor@gobles.org](mailto:tommie.saylor@gobles.org)

Ms. Katherine Markovich  
(269) 628-9440  
K-12 Assistant Principal  
[katherine.markovich@gobles.org](mailto:katherine.markovich@gobles.org)

Mr. William Lisowski  
(269) 628-9340  
K-12 Dean of Students  
[william.lisowski@gobles.org](mailto:william.lisowski@gobles.org)

Mr. Chris Miller  
(269) 628-9394  
Director of Operations, Transportation, Food Service, Athletics  
[chris.miller@gobles.org](mailto:chris.miller@gobles.org)

## Board Of Education

Members of the community are welcome to attend board meetings, held on the second Monday of every month, at 7:00 p.m. in the Middle/High School library.

**Board Members:** Chris Hancox, Ben Baxter, Susan Dalton-Akers, Melanie Martin, Kelli Rumery, Joe DeYoung, Erin Phillips (email addresses can be found at [www.gobles.org](http://www.gobles.org).)

# Directory Information

The federal Family Educational Rights and Privacy Act (FERPA) is a law that requires Gobles Public Schools to obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records, with certain exceptions. Gobles Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary, in accordance with District procedures.

The primary purpose of this directory information is to allow Gobles Public Schools to include this type of information in certain school publications. Publication examples include: annual yearbook, honor roll or other recognition lists, programs showing your student’s participation in school activities. Gobles Public Schools has designated the following information as directory information: **student’s name, address, phone number, height and weight if a member of an athletic team, dates of attendance, graduation date, scholarships, photograph, major field of study, grade level, participation in officially recognized activities and athletics, degrees, honors and awards received.**

If you do not want Gobles Public Schools to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing with ten (10) days of the date of this notification (September 27, 2019). Please notify Mr. Jeff Rehlander, Superintendent of Schools, 409 North State Street, P.O. Box 412, Gobles, MI, 49055.

Additionally, directory information that is generally not considered harmful or an invasion of privacy if released can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include but are not limited to colleges and universities, and companies that supply class rings, annual yearbooks, or school-related committees such as Grad Bash.

Federal law requires schools to provide military recruiters, upon request, with the names, addresses, and telephone numbers of students, unless parents have advised the school district they do not want their student’s information disclosed without prior written consent. To have your student’s name, address, and telephone number excluded from listings provided to military recruiters, you must notify Mr. Jeff Rehlander, Superintendent of Schools, 409 North State Street, P.O. Box 412, Gobles, MI 49055.

## Key Telephone Numbers

Superintendent’s Office	(269) 628-9390
Middle/High School Office	(269) 628-9340
Elementary School Office	(269) 628-9440
Attendance Call-in Grades 6-12	(269) 628-9343
Athletic Office	(269) 628-9394

## **Title VI**

There will be no discrimination based on race, color, national origin, religion, age, height, weight, sexual orientation or marital status. The following behaviors are not allowed: Racial slurs, negative remarks or other degrading statements directed toward students or staff.

Mr. Tommie D. Saylor Jr., K-12 Principal  
(269) 628-9345

## **Section 504**

There will be no discrimination based on a disability. The Gobles Public School grievance procedure is available at each principal's office or the Central Office.

Mr. Jeff Rehlander, Superintendent  
(269) 628-9390

Mr. Tommie D. Saylor Jr., K-12 Principal  
(269) 628-9345

## **Discrimination**

Gobles Public Schools support and adhere to the rules and regulations of Title IX of the Education Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and Michigan Law.

The school district hereby notifies all employees, residents, and students that it does not discriminate on the basis of sex, race, color, national origin, religion, age, height, weight, sexual orientation, marital status, genetic information, or against otherwise qualified handicapped individuals with respect to the district's educational program, activities and employment practices. Further, any student or employee of Gobles Public Schools believing to be discriminated against on the basis of the above regulations may call the following compliance officer:

Title IX  
Mr. Jeff Rehlander  
Superintendent  
(269) 628-9390

## **School Colors & Mascot**

School Colors..... Blue & Orange  
Mascot ..... Tigers

# Gobles Public Schools – Middle/High School Food Charging Guidelines

Students at Gobles Middle/High School have the following charging policy on their lunch account: Students are allowed to charge up to a -\$5 balance on their lunch account. Once a student has a negative lunch account balance, they are not allowed to charge for an ala carte item. They can only charge for a reimbursable meal. Students will be notified every time they go to checkout at breakfast or lunch that they have a negative balance and need to bring money to school for their lunch account. Once a student has reached their -\$5 limit they must pay cash for the meal they purchase.

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

## Letter To Students

Dear Students,

On behalf of the administration, faculty and staff, it is my pleasure to welcome you to the 2020 – 2021 school year. This handbook is your guide to a safe and rewarding educational experience. You have the right to be safe; therefore, you have the responsibility to act peacefully, interact safely and to avoid threatening, teasing or hurting others. You have the right to learn; therefore, you have the responsibility to be on time for all classes, listen attentively, and to work and move about the school without disturbing others. You have the right to be respected; therefore, you have the responsibility to respect others and their property, and to accept their right to privacy.

It is your job to know what is expected of you, and to conduct yourself accordingly, at all times.

My hope for you is that you have many, many choices in life beyond Middle/High school at the end of your journey here at Gobles Public Schools. We will do all we can to help you reach your academic and extra-curricular goals. As Principal, I will monitor your progress; communicate with your parent/guardians, and do all I can to make sure your experience is valuable and rewarding. If you work hard, you, our community, and your parent/guardians will enjoy the time we spend together.

Have a great year!

Tommie D. Saylor Jr., M.Ed.  
K-12 Principal  
Gobles Public Schools

# **GOBLES MIDDLE/HIGH SCHOOL STUDENT HANDBOOK 2020 – 2021**

## **Academic Credit**

Credit for classes is given on a semester basis. If a course is dropped at the end of the semester and the student is passing, ½ credit will be given. A class entered at the start of the second semester will give the student opportunity to earn ½ credit.

Students who fail courses, who do not pick classes at registration time or who enter the district after spring registration, choose from classes not closed due to class size restrictions.

Students are allowed to take NO more than three (3) full credits from an outside, approved educational agency for graduation. No course will be allowed to replace a required class unless the student has failed the required class at Gobles Public Schools.

Gobles High School will grant credit to transfer students by reviewing official transcripts and matching as closely as possible the credits earned by students while they were enrolled at recognized, credit-granting institutions. This is true for home-school students as well. Students must provide verifiable documentation from an accredited institution in order to be granted credit at Gobles High School.

## **Academic Credits From Non-Public Schools**

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they are State-approved, non-approved, or home schools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the outcomes which are prerequisite to a placement.

Although credit from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved by a State education agency shall be considered in class ranking and for entering on the transcript.

Gobles High School does participate in the “test for credit” program as required by law. Transfer students may participate in this opportunity during the first week of each semester. Current Gobles students may test out at the end of each semester.

Gobles High School is a diploma granting institution, and as such, students must be making progress towards earning a high school diploma, under the guidance of the counseling office and principal. All opportunities afforded to students are to support Gobles High School’s central purpose: for students to earn a high school diploma. Generally, students must be enrolled full time and meet the full-time enrollment requirements as defined by the Michigan Department of Education. Under very limited circumstances a student may be allowed to attend on a part-time basis but only with the approval of the Superintendent of Schools. Certain eligible students may earn a certificate of completion as part of an *Individualized Educational Program* in place of a diploma, as permitted by law.

An Independent Study program is available to juniors and seniors with a 3.0 GPA. All students who have been approved for Independent Study shall have a supervising teacher and receive one full credit for a year of involvement. Classes currently offered within our curriculum cannot be taken or replaced by an Independent Study course. Further information and an application may be obtained from the high school guidance office.

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the systems of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade levels when s/he has:

- A. completed the course requirements of the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

At the high school level, grade promotion takes place only through the successful accumulation of high school credits. Following the sound principles of child guidance, the Board discourages the skipping of grades.

## Academic Recognition

All students in grades 6-8 who have a G.P.A. of 3.00 or higher for a marking period will be placed on the published honor roll. All students receiving all A's will be designated as such on the published honor roll.

All students in grades 9-12 who have a G.P.A. of 3.00 or higher for a marking period will be placed on the published honor roll. All students receiving all A's will be designated as such on the published honor roll.

All students (including transfer students) in grades 9-12 who have a G.P.A. of 3.00 or higher for each marking period for that specific school year will receive the awards indicated below. Senior awards will be based on the first three marking periods for that specific school year. The award, as outlined below, allows all students to be eligible, every year to receive one of these awards.

First year of eligibility	Chenille Letter and Certificate
Second year of eligibility	Bronze Pin and Certificate
Third year of eligibility	Silver Pin and Certificate
Fourth year of eligibility	Gold Pin and Certificate

Annually an awards program for students in grades 9-11 will be held in the fall of each year during which students will be presented with the chenille letters, pin, and certificates.

In the spring of each year an awards program for all graduating seniors will be held during which seniors will receive the academic awards indicated above along with a number of other awards involving graduating seniors.

## Attendance Policy

**Attendance is the primary responsibility of parents/guardians and students. Education is the primary responsibility of schools.**

It's a fact that students who attend school regularly learn more and are more successful than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility. That's an important lesson for success at school and in life.

Additionally, to help our school community to develop to its full potential, everyone must be an active contributing member of the community. Students who are absent are not able to contribute to the growth of others or themselves.

Students who maintain good attendance habits in the middle/high grades will be more likely to maximize their scholastic success. That's important, because students who miss school miss out on carefully-planned sequences of instruction. Students need to be present for active learning

experiences and the benefits of class participation. Students with good attendance are less likely to fall behind, become frustrated, or drop out. Students must be in school the entire day to be eligible to participate in after-school field trips and activities, unless given prior approval by the administration.

It is the responsibility of the parents and/or guardians to inform the school of any ongoing and documented medical conditions that would potentially cause the student to be in violation of this attendance policy. The administration reserves the right to waive this attendance policy under certain, documentable circumstances.

### **Excused vs. Unexcused Absences**

The school reserves the authority to determine whether an absence is excused, not the parent/guardian. It is very important for parents and/or guardians to contact the school regarding student absences.

#### **Attendance Phone Number: (269) 628-9343**

Parents/guardians should call this number (before 8:00am if possible) each day that a student is absent from school.

#### **Absences not excused within 48 hours of the student's return to school, will remain unexcused.**

When calling, please give the following information:

1. Your name
2. Student's name and grade
3. Date of absence
4. Reason for absence

Absences will only be excused through proper documentation. A student must provide a doctor's note, dental note, chiropractor's note, a note indicating that they were in attendance at a funeral, documentation indicating that they were in attendance at court or legal proceedings, and so forth. Failure to provide proper documentation within 48 hours of the student's return to school, will result in the absence being considered unexcused. The proper documentation must include the student's name, the date of the absence, and the reason for the absence.

#### **All absences will be considered unexcused unless the proper documentation is provided. Simply, a parent calling in a student's absence does not excuse the absence, only through documentation can an absence be excused.**

If an extended absence is unavoidable, the student should fill out and submit an Extended/Advanced Absence Form. Only through this form can such circumstances as family emergencies, family vacations, and extended illnesses be excused. If the absence is known in advance (family vacation, extended illness), then this form must be filled out and submitted before the absence. If the absence is unknown in advance (family emergency), then it must be filled out and submitted immediately upon the student's return to school.

## **Make-Up Work**

It is the student's RESPONSIBILITY to secure all assignments and see that they are turned in within the time allowed. **Assignments and tests will be recorded with a "0" in Infinite Campus until such time as they are made up.** If made up on time, then full credit will be given.

A student will have two days to make up work for each day he/she is absent from school, if that work was assigned during their absence. If the work was assigned prior to the absence, then the work is due upon their return or on the originally scheduled due date.

Field trips, family trips/vacations, and athletic teams leaving early will not be granted the courtesy of extra time to make up assignments; therefore, no additional time is given. In these situations, **students are required to obtain work prior to leaving and the work is due the day they return or on the originally scheduled due date.**

An assignment given by a teacher seven (7) calendar days or more in advance of a student's absence shall be due the day that the student returns to class, or in the case of major reports/projects is due on the originally scheduled due date. This could mean the assignment(s) would have to be emailed to the teacher or dropped off by a parent.

If a student is present the day before a test or presentation/project is scheduled and is absent the day of the test, the student will be expected to make up the test/presentation/project immediately upon return to class.

## **Excessive Absence Procedures (per semester)**

**After 6 unexcused absences in the semester,** a letter from the attendance office will be sent home regarding our concern about the absences. This letter is to make sure the parent/guardian is aware of the recorded absences.

**After 10 unexcused absences in the semester,** a letter from the attendance office will be sent home informing the parent/guardian that the student will receive **no credit and a failing grade** for the class or classes for which they have accumulated 10 or more unexcused absences.

## **Loss Of Credit/Redemption Of Credit**

Gobles Public Schools allows students to accumulate nine unexcused absences for each class per semester without consequence. Students who accumulate more than nine unexcused absences in a class per semester will lose all credit for that specific class and receive a failing grade for the class.

If a student has accumulated ten (10) or more unexcused absences for a specific class in a semester, and wishes to earn back the lost credit and be awarded the grade earned in the class, then the student must make up the lost time. This can be accomplished by obtaining the appropriate form from the Counseling Office, spending time after school with a teacher or in the library, obtaining an adult's signature verifying that the student was present after school and working on school work, and then the student returning the signed and filled out form to the

Counseling Office. The student may also voluntarily attend Saturday School to make up lost hours, and have their form filled out and signed by the supervising adult as detailed above. Only time made up outside of school hours will be counted, and for every one hour of time made up, the student will be credited one hour of time toward their absence total, lowering their absences for the specific class in question by one hour. This process can continue until such time as the student lowers their total absences for the class to 9 unexcused absences for the specific class, thus returning to attendance compliance. Once in compliance with the attendance policy, the student will be granted the grade earned for the specific class in question, and thus can earn credit for the class.

**It is the responsibility of the student and his/her parents to remain aware of individual attendance records and to promptly communicate reasons for absences to the school office to avoid unexcused absences. Attendance records are available to parents/guardians through the parent portal on Infinite Campus.**

## **The Importance of Being On-Time To School – Not Being Tardy**

Being on time to class is very important. Students are expected to be in class and ready to learn before the last bell rings. Entering class after the bell rings disrupts the learning process for all students and teachers.

### **When A Student Is Tardy**

If the student is tardy to class by less than ten minutes, the student will go to the class immediately. The teacher has already marked the student absent and will change that to a tardy. If the student is more than ten minutes late, an absence will be recorded. Students who arrive to school after 8:00 a.m. must sign in at the Middle/High School office.

### **Excessive Tardy Procedures (per semester)**

See student disciplinary code

Please note: The Vocational Tech Center has its own attendance policy.

## **Bicycles, Skates, And Skateboards**

All students riding a bicycle to school must place the bike in the bicycle rack immediately upon arriving to school. Students must leave their bicycle in the rack during the school day. Students may not ride skateboards, in-line skates, wheelies, roller skates, or any personal wheeled devices on school property. Students can be disciplined through the school, fined, or ticketed by the police for actions on bikes, skates, or skateboards which are careless, reckless, dangerous, or damaging in any way. Student cooperation in this area is necessary and appreciated.

## Class Classification

9 <sup>th</sup>	less than 6 credits
10 <sup>th</sup>	6 to 11.9
11 <sup>th</sup>	12 - 16.9
12 <sup>th</sup>	17 or more

A student's grade level will be determined in August. The student will remain in that determined grade level for the remainder of the school year. The only exception will be those who have the potential to graduate by the end of the current school year; their grade level may be adjusted to 12<sup>th</sup> grade at the beginning of the 2<sup>nd</sup> Semester.

## Closed Campus

Once a student has arrived to school and has entered school property by ANY mode of transportation (including a bus, car, walking, biking, skateboarding, etc.), the student is NOT allowed to leave school property (before the scheduled end of the school day) without administrative permission and properly signing out in the office. Students leaving school property for any reason without administrative permission and without properly signing out in the office will be charged with a Misdemeanor Offense.

## Computer Usage Policy

The computer usage policy is an attempt by the school district to notify parents/guardians and students what action(s) the school district will take if the computer technology now available to our students and community is used inappropriately. The guidelines given below are not intended to be a complete and final list of all types of violations that may occur, but rather an example of the types of violations and the districts response. Students and parents are required to sign usage agreements with the school.

## Computer Usage Violations

The following are examples of computer usage violations that will result in the action(s) given below:

- A student creates or sends inappropriate messages/pictures/etc. to other computers or students.
- A student accesses inappropriate Internet sites.
- A student continues to use a computer using a different person's account.
- A student currently serving any computer usage violation.
  1. The 1st violation will result in a suspension of computer privileges for thirty calendar days.
  2. The 2nd violation will result in possible suspension (ISS or OSS) A conference with the parent/guardian, and the student will be required if the student's computer use privileges are to be reinstated at a later time.

3. The 3rd violation will result in an appropriate in-school or out-of-school suspension and a permanent loss of computer use privileges in any Gobles Public School facility. Reinstatement of privileges can be considered in an appeal meeting to include the student, parent/guardians and school principal. In the situation of a third violation, consideration will be made at the beginning of the next school year, if requested by the parent/guardian.

## **Student Discipline Code**

### **Policy**

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the Michigan School Code.

### **Philosophy**

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, productive, thinking member of our democratic society. This includes the learning of not only basic educational skills, but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning. This requires an atmosphere of fairness and equality.

This discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as helping the student adjust, and turning unacceptable conduct into acceptable conduct. For these reasons:

- A. Discipline must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his/her age, maturity, experiences, abilities, interests, and values.
- B. The best discipline is preventative in nature, rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors: the student's image of himself/herself; participation in both curricular and extra-curricular activities; and the understanding and support received from his/her parents, teachers, peers, and other adults.
- C. Since students are basically motivated to learn and meet standards of acceptable behavior, the role of parents, educators, and other school employees should be one of guiding pupils in understanding, establishing and maintaining those acceptable behavioral standards.

### **Basic Expectations**

In an effort to give students a general idea of what is expected of them, we offer these guidelines:

1. Students should attend school regularly.
2. Students should be prompt in arriving to their assigned place in school.
3. Students should understand and follow all school policies.
4. Students should respect the worth and dignity of each individual.
5. Students should respect the rights and responsibilities of all staff members as they perform their duties (teachers, secretaries, aides, bus drivers, custodians, etc.)
6. Students should respect the rights of fellow students.
7. Students should observe a code of conduct befitting all citizens by using proper language, etiquette and appearance.
8. Students should devote their energies toward realizing their potential.
9. Students should take pride in themselves and the school by helping to keep the school in good condition.
10. Students should involve themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, library services, student services, student activities, etc.
11. Hallways of any building give a lasting impression of the institution to visitors. It is the first place a person observes when he/she enters or leaves the building. Confusion or excessive noise in the school hallways indicate that confusion and ill manners probably exist in other parts of the building. Scattered papers, refuse on hall floors, or messy lockers are an indication of lack of pride. Thus, students should conduct themselves in an appropriate, civilized manner when passing through the halls, and should keep papers and other refuse off of the floors.

## **Rules And Regulations**

These rules for behavior in and around school, and at school functions and sporting events, are designed to help preserve the self-respect and basic rights of all students, as well as enabling students to co-exist with as little friction as possible. Given this, the following categories and their corresponding penalties are as follows:

- A. Subordinate Offense** – A Subordinate Offense is a smaller offense that is disruptive to the educational process. Examples of Subordinate Offenses are:
1. Violation of classroom rules. Students are expected to follow classroom rules as established by each instructor.
  2. Speaking “out of turn”. Though student participation and contribution to class discussions are encouraged, there are times students are expected to remain silent, or to hold their comments for a more appropriate time. Students should take queues from the instructor as to when these times occur.
  3. General “horseplay”. Students should refrain from “horseplay” or any other distracting activities while in the classroom.
  4. Interfering with another’s opportunity to learn. Students are forbidden to engage in activities that could prevent another from learning.
  5. In hallway without a pass. Students are not permitted in the hallways during normal class time, without a pass from someone in authority.
  6. Body contact. Extreme displays of affection are unacceptable. Kissing and hugging are examples of an extreme display of affection.
  7. Parking lot. Students are not permitted in the parking lot during normal school hours, without a pass from someone in authority.

8. Multiple dress code violations. If a student violates the dress code, that student will be asked to change and/or sent home to change if needed. If a student violates the dress code a multitude of times (as determined by the administration) that student will be charged with a subordinate offense.
9. Annoying and dangerous toys. All lasers/laser pointers, squirt guns, cap guns, etc. are not permitted.
10. Obscenities, profane language, or gestures. Such actions are not permitted on school grounds.
11. Projectiles. No throwing of objects, including snowballs.
12. Name calling and teasing another student.
13. General lunch room/gym misconduct.
14. General Misconduct. Students may not engage in conduct that is disruptive to the educational process.

**Penalty For Violation:**

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student One Detention.
- b) After five Subordinate Offenses per school year, any further offenses will be placed on the Minor Offense level, and the assigned penalty will be as if a Minor Offense.

**B. Minor Offense** - A Minor Offense is an offense that is more serious than a Petty Offense, yet not quite serious enough to be classified as a Misdemeanor Offense. These offenses are very disruptive to the educational process, and could lead to health and safety issues if left unchecked. Examples of Minor Offenses are:

1. Disrespect toward a staff member.
2. Falsifying signatures. No student may falsify a signature on passes, notes from parents, or make false calls to the school for any reason.
3. Gambling.
4. Skipping class. Any student who fails to report to class without pre-authorized permission, or who leaves class without permission, yet still remains on school property shall be considered truant from class.
5. Cheating on assignments, tests, quizzes, or exams.
6. Taunting, "picking on and/or harassing just short of Bullying.
7. Computer misconduct. Computer misconduct includes visiting web sites that are not school appropriate, playing games on the computer during class time (without permission), using another's computer account, and visiting chat rooms. Along with being charged with a petty offense, the student's computer privileges may be suspended for a time as determined by the administration.
8. Excessive Tardiness. A student's third tardy for a specific class per semester, and all tardiness thereafter, shall be considered excessive.
9. Minor Misconduct. Misconduct that is of a more serious nature, and largely disruptive to the educational process.

### **Penalty For Violation:**

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student a Saturday School.
- b) After five Minor Offenses per school year, any further offenses will be placed on the Misdemeanor Offense level, and the assigned penalty will be as if a Misdemeanor Offense.

**C. Misdemeanor Offense** – A Misdemeanor Offense is an offense that is more serious than a Minor Offense, yet not quite serious enough to be classified as a Gross Misdemeanor Offense. These offenses are extremely disruptive to the educational process, and may border upon health and safety issues. Examples of Misdemeanor offenses are:

1. Insubordination and/or disobedience of authority. Insubordination is defined as refusing to comply with directives, directions, or instructions given to the students from a teacher, staff member, or administrator who has done so within their realm of authority.
2. Minor destruction of property and/or vandalism. The student will be required to pay for damages and/or repair the damages as well as suffer the penalty as describe below. (See Destruction Of School Property below for malicious and intentional vandalism with an increased cost of damage)
3. Skipping school. Any student who fails to report to school without parental permission, or leaves school grounds without confirmed parental permission and properly signing out in the office, shall be considered truant from school.
4. Minor sexual misconduct. Minor sexual misconduct includes using sexually explicit language, engaging in sexually explicit behaviors/gestures, and repeated advances after being asked to stop.
5. Extortion, hazing, or blackmail.
6. Cell Phones. From 7:40am to 2:59pm, cell phones are not to be seen or heard in the classroom or in the hall, unless within arms distance of one's locker (must be able to reach out and touch your locker). Cell phones may be utilized in the cafeteria during lunch. This also applies to ear buds, headphones, portable speakers, and any such listening or monitoring devices.
7. Public and private property theft.
8. Possession or attempt to purchase stolen property.
9. Flagrant Misconduct. Misconduct that is of a very serious nature, and greatly disruptive to the educational process.

### **Penalty For Violation**

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an In-School Suspension (ISS) as follows:
  - First Offense: One-Day In-School Suspension (ISS)
  - Second Offense: Two-Day In-School Suspension (ISS)
  - Third Offense: Three-Day In-School Suspension (ISS)

- b) After three Misdemeanor Offenses per school year, any further offenses will be placed on the Gross Misdemeanor Offense level, and the assigned penalty will be as if a Gross Misdemeanor Offense.

**D. Gross Misdemeanor Offense** – A Gross Misdemeanor Offense is an offense that is more serious than a Misdemeanor Offense, yet not quite serious enough to be classified as a Major Offense. These offenses are grossly disruptive to the educational process, and are most likely a violation of health and safety issues. Examples of Gross Misdemeanor Offenses are:

1. Fighting/provoking a fight or threats to other students.
2. False fire alarm. No student shall falsely set off a fire alarm.
3. Possession and/or use of firecrackers or smoke bombs.
4. Possession, sale, furnishing, purchasing, or exchanging of tobacco products.
5. Possession, sale, furnishing, purchasing, or exchanging of alcohol. This includes all non-alcohol beer, wine, and "look-a-like" alcohol beverages.
6. Possession, sale, furnishing, purchasing, or exchanging of vaping and/or electronic cigarette devices or products.
7. Major sexual misconduct. Major sexual misconduct includes inappropriate and unwanted touching, unwanted sexually physical contact of any kind, and those offenders who have previously been charged with minor sexual misconduct yet the behavior continues.
8. Adulterating another's food or drink.
9. Gross Misconduct. Misconduct that is of the most serious nature, and severely disruptive to the educational process.

**Penalty For Violation**

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an Out of School Suspension (OSS) as follows:  
First Offense: Three-Day Out of School Suspension (OSS)  
Second Offense: Five-Day Out of School Suspension (OSS)  
Third Offense: Seven-Day Out of School Suspension (OSS)
- b) After three Gross Misdemeanor Offenses per school year, any further offenses will be placed on the Major Offense level, and the assigned penalty will be as if a Major Offense.

**Note:** Suspended students may be sent home immediately depending on the severity of health and safety issues (as determined by the administration), with their suspension penalty beginning on the next school day.

**E. Major Offense** – A Major Offense is an offense that is the most serious of them all. These offenses represent a complete breakdown of the educational process, and are most likely a serious violation of health and safety issues. Examples of Major Offenses are:

1. Possession, sale, furnishing, purchasing, or exchanging of narcotics or illegal drugs. Students shall not furnish or sell narcotics or illegal drugs to other students. This includes "look-a-like" drugs.
2. Physical attacks, assaults, or threats made toward a staff member.
3. Possession, sale, furnishing, purchasing, or exchanging of weapons or explosives. This includes all "look-a-like" weapons or explosives, and any bladed device that can be used to harm another.
4. Bomb threats or arson.
5. Sexual harassment. Sexual harassment includes the most severe sexual misconduct such as rape, and those offenders who have been previously charged with major sexual misconduct, yet the behavior continues.
6. Major Misconduct. Misconduct that is dangerous or potentially dangerous to students and/or staff, and so disruptive to the educational process that this process is, or could potentially be, brought to a halt.

### **Penalty For Violation**

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an Out of School Suspension (OSS) as follows:  
 First Offense: Ten-Day Out of School Suspension (OSS)  
 Second Offense: The student shall be indefinitely suspended from school pending a hearing by the School Board.
- b) After the first Major Offenses per school year, any further offenses will result in the student being indefinitely suspended and having to appear before the School Board for further action.

**Note:** Suspended students **will be** sent home immediately, with their suspension penalty beginning on the next school day.

**F. Bullying** – Any student charged with bullying another student or group of students as defined by "picking on", belittling, trying to impress ones will on another, or intentionally trying to emotionally harm another student (as determined by the administration) shall suffer the following penalties:

1. First Offense – Meeting with Principal, Warning, Conflict Resolution Letter.
2. Second Offense – One-Day Out of School Suspension (OSS)
3. Third Offense – Three-Day Out of School Suspension (OSS)
4. Fourth Offense – Five-Day Out of School Suspension (OSS)
5. Fifth Offense – Ten-Day Out of School Suspension (OSS)
6. Offenses beyond the fifth will result in the student being indefinitely suspended and having to appear before the School Board for further action.

**G. Offense With Substitute Teacher** – If a student commits an offense while under the supervision of a substitute teacher, the penalty for the offense shall be doubled.

- H. Severe Clause** – If a student’s offense is most egregious, the administration reserves the right to charge the student with a higher offense level, to include indefinitely suspending the student pending a hearing by the School Board.
- I. Police Contact** – If a student’s actions are in violation of local ordinances, State and/or Federal laws, the administration reserves the right to contact the police and have charges filed.
- J. Failure To Serve** – If a student fails to serve an assigned After School Detention, then the After School Detention will become an In-School Suspension. If a student fails to serve an assigned In-School Suspension, or an assigned Saturday School Detention, then the In-School Suspension and/or the Saturday School Detention will become an Out-of-School Suspension.

## **Destruction Of School Property**

When a district administrator has determined that a student, knowingly and/or with malice, destroyed, defaced or otherwise damaged school property, the guidelines given below will be followed:

The first violation of a student destroying, defacing, or otherwise damaging school property will be subject to the following disciplinary action based on the cost of the damage.

\$100 or less	3-day suspension
\$101 – 300	5-day suspension
\$301 – 500	10-day suspension
Over \$500	Minimum 90-day suspension from school and the parents/guardians must make a written request for re-admission. Re-admission will include specific behavior guidelines (student contract) developed by the building principal and a plan for restitution.

*All instances will require a plan of full financial restitution before the student is re-admitted. Proper legal agencies will be notified in each case.*

## **In-School Suspension Rules And Guidelines**

1. I.S.S. will take the place of all out-of-school suspensions except when the building administrators feel an out-of-school suspension is needed for the safety and smooth functioning of the school.
2. Poor behavior in the I.S.S Room will result in additional I.S.S room time and/or an out-of-school suspension to be assigned by the I.S.S Room coordinator, or building administrators.

3. I.S.S will occur as soon as possible after an incident occurs. The length of time can vary in I.S.S from as little as a lunch period or more. Parents will be notified as soon as possible when their child earns an in-school suspension.
4. Teachers will be given a list each day of all students assigned to I.S.S. It will be the teacher's responsibility to provide enough work for the student to do while in I.S.S to earn credit for the day. It is the student's responsibility to collect their assignments and bring all books and materials needed to do the work given.
5. The following rules will apply in I.S.S.: Remain quiet, raise hand to ask a question, eat lunch in the room at a designated time, not leave the room without permission, keep busy with homework, no sleeping, no gum, candy or pop, observe appropriate behavior at all times. Students may bring a sack lunch from home to ISS, or a sack lunch with a wrap from the cafeteria will be delivered. Students must pay for their lunch.
6. I.S.S will count as being in school and will not negatively affect a student's attendance (as per the attendance policy). Riding on the bus is allowed unless suspended from the bus, too.
7. Refusal to go to I.S.S will result in an out-of-school suspension. Further, refusal to bring any type of schoolwork when reporting to I.S.S. will result in I.S.S. being changed to an out-of-school suspension.
8. If a student has an excused absence on the day of I.S.S he/she will make up I.S.S. on their return. If an absence is unexcused, he/she will make up two days of I.S.S. for every day missed.
9. A parent may change their child's I.S.S Room to O.S.S. by personal contact with the office prior to the start of I.S.S.

## **Snap Suspension**

**Snap Suspension** takes place when a student is removed from the classroom by a teacher for the duration of the class period. All snap suspensions require a home contact by the teacher within 24 hours. After the first snap suspension from the class, the student may return to class the next day, unless the circumstances warrant a longer suspension issued by building administration. The second snap suspension from the same class will result in a parent contact by the building administration, plus consideration of additional penalty as warranted. A third snap suspension will require a meeting between parent, student, and teacher, involving the building administration, before the student returns to class, plus consideration of additional penalty for persistent disobedience. Additional snap-suspensions will result in disciplinary action taken under the guidelines of the student discipline code.

## **Suspension**

**“Suspension”** is short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

Unless otherwise defined in Federal and/or State law, “expulsion” is the permanent exclusion of a student from the schools of the District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

No student otherwise eligible for attendance shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being or to protect the learning process for the majority of students.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the Superintendent, building administration. A student so removed will be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days, will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspension. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

The Superintendent may recommend to the Board a long-term suspension or that a student be expelled.

Suspension from school means that the student is not to be on school property for any reason, unless specific arrangements have been made with the high school principal. Violation of this rule will lengthen a student's suspension.

If a suspended student is a member of an extracurricular group (athletics, band, etc.) the student will not participate in any activity of this group during the suspension time. If a student is suspended on a Friday and he/she has an event on Saturday, that student will not be allowed to participate.

All student suspensions, In-School or Out-of-School, will begin as soon as possible following the date of the violation or on the day the student is determined to be in violation of school policy, at the discretion of the high school administrators. During the Out-of-School suspension, the student is not to be on school property for any reason without the approval of the high school principal. School days of suspension are days which school is in session. Students receiving In-School suspension will report on the assigned day(s) to the Planning room. The student will follow all Planning room rules. Failure to do so will result in the student being sent home and serving the remainder of the suspension as an Out-of-School suspension.

Appeals for student-related problems will include but not be limited to the following:

An appeal must be made within three (3) school days of initial action taken by the school. If no such request is received, the discipline will remain in place. In an effort to eliminate misunderstanding, school days are defined to be days that school is open and students are in attendance. The building administration has the discretion to immediately enforce a penalty (i.e. suspension) for up to three days, pending appeal, if a disciplinary situation threatens the safety and well-being of students, property, or the instructional process. Students still retain their appeal rights to have penalties altered or dismissed.

**Step 1:** Building administrators will deal with the problem individually.

**Step 2:** The decision may be appealed to the administration as a whole, which includes the superintendent.

**Step 3:** If there is no resolution at this point, the matter will be presented to the Gobles Board of Education for a final determination.

**Step 4:** A hearing date will be established. The parent or guardian shall be notified of the established hearing date and that the hearing will be conducted under the following rules and procedures:

1. The Board of Education may delegate this situation to an appropriate committee of the Board of Education.
2. Notice shall be given of the time, date, and place of the hearing to the parent or guardians. It shall be the responsibility of the parent or guardian to make the necessary arrangements in order to be present or represented at the hearing.
3. The student or parent or guardian may be represented by an attorney or other advisor of their choosing.
4. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
5. The hearing is not a court procedure and court rules of evidence shall not be enforced at such hearings.
6. There may be present at the hearing the school administrator(s), the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
7. The Board of Education shall render an opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

**NOTE:** All school rules apply to all properties owned by the school and, when students are involved in a school-sponsored activity, off school property.

## **Permanent Expulsion**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c)

any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

For clarification: The possession of a knife not meeting the blade standard (3") for expulsion is also against school rules, though not necessarily considered for mandatory expulsion. Any object used as a weapon with intent to harm another person (staff, student, volunteer, visitor) can be considered as an act to do harm, and be considered for serious consequence, including permanent expulsion. Students found to be in possession of any knife are subject to suspension from school. The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy **2461** and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the expulsion is duly noted in the student's record and that the student has been referred to the Family Independence Agency or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure

that a copy of this policy and Policy **5610** is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm or weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought into the weapon-free school zone and other reasons listed in Policy **8400**.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- B. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District Form 5610.01 F1.
- C. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- D. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  1. the extent to which reinstatement would create a risk of harm to students or school personnel;
  2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  3. the age and maturity of the student;
  4. the student's school record before the expulsion incident;
  5. the student's attitude concerning the expulsion incident;
  6. the student's behavior since the expulsion and the prospects for remediation;
  7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - b. participate in an anger management program or other counseling activities;
    - c. cooperate in processing and discussing periodic progress reviews;
    - d. meet other conditions deemed appropriate by the committee;
    - e. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy. M.C.L.A. 380.1308, 380.1310, 380.1310a, 380.1311, 380.1311a

## **Student Dress Code**

The primary responsibility for student dress and grooming rests with the parent or guardian. That said, the school has responsibility for establishing and maintaining an atmosphere that enhances the learning environment. Rulings and interpretations of the dress code will be made with a disposition towards modest dress, defined as dress which is more pre-professional than it is overly casual or provocative (as determined by the administration).

1. The school shall regulate the dress and grooming of students to the extent that the educational process is not disrupted. Student appearance must be in good taste. Shirts and shoes must be worn at all times during school and at school sponsored activities. The dress code applies to all students during the school day including athletes in athletic uniforms.
2. Restrictions will be imposed when dress or grooming becomes so sensational or casual that it compromises the seriousness or purpose of the student and the school. Students may be asked to change or cover up at the discretion of the Principal/designee.
3. Dress or grooming that is detrimental to personal health or safety or the safety of others, or which will damage school property, will not be permitted. No chains or spiked jewelry, or spiked accessories of any size are permitted.
4. Students will be permitted to wear skirts or shorts at any time during the school year. The length of a student's skirt or shorts must come to at least the student's mid-thigh or lower. Mid-thigh or lower means that the material of the skirt or shorts will reach below the extended fingertips when the student is standing with arms and fingers extended to their sides. Capri pants are a good option. Parent support in this is essential for good choices.
5. Students may not have holes in their skirts, shorts, pants and other such garments above their mid-thigh. Mid-thigh defined as fingertip length when the student is standing with arms and fingers extended to their sides.
6. Though leggings are permitted, shorts, pants, jeans, leggings and such cannot be skin tight or overly tight as to be excessively revealing and/or distracting. When wearing leggings, the student must have a tunic, shirt, or top of some type that extends to the mid-

- thigh. Mid-thigh defined as fingertip length when the student is standing with arms and fingers extended to their sides. A good “rule of thumb”, but not mandatory, is to wear the leggings under another garment (shorts, skirt) that is in compliance with the dress code.
7. Clothing with slogans depicting and/or advertising profanity, violence, vulgar suggestions, sexual connotations (i.e. Hooters shirts, etc.), alcohol, drugs, or tobacco, or which is discriminatory in nature shall not be worn to school. Clothing considered to be nightwear is also unacceptable, including slippers, pajama shirts, pajama pants, bath robes, and nighties.
  8. For health and safety reasons, socks must be worn at dances. Unless a dance is otherwise advertised (i.e. semi-formal; 50’s-theme, etc.), the dress code applies to dances and other social activities held at school.
  9. The bottom of your shirt or blouse must at least meet the top of your pants, shorts, or skirt at all times (no bare midriff). This means if a student has to constantly pull down the shirt to be in compliance, or if when walking down the hall the material doesn’t reach the top of the pants, shorts, or skirt, then the student is not in compliance with the dress code. Undergarments cannot be exposed.
  10. There must be substantial covering over both shoulders (straps must be at least as wide as the wearer’s 3 middle fingers). This means that spaghetti strap tops, tube tops, single strap tops, halter tops, or tops that have a completely open back, are not acceptable.

Also unacceptable are tops that draw inappropriate attention to the wearer. Examples of this are see-through, thin, excessively sheer and/or tight clothing, or silk camisole/lingerie style clothing worn as an outer garment, i.e. without a jacket or sweater to provide appropriate coverage. At no time should cleavage, midriff skin or any type of undergarment be visible. Parent support in this is essential.

11. Hats/head coverings (excluding hair accessories) are not to be worn in the building. Student councils and the administration may recognize Friday as special hat day/spirit day. If a special hat day is scheduled, an announcement will be made. Students will only be permitted to wear baseball-style hats during the prearranged and scheduled special hat days.
12. Though store bought and/or manufactured headbands are acceptable (assuming they are in good taste), bandana’s, folded neckerchiefs, and other “homemade” or folded garments worn about the head serving the purpose of a headband are not acceptable.
13. Sagging is not permitted in Gobles. “Sagging” is defined as “Wearing pants with the pants’ waist below your waist.” The intent is to assure that your behind is covered by your pants, not just by your shirt. Your pants must cover your behind to the point of your waist. Undergarments cannot be exposed. Sagging pants will lead to disciplinary action.
14. Heavy or winter coats intended for outdoor use are not appropriate indoor dress. Sweaters, hoodies, sweatshirts, or light jackets may be worn to keep students comfortable.

## **Penalties For Violations**

Students and parent/guardians are expected to make clothing choices for school with the school’s dress code in mind. If a student is in violation of the dress code, the school will take steps to hold the student to the requirements of the dress code.

Student and parent/guardians support of the dress code will eliminate most, if not all, problems. School administration will be the final decision maker in determining if a student is in violation of the school dress code.

When a student is found to be in violation of the dress code, the following steps will be enforced:

1. The student will be given the opportunity to fix the clothing issue either by changing clothes, putting on additional clothing, or calling home and having someone bring additional clothing or a change of clothing to the student (students waiting for clothing to be brought to the school will be “housed” in the office or in the ISS room until the clothing arrives).
2. If the student transported themselves to school, the student will be given the option of calling their parent/guardian and getting permission to leave school grounds to go back home and change. But, the student must sign out in the office upon departing, must sign back in upon returning to school, and may not go to any location other than their home. If the student fails to return back to school, visits any location other than their home, or does not return in a reasonable amount of time, then the student will be charged with skipping school.
3. If the student is unable to fix the clothing issue, then the student will remain in ISS for the rest of the school day. Multiple and continuing dress code violations may result in disciplinary action.

## Driving And Parking

Driving to school is a privilege, NOT a right. Public School Law gives schools full legal power to regulate student privileges to drive to and from school.

Students driving to school MUST fill out a registration form in the office and have a valid parking sticker in the car’s front window.

Students driving or riding with another student to the Vo-Tech must fill out the proper registration paperwork in the office and must comply with all rules regarding parking and driving establish by the Vo-Tech and Gobles Public Schools. Students are encouraged to use bus transportation to and from Vo-tech.

Student vehicles must be parked only in the areas designated for student parking. Once entering the school area, motor vehicles should be parked in the student parking lot (front parking lot North side) immediately and are NOT to be moved from the lot for the remainder of the day.

1. Lock your vehicle.
2. Assist in keeping your lot clean and safe.
3. **THERE IS TO BE NO DRIVING OR SITTING IN CARS AT LUNCH.**
4. Do not loiter in the parking lot or near any cars.
5. Report any accidents or thefts to the Principal immediately.

6. All state, local and school driving regulations must be observed while on school property. The speed limit on ALL school property is 15 M.P.H. Local Law Enforcement will assist in cases of violations involving vehicles.

Driving is a privilege extended to students who observe the regulations established for the safety and convenience of all. Reckless and careless driving will not be tolerated. Any student who violates the driving rules the first time will lose his/her driving privileges for a minimum of one (1) month. The school reserves the right to discipline a student, including removing driving privileges, have a car ticketed by the police, or towed if the car is operated or parked improperly.

## Dual Enrollment

Students must meet specific criteria to be eligible for dual enrollment. For more information, see the guidance counselor.

## Electronic Devices And Personal Property Restrictions At School

Each Gobles student will be loaned a laptop computer for use as an educational tool here at school. It is the student's responsibility to care for and secure the laptop at all times. Breakage or loss of the laptop will result in the cost of repair or replacement for the device by the student.

From 7:40am to 2:59pm, cell phones are not to be seen or heard in the classroom or in the hall, unless within arms distance of one's locker (must be able to reach out and touch your locker). Cell phones may be utilized in the cafeteria during lunch. This also applies to ear buds, headphones, portable speakers, and any such listening or monitoring devices. Cell phones, ear buds, headphones, portable speaker and other listening/monitoring devices which are lost or stolen is the responsibility and liability of the student.

**Any personal property that will cause disruption in school or on the bus will NOT be permitted.**

If it is necessary for a student to bring a valuable item to school, he/she should consult with the office beforehand. Gobles Middle/High School is not responsible for the loss or theft of these devices.

## Field Trip/Fun Day

Only students in good academic standing and those without discipline issues will be permitted to attend class field trips and fun days.

## **Fire/Tornado/Lockdown Drills**

Fire drills are held in accordance with regulations of the State Fire Marshall and help us prepare for an orderly, quiet, and efficient evacuation of the building in case of fire. The proper exit is posted in each classroom. It is important that students remain in class groups so that attendance checks can be easily made. Move far enough away from the building so that the work of the fire department will not be hampered in case of an actual fire.

Tornado drills are held in accordance with State Law. Each classroom has maps to protection areas in case a tornado warning is issued by the National Weather Service. Tornado drill procedures are regularly examined and modified to maximize student safety.

In accordance with State law, and in cooperation with the Van Buren Homeland Security Office, Gobles Schools run three lockdown drills per year. Parents may talk to building administration about these drills at any time. Each is designed to enhance the security of our facilities and the safety of all in attendance.

## **Fund Raising**

In the case of any form of fund raising, the sponsor must complete the appropriate form and receive the approval of the superintendent before an order is placed with an outside agency.

## **Final Exams**

Students must take their exams at the scheduled times. The principal is the only one who can excuse a student from an exam. A request to be excused from an exam must be made to the principal, no less than five days prior to the scheduled exam.

Students are required to be in their scheduled classes on exam days. If their scheduled class is not giving an exam, students must still be in attendance to participate in the final exercises, etc.

Students are required to remain in their room for the entire duration of the scheduled exam. No message of any sort will be delivered to students during exam periods. All seniors will take examinations in all classes at the end of the first semester in January. Seniors who maintain a "B" average or better may be excused from their final exams in May or June, as determined by each individual teacher. The failure of a student to report for a semester or final exam will result in the student being issued an "F" for the exam.

## **Graduation Requirements**

In order for a student to receive a high school diploma from Gobles Public Schools and participate in graduation activities such as commencement and Baccalaureate, they must successfully complete the nineteen (19) required classes outlined below and successfully complete an additional five (5) electives classes for a total of 24 credits.

All students must earn a total of 24 credits to graduate.

- Students from Gobles Public Schools may graduate before the completion of eight semesters of attendance providing said student meets all graduation requirements as specified in Board Policy. Please note: Any student who does not complete 7 full semesters of high school curriculum is ineligible for academic awards.
- Any student may request, in writing, to waive a current course requirement. This request is made to, and approved by, the principal.

<b>Department</b>	<b>Graduation Requirements</b>	<b>Credits</b>
English	Including English 9, and English 10, English 11 or AP English 11, English 12 or AP English 12	4
Math	Including Alg. I, Geometry, and Alg. II Students must be enrolled in Math senior year	4
Science	Including STEM 1 HBS or IED, Biology and Chemistry or Physics.	3
Social Studies	Including World Studies, US History, .5 Government and .5 Economics	3
Foreign Language	Both credits must be of the same language	2
Online Learning	One credit of an online learning experience	1
Health	8th Grade Health .5	0.5
P.E.	8 <sup>th</sup> Grade PE .5	0.5
Visual, Performing and Applied Arts		1
<b>Minimum Credits Required For Gobles Diploma</b>	<b>2020-2021</b>	<b>24</b>

If a student is eligible to receive a diploma, whether it is from another state, another school district, or a home-school diploma, they may be allowed to participate in commencement and Baccalaureate exercises with their class. This does not confer on them the right to receive a diploma from Gobles Public Schools.

## Graduation Honors

Gobles Public Schools will honor each year all students receiving a Gobles diploma that have achieved or exceeded a standard of excellence established by the school district through the 7th

semester of coursework. The following standards will be used, based on the existing procedure for determining grade point average:

Summa cum laude	3.75 GPA or higher
Magna cum laude	3.50 to 3.74 GPA
Cum laude	3.0 to 3.49 GPA

In addition to those recognized as Summa cum laude, Magna cum laude, and Cum laude, Gobles Public Schools will recognize the Valedictorian as the top performing student(s) and the Salutatorian as the second highest performing student(s) in the graduating class.

Student speakers at graduation will be chosen as follows: (1) the class president will present the Senior Awards, (2) a student elected from the class at large will give the Farewell Address, and (3) two students selected from the body of students graduating with Cum laude honors or higher will deliver the Commencement Addresses. Students who wish to be considered as speakers for graduation must apply to speak at graduation, and will be required to audition before a selection panel. Based on the student's application, their written speech and audition, the principal, working with the selection panel and the senior class advisor, will select two student speakers.

Students who wish to be considered for any of the scholarships awarded at graduation and who meet the eligibility criteria of one or more scholarships, must submit an application for consideration, to be reviewed and acted upon by the selection committee. Parents, please encourage your students to apply for these as they prepare for graduation.

## **Graduation For Middle College Students (13<sup>th</sup> Grade)**

Middle College students (13<sup>th</sup> grade students) will be allowed to participate in all Senior activities to include commencement ceremonies and having their names printed in the graduation program during and at the conclusion of their 12<sup>th</sup> grade year. These students will go through commencement exercises and receive a certificate of completion at the end of their 12<sup>th</sup> grade/Senior year, but their diploma will be held back until the end of their 13<sup>th</sup> year. Middle College students will not participate in Senior activities, will not be part of commencement ceremonies, will not have their names printed in the graduation program during and at the end of their 13<sup>th</sup> year.

## **Personal Curriculum**

A personal curriculum is available, by request.

## **Early Graduation Procedure**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than a designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The Principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements:

1. The student and parents must notify the high school principal in writing of the intention to graduate early from high school. This must be done **no later than the first day of school** of the student's third year (traditionally, Junior) of high school. This notification must include why the student wishes to leave school early.
2. The principal, or designee, will check the student's grades for credits earned. The student must have completed and earned credits in all required courses and received at least the total number of credits required for graduation.
3. The student must have taken or be scheduled to take the M-STEP/SAT.
4. The student and parents will receive in writing from the principal permission to pursue an early graduation course of study outlining any additional requirements before the student is allowed to graduate.
5. Before the student will be allowed to graduate, the student must successfully complete at least seven (7) full High School semesters.
6. Once all of the criteria are met, the student will be allowed to graduate early. However, they will not be granted a diploma until the graduation ceremony takes place. Instead, they will be given a letter of intent to grant a diploma stating that all graduation requirements have been met and a diploma will be awarded on the graduation date. The student will be allowed to participate in graduation and class activities.

## Graduation Scholarship Awards

- Leslie R. Ayres Scholarship
- Jacob Baas Memorial Scholarship
- Ferry Family Memorial Scholarship
- Glenn Osborn Memorial Scholarship
- Gobles Education Association / Tomilo Memorial Scholarship
- Linda Westcott Memorial Scholarship
- Kenneth Zantello Memorial Scholarship
- Gobles Elementary Parents' Club Scholarship
- Clyde Crawford and Kelly Benya Male and Female Athletes of the Year Scholarship
- Leo Hunt Memorial Scholarship
- Brenden Baker Compassion Scholarship
- Derek Jackson Memorial Scholarship

## Harassment/Bullying Of Students

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of Gobles Public Schools to provide a safe and nurturing environment for all of its students. This

policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Respect and fair treatment avoids problems and encourages civility.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This policy is not limited to legal categories of protected class status, and includes any harassment that would negatively impact students and such activities as stalking, name-calling, taunting, and other disruptive behaviors. A reminder that using technology (i.e. cell phones, computers, e-mail, texting etc.) to harass or bully is a violation of our rules.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher, the counselor, the building administration, or may report it directly to the Superintendent of Schools. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **MUST** report any situation that they believe to be improper treatment or harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## **Harassment**

- A. submission to unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of Gobles Public Schools;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of Gobles Public Schools;
- C. unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

## Sexual Harassment

May include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**NOTE: Any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.**

## Bullying

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal—taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including, but not limited to notes, emails, social media postings (Facebook, Myspace, twitter, texting, etc.) and graffiti.

## **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## **Hazing**

Hazing activities of any type are prohibited at any time in school facilities, on school property, and at any Gobles Public Schools-sponsored event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates

Administrators, faculty members, and other employees of Gobles Public Schools shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

## **Honor Code, Gobles Middle/High School**

The Gobles MS/HS Honor Code was established in 2003 by a committee of students and teachers to identify standards of conduct for all members of the school community. The standards of the honor code are meant to protect the integrity of the instructional program and all of its members.

The honor code is not meant to simply be another collection of rules for students to follow. It is not meant to remove the burden and responsibility of students to choose to do the right thing as

they go through their classes and interact with students and staff. Instead, the honor code is the standards we ask students to aspire to every day, in every choice, as members of this community.

The honor code has four components, as follows:

- Honor in the Treatment of Others
- Honor in the Academic Program
- Honor in the Treatment of the Community
- Honor in the Treatment of Self

### **Honor in the Treatment of Others**

Every member of our school community deserves to be in safe classrooms, busses, grounds, and hallways at all times, free from harassment, disrespect, threats, taunting and teasing, or behavior that is inconsiderate, coercive, threatening, or hurtful in any way.

We aspire to be a community of people who treat one another with respect and consideration, where the environment is safe for the free exchange of ideas and self-expression and the formation of meaningful personal relationships, where people are valued and supported, and where people are free to follow their goals, interests, and personal values.

### **Honor in the Academic Program**

Every student in our school has the capacity to learn and better him/herself, and must be given fair and equal opportunity to progress in coursework towards immediate and future personal and educational goals. Students who engage in dishonest academic practices, such as cheating, plagiarism, copying of work, or the circumventing the academic program, are hurting the integrity of the overall education of Gobles Public Schools.

We aspire to be a community of people who respect learning, and that means that each student produces and performs his or her own work as intended by the teacher, where teachers take a personal interest in the progress of each student, where student effort and achievement is accurately reflected in grades earned and honors bestowed, and where the work of all community members, students and staff alike, is done in the spirit of the Gobles Public Schools Mission Statement.

### **Honor in the Treatment of the Community**

Every member of our community is responsible for the correct, responsible use and stewardship of the physical building, its grounds, the property of the school district, the property of others, and the shared property and resources of the wider communities of which we are members.

We aspire to be responsible stewards for all communities, from areas as small and personal as lockers and school materials, to protection of the shared resources of our classrooms, school, neighborhood, city, state, nation, and planet. We will do our part to protect this community, by taking personal responsibility for actions that impact the community, or by taking action when another student's behavior threatens the community in any way.

### **Honor in the Treatment of Self**

Every member of our community is a human being that deserves to be taken seriously, to receive unconditional positive regard, to progress towards personal goals, and to be full members of the Gobles Middle/High School community.

We aspire to be people who treat ourselves as unique individuals, with a balance of healthy discipline and kindness, who are able to pursue interests and ambitions, who deserve to be treated with dignity and respect at all times, to form healthy relationships, and to be able to choose, and then learn from our choices. We will take ourselves seriously, progress no matter what our individual strengths and flaws might be, and participate fully in this community without compromise to who we are and what we value. We aspire to be fully aware of and in charge of our choices, and to realize the consequences of those choices once we've made them.

### **“We Are Gobles”**

In the spirit of, and in support of the Gobles Honor Code, staff and students will discuss and understand what makes Gobles, Gobles. The expectations of all who attend our school will be to know that each of us will put forth our best effort, every day, to be truly Gobles. Staff and students will hold each other to that standard. No poor choice will go unnoticed. We will build a strong focus on good choices, appropriate behavior expectations and a greater level of success by knowing what “We are Gobles” means. The more we live it, the better we will be, together.

## **Inclement Weather**

### **School Cancellation**

While every effort is made to inform parents/guardians of a sudden unscheduled need to close the schools, there is no way to assure that every parent will receive information in a timely manner to respond in their student's best interest. A heavier than predicted snowfall or an unexpected loss of electricity may result in an early dismissal from school. School personnel make every effort to avoid sending students home outside the normal schedule.

During periods of inclement weather, parents/guardians and students are advised to monitor local radio and television stations for changes in school schedules. The media are contacted as soon as a decision is made to vary from the regular school schedule in order to notify parents/guardians as quickly as possible. If the weather looks threatening, parents/guardians are encouraged to stay tuned to the local news media for updates. Parents will also be notified per the school messaging system on the phone numbers provided to the district by the parent.

## **Family Emergency Plans**

Students and parents/guardians should develop family emergency plans. Does your child have a house key or know where to find one? Does your child have a neighbor to go to in case no one is at home? Have you discussed several possibilities so your child knows what to do? Do a drill or at least a periodic verbal check to be sure your student knows what steps to take. Keep the procedure updated as personal circumstances change.

## Library

The library hours will be posted in the library window. Students may come to the library to use the computers, do research, browse, or work on class projects. Students must have a pass during class hours. A student I.D. card is required to check out books.

## Loitering On School Property

No unauthorized persons will be allowed on school grounds or in the school building. Students who are on suspension, expulsion, or temporary separation are not allowed on any school property, in any school building, or in attendance at any school function. Persons causing any disturbance to school programs or school activities will be requested to leave the school property at once. Failure to do so will result in school authorities contacting local, county, or state police for removal from the property. The administrator or chaperone will file a legal complaint if necessary.

## Lost And Found

The Main office will serve as the Lost and Found Center.

## Lockers

All students are assigned a locker. These lockers must be shut completely unless a student is getting materials for class from their locker. Students are required to have their assigned locks on their lockers at all times, as this will help to keep the lockers closed when the students are not retrieving items from their locker. Locks will be provided by the school for each locker, but it is the student's responsibility to keep the lock in good condition, and ensure that the lock is returned to the office at the end of the school year. Students will be issued a fine for lost or damaged school locks. All students will use the assigned locker and will be responsible for the contents of that locker. Any student using a locker that is **NOT** assigned to him/her will be referred to the office and subject to discipline for misuse of school property. Designated school officials may, according to law, have access to student lockers when evidence suggests that the welfare of the student or students or other school personnel may be threatened. Lockers are the property of the Gobles Public Schools and are loaned to the student. Students are **required** to maintain lockers in neat condition. Decorating of the exterior of the locker is not allowed except in the following cases: extracurricular activities and birthdays (24 hours before and after) for a total of 3 school days. **A reminder: Food and/or drink consumption belongs in the cafeteria. Eating or drinking at your locker, between classes is not allowed and can lead to disciplinary action. Student cooperation on this issue is essential.**

Personal items may not be placed on the top of lockers or on the floor in the hallways; this includes sporting equipment. Arrangements need to be made with coaches and or teachers for storage of items too large to fit in lockers.

## **Lunch Period**

Hot lunch will be served daily in the cafeteria. All students either purchasing a lunch or bringing a lunch from home are to eat in the cafeteria. Students are to eat at the cafeteria tables. No food is to be eaten in the lobby. Students must get special permission from the principal to have food or drink outside of the cafeteria. Students found with food or drink outside of the cafeteria without permission will be issued a detention. Students are expected to conduct themselves in an appropriate manner. Students are responsible for their own trash. Upon finishing lunch, students are responsible for leaving their table area clean, with paper picked up off of the floor.

Disruptive behavior will result in disciplinary action being taken according to the Student Disciplinary Code. Students found in the hallway during lunch without a hallway pass will be issued after school detention. During lunch, students may go outside, directly in front of the high school gym. Students found in the parking lot will be issued after school detention.

## **Married Students**

Married students have the same educational rights and privileges as well as the same duties and responsibilities as unmarried students.

## **Medication**

For the safety and health of all Gobles Middle/High School community members, any medication to be taken at school must be checked-in at the office. School personnel may administer medication only if:

1. It is prescribed by a physician.
2. Medication is in the original container from the pharmacy with directions.
3. Written permission from the parent or guardian is on file. (Forms are available in the office)

All medicine must be brought to the office or picked-up from the office by an adult. Special cases related to medications should be discussed with a building administrator. A physician's prescription with written direction is required along with a completed form to allow a student to take over-the-counter or non-prescription medications at school. Any unused medication unclaimed by the parent at the end of the school year will be destroyed.

To protect the school community, the school's staff has the authority to remove or isolate a student who appears to be ill, has been exposed to a communicable disease, or has a highly-transient pest, such as lice.

## **National Honor Society (High School)**

The sponsor of the NHS will use the following guidelines for selecting students to become members:

1. All classes that receive credit for graduation will be used to determine eligible candidates.
2. The sponsor will develop a list of all students in grades 10, 11, and 12 who have G.P.A. equivalent to the minimal standards of the Gobles High School National Honor Society.
3. All students eligible for the NHS will submit a detailed resume of their outside activities associated with the school and community by a specific date. The resumes are passed out to the faculty council before the council vote.
4. Teachers will vote for each of the students they know using a 4-point scale. The areas voted on are leadership, character, and service.
5. A faculty council does the actual selection of students for admission. The council will use teacher ratings and any other relevant information to determine admission. The tabulation of ballots is done secretly. No information regarding teacher ballots will be released to anyone. All ballots are destroyed after determination of admission is made.
6. If the student or parent is not satisfied as to the results of the faculty council, the case will be referred to an ad-hoc committee approved by the Board of Education. The committee will consist of the following: the NHS sponsor, the high school principal, three (3) teachers selected by NHS, and one (1) member of the Board of Education.
7. Under NO conditions will a second teacher ballot be taken for students who were not selected on the first ballot.

## **Online Course Guidelines (6<sup>th</sup>-12<sup>th</sup> Grade)**

It is the belief of Gobles Public Schools that students interested in taking online courses be able to take elective classes as a part of online learning. All core area subjects should be taken by a highly qualified Gobles Public Schools staff member. However, under certain circumstances, the administration reserves the right to allow students the ability to take a core subject class online as necessary to accommodate scheduling purposes.

1. Any student in grades 6-12 may take an approved online course as an elective class. Online college classes fall under the rules for dual enrollment.
2. All online courses must be approved by the guidance counselor before a student will be allowed to take the course. Appeals may be made to the principal regarding an online learning opportunity.
3. All online courses will receive a letter grade at completion and this letter grade will be factored into semester GPA and class ranking.
4. All online courses will be treated as any other in-school course: regular attendance, final grade, GPA factorization, etc.
5. It is the expectation that all online courses will be completed within the time frame of the semester that they are taken. Students who fail to complete the course in the allotted time will receive the earned grade thus far factoring in all incomplete work as

0%. The principal has the right to waive this expectation for some students under specific circumstances.

## Report Cards And Progress Reports

A = Excellent, student consistently goes above and beyond the standard class requirements.

B = Good, student often works above the standard class requirements.

C = Average, student carries out assignments with a reasonable degree of proficiency and completeness.

D = Below Average, student meets with some degree of success in some tasks.

F = Unacceptable, student has not performed sufficiently to receive credit for this course.

Gobles Middle/High School will grade every nine (9) weeks, or four (4) times each year.

Progress reports will be sent home after four and one-half weeks. Parents have access to student grades through the parent portal on Infinite Campus.

## Schedule Changes

Students will be permitted to change their schedule up to and during the first week after school begins in the fall. Request for course changes for the 2<sup>nd</sup> semester must be turned in prior to the end of the 1<sup>st</sup> semester per announced deadline. Students who make a special schedule change after the deadline will receive a zero (0) for all assignments, tests, quizzes, projects, tasks, and homework assigned in the new class prior to their arrival in the new class.

## School Dances

The school sponsors dances for its students. Students are expected to comply with the following regulations:

1. Students are required to wear clothes to dances which are in compliance with the dress code.
2. Anyone found to be under the influence of alcohol, or smell of alcohol at any school function, will be removed from the function. The student's parents and the local police will be called. The student disciplinary code will be followed in dealing with this violation. The student will lose the privilege of attending future school functions.
3. Smoking is prohibited on school grounds at all times.
4. Students or guests who leave the dance may not return.
5. Anyone found to be under the influence from any form of drug at any school function will be removed from the function. The student's parents and local police will be called. The student disciplinary code will be followed in dealing with this violation. The student will lose the privilege of attending future school functions.
6. Anyone may be asked to leave the dance and the building at any time, at the discretion of the teacher supervising the dance. Any undesirable person will not gain admittance.

7. All persons, upon request, MUST identify themselves to proper authorities in the school building, on school grounds, or at school-sponsored events. Failure to comply will result in immediate suspension and removal from the premises.
8. The Gobles School District, with the approval of the Board of Education, allows only high school students to attend high school dances, which includes the prom, and for middle school students to attend middle school dances only.
9. All guests must be approved by the principal in advance and may not be 21 or older. Guest approval forms are available in the high school office. Students are responsible for informing their guest of GHS student policies and may be subject to school discipline for any misconduct by their guest. Only one guest per student.

## **School Sponsored Clubs/Organizations**

Gobles Public Schools sponsors academic and extra-curricular clubs to allow students additional opportunities for learning, socialization, and skill building. These clubs are: Biology Club, Book Club, Health Alliance Club, History Club, Knitting Club, Michigan Mathematics League, National Honor Society, Quiz Bowl, S.A.D.D. (Students Against Destructive Decisions), Middle School Student Council, and High School Student Council.

## **Secret Societies**

According to State Law, Section 921-922, fraternities, sororities and secret societies are strictly forbidden in the high school. A secret society is defined as a school organization to which new members are admitted by a secret ballot of the present members. A student, who is proven to be a member of such an organization, will be subject to suspension or expulsion.

## **Student Insurance**

Gobles Public Schools offers medical insurance policies covering students, and athletes, if the student is injured at school or at a school sponsored activity. Parents with medical insurance are required to file a claim with their own insurance company first, whether the accident happens on, or off school grounds, the district's student or athlete insurance will then pay the remaining balance up to the policy limit. If parents do not have accidental medical insurance, the policy will pay all costs up to the policy limit.

All parents with medical bills resulting from an accident that occurred at school are to provide the appropriate information to the Director of Operations or their designee, who will submit the information to our insurance carrier.

Athletes are given an opportunity to purchase insurance at the beginning of the season through a separate policy.

## **Textbooks/Materials**

Textbooks are provided, without charge, to students. Students are responsible for the care of their textbooks. Lost or damaged books will necessitate the student paying a fine for the lost or damaged book. Students are responsible for the appropriate care and upkeep of all school-issued materials. Students who show a history of misuse or abuse of school-issued materials may be required to pay a deposit for materials, which will be returned when the school-issued materials are returned in a condition which demonstrates proper care. Unpaid fines will result in a hold on report cards and students will not participate in graduation ceremonies until paid in full.

## **Visitors**

It is the policy of Gobles Public Schools that students are NOT permitted to bring visitors to school. Special guests (classroom visitors, student exchange programs, etc.) must be organized through and approved by the principal.

## **Work Permits**

Work permits are issued in the high school office. Students between the ages of 14 and 18 years (unless working for their parents) can be employed when such permit has been obtained, as permitted by law. Additional information is available in the high school office.

# TRANSPORTATION

## General Information

School bus transportation is provided only for eligible students and shall be considered a privilege to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and regulations.

The purpose of this portion of the handbook is to provide students and parents/guardians with general information about the Gobles Public Schools pupil transportation system. Michigan Public Act 187 of 1990, the Pupil Transportation Act, outlines the laws all school districts must follow regarding student transportation. A copy of P.A. 187 is available for review during regular office hours in the Operations Office. Many, but not all, of Gobles Public Schools transportation policy, regulations, and safety rules are included in this handbook.

Gobles Public Schools operates a fleet of 7 regular education busses and travels daily to Lawrence taking 11<sup>th</sup> and 12<sup>th</sup> grade students to the Vocational Education Center. Buses travel about 125,000 miles each year and transport over 600 students each day. Gobles Public Schools provides transportation services for over 400 field trips and athletic events each year. Gobles Public Schools is proud of its fleet of buses and professional drivers. In addition, the Michigan State Police inspects the fleet on an annual basis. Gobles Public Schools strives for excellence in transportation services to you, our customers.

Michigan law does not require transportation of regular education students to and from school. Please take the time to read the following pages and review them with your children in order to protect your transportation privileges. It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

## Bus Routes And Bus Stops

Safety is the most important factor in transporting Gobles students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students as well as the State of Michigan guidelines. Bus stop locations must avoid as much traffic as possible. Stops shall not be on a hill or before or after a curve. Buses shall be visible for 400 feet in both directions when stopped, and stops shall be at least 200 feet apart.
2. Students should arrive at the bus stop five minutes prior to the scheduled arrival of the bus. This will allow time to catch the bus but not enough time for problems among students to arise. **Parents/Guardians are responsible for their students until the bus arrives.**

3. By state law, students **SHALL** cross at least 10 feet in front of the bus. They will receive proper crossing procedures from their bus driver.

The district reserves the right to change stops and routes when necessary. Parent cooperation is required to make sure students ride the buses to which they are assigned. This ensures that the school will know who is actually on a bus; a student can be located in an emergency; overcrowding is controlled and that other possible problems can be prevented. In the event of unsafe or impassable roads, walking distances and bus routes may be adjusted temporarily if necessary.

## **Transportation Eligibility Requirements**

### **Walk and Ride Policy**

Students may find it necessary to walk some distance to their designated bus stops or to school. In compliance with state laws, Gobles Public Schools walk/ride policy is:

- Elementary school students, grades Y5's – 5, may be expected to walk up to 1 mile to school or up to ½ mile to a bus stop.
- Middle and High school students, grades 6 – 12, may be expected to walk up to 1 mile to school or up to 1 mile to a bus stop.

Upon request by a parent/guardian, the district may approve transportation for an individual student regardless of residential distance from the school if a travel route is judged to be hazardous or if other extenuating circumstances exist. **NOTE:** Once a student boards a bus, they must remain on that bus until they reach their final destination.

### **Procedure for Changing Buses**

A transportation information form needs to be filled out for each student riding a school bus. Forms are available in each office. Any changes to the student's transportation information needs to be in writing and cannot be changed until a new form has been filed in the operations office.

**Requests to ride on a bus other than what is on the form on file will not be permitted. A written bus note will not be honored.**

### **Field/Athletic trips**

There may be occasions this year where school bus transportation will not be used for athletic team trips. To prepare for these cases, a Private Transportation form for each athletic team member must be completed per the instructions on the form and returned to the coach at the beginning of the sports season. Any time an athletic participant wishes to ride home with a parent or guardian when school transportation is provided, an additional orange Travel Release form must be completed and given to the coach of his or her team. These orange forms are available in the middle and high school offices.

Vocational Tech. Center students who ride the bus to the Center must ride it back to school.

# Student Responsibilities

## Students will:

1. Observe appropriate classroom behavior to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profanity or be verbally abusive.
3. Not eat, chew gum, drink, smoke, or possess illegal substances, weapons or obscene materials on the bus.
4. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
5. Load on the bus single file and remain seated while the bus is in motion. The aisle must remain clear of feet, books, and other items.
6. Extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission, and then only half way down to the "black line".
7. Be responsible for intentional damage to the interior or exterior of the bus and understand and agree s/he will be charged for such damages.
8. Display proper respect for the rights and comfort of others on the bus.
9. Be on time at bus stops and stay off roadways while waiting. Buses cannot wait for tardy students.
10. Cross 10 feet in front of bus at all times.
11. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect the health, safety, and security of any passenger. Examples: scooters, skateboards, tubas and live animals may not be transported on the bus.
12. Realize that any driver distraction is potentially hazardous to the safety of all passengers. Throwing items is unacceptable and noise levels must be kept to a minimum. All persons are to remain silent at railroad crossings.
13. Not use radios, walkmans etc. on the bus, this includes athletic and field trips.

# Parent/Guardian Responsibilities

## Parents/Guardians will:

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain their student(s) arrive at the bus stop on time and be responsible for their student's behavior until the bus arrives. Parents/guardians are responsible for their student(s) going to, from and at the bus stop.
4. Provide alternative transportation for their student(s) if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
5. Ensure that payment is made for damages resulting from vandalism to the bus.
6. Work with school personnel to reinforce appropriate bus riding behavior.

7. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. Support emergency evacuation drills and other emergency procedures as set by the school district.
9. Respect the rights and privileges of others.
10. Become familiar with district policies, regulations, and principles of school bus safety.
11. Be willing to show photo ID when picking up students, when requested by a transportation staff member.
12. Call the Operations Office if the student will be absent. If the student is absent for two consecutive days and the Operations Office does not receive a phone call, the bus will not stop again until the parent/guardian calls to resume transportation.
13. Notify the Operations Office and appropriate school office promptly of any address or phone number changes.

## **Student Crossing Procedures**

Please review these important safety procedures with all of your children. Everyone needs to know not all cars stop as required by state law, even when the red lights are flashing on school buses.

### **When crossing the street to board the bus:**

1. Students will wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway.
2. Drivers will hold up the crossing paddle with the “red circle (indicating “stop”)” facing the student. The driver will turn the paddle around to the “black on yellow smiley face” side when it is safe to cross the street. If it is dark, the driver may turn on an inside light to be seen easier.
3. Students will proceed directly across the road always staying at least 10 feet in front of the bus and board the bus. Stay out of the “DANGER ZONE”.
4. Do not stop in the middle of the street or cross behind the bus.
5. If the driver blows the horn, it means to “Freeze” and to look at the driver for further instructions.

### **When crossing the street after leaving the bus:**

1. Student’s will exit the bus and take 10 giant steps in front of the bus staying on the side of the street. Stay out of the “DANGER ZONE”.
2. Students will stand in a group and look to the driver for instruction to cross.
3. Drivers will hold up the crossing paddle with the “red circle (indicating “stop”)” facing the student. The driver will turn the paddle around to the “black on yellow smiley face” side when it is safe to cross the street. If it is dark, the driver may turn on an inside light to be seen easier.
4. Students will proceed across the street.

5. Do not cross behind the bus.
6. If a paper or article goes under the school bus, always ask the bus driver for help. Nobody will be allowed to crawl under the bus to retrieve an item.
7. Do not get mail from roadside mailboxes until after the bus leaves the stop.
8. If the driver blows the horn, it means to “Freeze” and to look at the driver for further instructions.

## Drop Off Release Forms

When students are returning home, grades 1 – 5 will only be released from the bus if a parent or guardian is visibly present and acknowledges the driver’s presence. Parents/guardians may have their children in grades 1-5 released at the drop off point regardless if anyone is present by submitting a signed “Student Drop Off Release” form to the Operations Office. Students in grades 6 – 12 may be released at their designated drop off point at any time. If there are multiple children in a family, all students may be released without a parent or guardian present only if one of the members of the family is in grades 6 – 12. A parent, guardian or childcare provider must be seen every time we drop off a kindergarten or Y – 5 student alone or when s/he is not with a sibling in grades 6 – 12.

## Bus Conduct Reporting Process

Parents/guardians will be notified of inappropriate behavior on the school bus. Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding on Gobles school busses.

All students need to attend school regularly to receive the best possible education. Riding the school bus is a privilege. Suspension of riding privileges does not mean a suspension from school. Parents/guardians are responsible for transportation to and from school. Bus discipline is progressive and cumulative and will normally start at “step 1” below. Any infraction can be processed immediately with a written Bus Conduct Report. Immediate suspension will occur for any infraction involving fighting or possession of illegal drug/alcohol/weapons/contraband. The school district reserves the right to implement alternative discipline options based on individual circumstances. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges.

**Bus Driver Action:** (usually, depending on severity/nature of problem)

**Step 1** – verbal warning(s)

**Step 2** – parent contact

**Step 3** – 1st written Bus Conduct Report/Bus slip must be signed by the parent or guardian and returned to driver before the student is again allowed to ride on any bus.

**Administrative Action:** (usually, depending on severity/nature of problem)

**Step 4** – 2nd written *Bus Conduct Report* (3-5 day bus suspension)

**Step 5** – 3rd written *Bus Conduct Report* (5-10 day bus suspension)

**Step 6** – 4th written *Bus Conduct Report* (bus suspension may be remainder of school year)

**NOTE:** A Bus suspension suspends the student from all other bus trips including Vo-Tech, band, athletic, and field trips.

**2nd, 3rd or 4th Bus Conduct Report or a Gross Misconduct:** Parent or guardian must make contact with the Director of Transportation and sign and return the bus slip to the driver before the student is again allowed to ride on any bus.



# **ATHLETIC HANDBOOK**

## **RULES, REGULATIONS, AND POLICIES**

Following is a copy of the Athletic Handbook, which all Gobles student-athletes are responsible for reviewing.

### **Athletic Philosophy**

The purpose of athletics at the Middle School/High School level is to build moral character, promote good sportsmanship, mutual respect for teammates and coaches, and develop a pride in representing Gobles Schools.

The primary goal of the school is education, with athletics being an extension of the educational process. For this reason, grades and citizenship must play an important part in the participation and functioning of the athletic program.

Athletics is also for the individual and in this regard we strive to provide an enjoyable, educational activity for our students. In this area, the student as an individual should be given the opportunity to build self-confidence, to experience and learn to handle both success and failure, and to achieve individual self-fulfillment.

### **Athletics**

Realizing the importance of athletics for encouraging youth to remain in school and to perform in a satisfactory manner while in school, and also realizing the importance of good training rules and the development of an athlete, these thoughts are kept in mind for the development of this athletic policy.

Recognizing the fact that athletics is an important part of school life, Gobles Middle/High School shall strive to promote and direct a program of interscholastic athletics that will be in harmony with the educational philosophy of the school. Specifically, the goals of our athletic program will be:

1. Building character through responsibility, discipline, dedication and determination.
2. Teach sportsmanship.
3. Develop attitudes of teamwork and cooperation.
4. Foster school spirit and morals.
5. Develop physical fitness.
6. Provide athletics as a vehicle to encourage youth to remain in school and to perform in a satisfactory manner.

It shall be assumed that athletes are individuals which other students look up to. All Gobles athletes directly represent the Gobles School and community. With this in mind, athletes will be expected to promote desirable behavior and to serve as model students.

The following is a list of school-sponsored sports. All persons participating in at least one of these are considered athletes and will follow the rules and guidelines set forth by the Athletic Committee.

School sponsored athletics at Gobles Middle/High School:

Baseball	Basketball
Cheerleading (Sideline/Competitive)	Soccer
Football	Softball
Golf	Volleyball
Track	Cross Country
Wrestling	

## **Eligibility For Senior High School Students And Middle School Students**

- A. Academic Eligibility will be checked every week and an athlete must have a passing grade in at least 6 subjects. Eligibility is based on an academic basis for the work done from the beginning of the semester up to the week eligibility is taken. Passing is considered 60% or higher.

During the time an athlete is academically ineligible he/she will practice one (1) hour and study one (1) hour. They will not participate in any game or meeting during this time. They will attend all games or meets in uniform and sit on the bench with their team.

- B. Citizenship Eligibility will be checked every week and if an athlete is marked ineligible by two (2) teachers in one week, or by the same teacher for two (2) consecutive weeks, the athlete will be declared ineligible for that week. If an athlete is dismissed from any class, he or she will be ineligible until re-instated in that class. Athletes are expected to maintain a high quality of citizenship at all times. This includes their conduct on, as well as off, the athletic field. The athlete will practice during this time and will dress for games or meets. They will sit on the bench with their team. The athlete will perform extra duties if assigned by the coach.
- C. Summary of M.H.S.A.A. eligibility rules for senior high school students: To be eligible, a Senior High student must comply with the following rules:
1. ENROLLMENT – Have been enrolled in a high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester).

2. AGE – Be less than 19 years of age at the time of contest unless 19th birthday occurs on or after September 1 of the current school year, in which case the student is eligible for balance of that school year in all sports.
3. PHYSICAL EXAMINATIONS – Have passed a current year physical examination. Record must be on file in the Athletic Director's office.
4. SEASONS OF COMPETITION – Have not more than 4-first and 4-second semester seasons of competition in a sport in a 4-year high school.
5. SEMESTERS OF ENROLLMENT – Not to have been enrolled for more than 8 semesters in grades 9 – 12 inclusive. Seventh and eighth semester must be consecutive. Three week's enrollment or participation in 1 or more athletic contests constitutes a semester of enrollment.
6. UNDERGRADUATE STANDING – Not to be a high school graduate.
7. PREVIOUS SEMESTER RECORD – Have received at least 20 credit hours of work taken during the last semester (Must have passed at least 6 full credit classes out of a possible 7 full credits).
8. CURRENT SEMESTER RECORD – Be carrying and doing passing work in at least 20 credit hours of work taken during the current semester enrollment.
9. TRANSFERS – A student enrolled in grades 9 – 12 who transfer from one high school to another high school is ineligible to participate in athletics for one full semester. The student may, however, qualify immediately if the move is made with their parents or persons they were living with in the sending school district.
10. AWARDS – Not to have accepted award (merchandise, membership, privileges, services or money) for athletic performance, except medals or trophy awards which cost not more than \$15.00.
11. AMATEUR PRACTICE – Not to have accepted money, merchandise, membership, privileges, services or other valuable consideration for participating in any form of athletic sports, or games, or signed a professional contract. (Reinstatement will not be considered for 1 year).
12. LIMITED TEAM MEMBERSHIP – A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next 3 contests and a maximum of the remainder of that season in that school year.

D. Summary of M.H.S.A.A. Eligibility Rules for Seventh and Eighth Grade Students:

13. ENROLLMENT – Must be enrolled in the 7th or 8th grade by Monday of the 4th week of the present semester.
14. AGE – be less than 15 years of age for 8th graders or 14 years of age for 7th graders, at time of contest unless that birthday occurs on or after September 1 of a current school year in which case student is eligible for the balance of that school year in all sports.
15. PHYSICAL EXAMINATIONS – Have passed a current year physical examination. Record must be on file in the Athletic Director's office.
16. BIRTH CERTIFICATE – A valid copy of each athlete's birth certificate, which is located in the student's cumulative file, will be verified by the athletic office.

17. SEASONS OF COMPETITION – No limits for 7th and 8th grade students.
18. SEMESTERS OF ENROLLMENT – No limits for 7th and 8th grade students.
19. UNDERGRADUATE STANDING – Not a junior high graduate.
20. PREVIOUS SEMESTER RECORD – Have received credit in at least 50% of work for the last semester.
21. CURRENT SEMESTER RECORD – Passing (60%) work in at least 6 subjects carried up to within 7 days of the contest.
22. TRANSFERS – No transfer rules apply.
23. AWARDS – Not to have accepted any award (merchandise, memberships, privileges, services, or money) for athletic performance, except medals or trophy awards which cost not more than \$15.00 (No reinstatement for one full semester after the date of violation).
24. AMATEUR PRACTICE – Not have accepted any money, merchandise, memberships, privileges, services or other valuable consideration for participation in any form of athletics, sports or games, or for officiating interscholastic athletic contests. (Reinstatement will not be considered for one year).
25. LIMITED TEAM MEMBERSHIP – A student who, after practicing with or participating in an athletic contest or scrimmage as a member of an athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next 3 contests and a maximum of the remainder of that season in that school year.

## **Standards Of Conduct For All Athletes**

- A. Standards of Conduct: The following behaviors constitute a violation of the Gobles Athletic Code and subject the Athlete to discipline as outlined in the Penalties for Violations of Rules section of the Athletic Handbook.
  1. Violation of federal, state, or local law/ordinance, including felony or misdemeanor, acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the Athletic Code, which will be determined through an independent school investigation.
  2. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming of an athlete and a representative of Gobles Public Schools.
  3. A Major Violation of the Student Code of Conduct.
  4. Violation of any team conduct rule as may be established by the team's head coach and approved by the Athletic Director.
  5. Use, possession, concealment, distribution, sale or being under the influence of (substance abuse prohibitions).
  6. Remaining at a function or place where the athlete knows that a minor present at the function or place possesses or is using a controlled substance or alcohol.

# Training Rules, General Rules, Regulations And Penalties

- A. Training rules are in effect for all athletes year-round. Once a student participates in athletics, he/she shall be subject to the Athletic Code for the duration of his/her athletic career at Gobles High School.
- B. All reports of training rule violations must be investigated by the Athletic Director and the Principal, with appropriate follow-up action taken. Parents of athletes who are not 18 years of age and who have violated training rules shall be notified in writing by the Athletic Director. The notification shall include the basis of the accusation, the penalty involved and shall be delivered as soon as possible after the investigation is concluded.
- C. Training Rules: The following behaviors constitute a violation of the Gobles Athletic Code and subject the athlete to discipline as outlined in the "Penalties for Violations Rules" section of the Athletic Code. The basic training rules that apply to all athletes are:
  - 1. No athlete shall use, possess, transmit tobacco or tobacco products.
  - 2. No athlete shall use, possess, transmit or be under the influence of any alcoholic beverage or intoxicating liquor.
  - 3. No athlete shall use, possess, transmit or be under the influence of any drug or controlled substance, including but not limited to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana. Nor shall any athlete use, possess or transmit drug paraphernalia or counterfeit or look – alike drugs or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria. The use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. A look-alike drug is a substance that is not a controlled substance or is not a drug for which a prescription is required, which by dosage unit, appearance including color, shape, size and/or markings and/or by representatives made, would lead a reasonable person to believe that the substance could be a controlled substance.
  - 4. A person shall be deemed to be in possession of an alcoholic beverage, intoxicating liquor, drug or controlled substance if the athlete is in a confined area such as, but not limited to, a motor vehicle or room where the alcoholic beverage, intoxicating liquor, drug or controlled substance is being used or consumed by others. This also includes situations where a student athlete is in a motor vehicle where an alcoholic beverage, intoxicating liquor, drug or controlled substance is being transported by another student with the knowledge of the athlete. This provision is not intended to apply when an alcoholic beverage, intoxicating liquor, drug or controlled substance is being used, transported or consumed by a responsible adult who has reached the legal drinking age, such as a student's parent or guardian, and where neither the students nor people who have not reached the legal age are not participating in the consumption or use.

# Penalties For Violations Of Rules

- A. USE OR POSSESSION OF ANY ILLEGAL DRUGS – 180 school day total suspension from athletics and the loss of all athletic awards and recognition for the sport in which they were participating at the time the infraction was officially recognized.
- B. POSSESSION OF ANY ALCOHOLIC BEVERAGES – Possession will be defined to be: The act of having. So that there will be no misunderstanding, an athlete need not purchase alcohol and/or illegal drugs to be in possession.

- 1. FIRST VIOLATION – Athlete will not be allowed to participate in the number of events indicated below which is based on 1/3 of the season:

Baseball: 17 points (based on 54 points)

Basketball: 6 dates

Cheerleading: Fall 3 dates; Winter 6 dates

Football: 3 dates

Golf: 6 dates (based on 18 dates)

Soccer: 6 dates

Softball: 17 points (based on 54 points)

Track: 6 meets (based on 18)

Volleyball: 6 dates (based on 18 dates)

Wrestling: 5 dates (based on 16 dates)

Single game – 2 points

Double-header – 3 points

3 games on day – 4 points

- 2. SECOND/THIRD VIOLATION INFORMATION – can be found in the Athletic Office or online at [www.gobles.org/athletics](http://www.gobles.org/athletics).

Substance Abuse Alternative Disciplinary Policy: We believe that substance abuse may be an illness that, if identified in an early stage, can often be successfully treated. Therefore, the following alternative will be available to athletes who are in violation of the Drug and Alcohol Policy.

If an athlete is in violation of the Drug and Alcohol Policy, the athlete will be given the opportunity to willingly start and complete a substance abuse program in exchange for a reduction in the normal disciplinary action administered. Specific details will be determined by the Athletic Director; however, in no event will the student be issued less than 50% of the penalty stated above.

- C. POSSESSION OR USE OF TOBACCO PRODUCTS (including electronic cigarettes or paraphernalia) – Possession will be defined as the act of having.

- 1. FIRST VIOLATION – Athlete will be suspended from participation in the number of events listed below:

Baseball – 9 points (based on 54)

Basketball – 3 dates

Cheerleading: Fall – 2 dates; Winter – 3 dates  
Football – 2 dates  
Golf – 3 dates  
Soccer – 3 dates  
Softball – 9 points (based on 54)  
Track – 3 dates  
Volleyball – 3 dates (based on 18 dates)  
Wrestling – 3 dates (based on 16 dates)

2. SECOND/THIRD VIOLATION INFORMATION → can be found in the Athletic Office or online at [www.gobles.org/athletics](http://www.gobles.org/athletics).

## General Rules, Regulations And Policies

- A. All athletic suspensions under the general rules, regulations and policies will begin the day the infraction is known and officially recognized as a violation by the school.
- B. School days of suspension are days during which school is actually in session. For further information on suspensions please visit the athletic office or online at [www.gobles.org/athletics](http://www.gobles.org/athletics).
- C.
1. Athletes found guilty of any violation of the law, which is determined to be a misdemeanor will be suspended from the squad for 60 school days and lose all awards and recognition for athletics that season.
  2. Athletes found guilty of a violation of the law which is determined to be a felony, will receive the same penalty as prescribed in section V. C of the athletic handbook and may be required to work for the school and/or make financial restitution.
- D. Any athlete involved in fighting or inappropriate behavior will be ineligible to compete in the next athletic contest(s).
- E. In all sports, students disqualified for unsportsmanlike conduct in one contest are disqualified from the next (carries over to next season in THAT sport for undergraduates, to the next season in ANY sport for seniors).
- F. Insubordination carries up to a 20 school day suspension from athletics. The rules of practice will be the same as for tobacco and alcohol.
- G. An athlete must be in school all 7 hours the day of an athletic event to be able to compete; unless otherwise determined by the Athletic Director. An athlete MUST be in school following an athletic event (7 hours) except for a Friday game or Saturday contest, then he/she does have to be in school on the following Monday. Under certain circumstances, exceptions may be made as determined by the Athletic Director. An

athlete who violates this rule will not be allowed to participate in his/her next athletic contest.

- H. Students generally will not be allowed to participate as a participant in any extracurricular activities UNLESS THEY ARE IN SCHOOL ALL DAY (7 HOURS) THAT DAY. Consideration for special situations will be made by the Athletic Director.
  - 1. Only under unusual circumstances (doctors and dentist appointments, etc.) will we excuse an athlete for any portion of the day of an athletic contest and still allow him/her to participate.
  - 2. The following process will be followed with these considerations:
    - a. All passports for athletes will be written by the attendance office.
    - b. Doctor and dentist appointments, etc., should be cleared well in advance, when possible. The athlete will be expected to present a note from the doctor/dentist to the Athletic Director upon his return to school. The note should read that the student is allowed to participate in sports.
    - c. If other unusual circumstances exist, then we ask that the parent or guardian contact the Athletic Director's office prior to the absence. If for some reason this cannot be done, then contact should be made as soon as possible.
- I. If a student is suspended from any class, he is ineligible until he is re-instated in that class. The rules for practice will be the same as for tobacco, etc.
- J. An athlete should feel obliged to follow sleeping and dietary rules set forth by the coach.
- K. An athlete who competes in athletics must be under 19 years of age except that a student whose birthday occurs on or after September 1 of a school year is eligible for the balance of that school year. No student can compete for more than 8 semesters.
- L. Football, baseball, softball and track shoes, including rubber cleats and all-purpose shoes used by the athletes for games or practice, will not be worn in the school building.
- M. An athlete who shows any direct violation of the "Code of Sportsmanship" during practice or a game, toward fellow players, the coach, spectators, officials, or rival team members, shall be declared ineligible until his/her case is reviewed by the Athletic Director.
- N. An athlete shall be declared ineligible for not less than one (1) full semester from the time of the violation, if he accepts, from any source anything for participating in athletics that exceeds \$15.00 in value.

- O. All athletes must have a physical examination card on file in the Athletic Director's office before participating in a practice or contest.
- P. Any athlete who does not return assigned equipment at the end of the season will be responsible to reimburse the Gobles Public Schools Athletic Department for the full cost of replacement. An athlete will be ineligible to participate in any further events until the Athletic Department receives full reimbursement.
- Q. Any graduating senior who does not return assigned equipment and fails to reimburse the Athletic Department for the full cost of replacement will be billed for such equipment.
- R. Any athlete or student observed with athletic equipment (football jersey, warm-up jacket, etc.) not assigned to him/her will be considered in possession of stolen property. Such equipment will be confiscated. The commission of/participation in such violation can result in suspension from any athletic function for 60 days and be subject to suspension or expulsion from school.
- S. An athlete is considered to be a member of a team when he/she participates in the first official practice on or following the first allowable practice by the Michigan High School Athletic Association (M.H.S.A.A.) in that sport.

These dates are:

Football – Monday of the 3rd week prior to Labor Day.

Other fall sports – Monday the week of August 15th.

Winter – Monday the week of November 15th.

Spring – Monday the week of March 1st.

Cheerleading – Tryouts will be held the week after M.C.C.A. state finals for cheerleading.

1. Practice of an out-of-season sport will not be allowed during the time another sport is in season; this includes M.H.S.A.A. tournaments, meets and playoffs. Under unusual or extenuating circumstances, the Athletic Director may make an exception to this rule.
2. If cuts on a team are going to be made, they will be made at least one (1) week prior to the first regularly scheduled game for that team. Any athlete cut from such a team will be allowed one week try out for another team if he/she desires; provided cuts have not already been made in that sport.
3. Once the official membership of a team has been established, on the date of the first official contest for that team, no additions to the team will be made except those who have been cut from another team. Under very unusual circumstances exceptions may be allowed by the principal. This does not mean that an athlete cannot be placed on another athletic team in the same sport.

- T. Two unexcused absences from practices will result in dismissal from the team; one unexcused will result in the athlete being ineligible to compete in the next athletic contest.
- U. Athletes must notify the coach personally, in advance of the scheduled practice time, of all absences resulting from doctor or dental appointments. Athletes may be excused for other forms of family emergencies, however, they must notify the coach and Athletic Director before the scheduled practice time so he/she may determine if the absence will be excused. Absences for doctor or dental appointments and family emergencies will be excused if the above procedure is followed. Failure to follow the above procedure will result in an unexcused absence and possible dismissal from the team.
- V. Any athlete who is suspended from school will not be permitted to participate in practices or play in any athletic contest during the length of the suspension. He/she may not be on school property at any time during his/her out-of-school suspension. The practice period missed as a result of this action will count as one unexcused absence, with the next excused absence resulting in dismissal from the team.
- W. Since football conditioning and practice usually start in mid-August and because some athletes have summer jobs, the coaching staff will excuse athletes from these practices provided that the parents of the athlete notify the coach before practice starts. However, once school opens, no athletes will be excused from practice for the purpose of working.
- X. The athletic department believes that team members should travel together both to and from all athletic contests. This helps develop and provide for a stronger sense of team spirit and pride. Individual team members may be allowed to return home by some means other than the team bus under the following conditions:
  - 1. The parent/guardian must request with use of Travel Release Form available in the Athletic Office and/or online prior to the event of the coach that their son/daughter return home with them after activities have been concluded.
  - 2. Only under extreme emergency conditions will a student be permitted to ride home with anyone other than their parent/guardian, and then only with full knowledge and consent of the coach. The driver must be at least 18 years of age.
- Y. All practices for athletic teams held when school is not in session, due to inclement weather, are optional.
- Z. Any injury related to participation is to be reported to the coach within 24 hours. Athletes requiring medical attention due to an athletic injury must present a DOCTOR'S written permission to the Athletic Director before he/she will be allowed to participate in any athletic practices or events.

AA. There will be two cheerleading tryouts for cheerleaders: one in the spring for sideline and one in the fall for competitive. Fall cheerleading season begins with the opening of school and continues until the end of the fall sports program. Competitive cheerleading season begins in November.

BB. Any athlete currently under the care of a physician, dentist, chiropractor and/or other certified healthcare person MUST submit a written statement to the Principal or Athletic Director granting permission for the athlete to continue his/her athletic participation. No athlete will be allowed to participate without this written permission.

Athletes are not required to attend practices that are scheduled to take place on a holiday.

CC. Any damage done by our athletes to properties of another school could result in the athlete(s) being dismissed from the team for the remainder of the season and/or other disciplinary action as determined by the High School Principal or Athletic Director. Other disciplinary action considered might be suspension of the athlete(s) for a specific number of scheduled athletic contests and full payment for all cost incurred to repair damages. In the event that the specific offenders cannot be clearly determined, disciplinary action will be taken with the entire team(s).

## **Appeal Procedures For Violations Of Athletic Rules, Policies & Regulations**

Appeal Information can be found in the Athletic Office or online at [www.gobles.org/athletics](http://www.gobles.org/athletics)

## **Transfers Following Violations Of A School's Student/Athletic Code**

- A. Gobles High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school.
- B. A student who transfers to Gobles High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Gobles High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Gobles High School and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at Gobles High School.

- C. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Gobles High School from teams, positions, events and awards at least until the full period of ineligibility has been served.

## **Parent/Student/Coach Communication**

Both parenting and coaching are extremely tough jobs. By establishing an understanding for each position, we are better able to accept the actions of the other and provide a better experience for the student athlete. As a parent, when your child becomes involved in a Gobles High School athletic program, you have a right to understand the expectations that are placed on your child. This begins with clear communication from the coach of your child's team.

### **WE ASK YOU, THE PARENT, TO PLEASE FOLLOW THE CHAIN OF COMMAND**

*\*After a 24-hour grace period\**

1. Athlete to Coach
2. Parent to Coach
3. Parent to Coach/AD

### **Communication You Should Expect From Your Child's Coach**

1. The philosophy of the coach
2. The members of the coaching staff specifically working with your child
3. Expectations the coach has for your child and the team
4. Locations and times of all practices, contests and team functions
5. Team requirements, such as fees, special equipment, off-season conditioning and team rules
6. Procedures to be followed should your child be injured during practice or a contest
7. Discipline procedures that may result in the denial of your child's participation

### **Communication Coaches Should Expect From Parents**

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns in regard to a coach's philosophy and/or expectations
4. Specific medical problems that could adversely impact your child's performance and/or safety

As your child becomes involved in the athletic programs at Gobles High School, they will experience some of the greatest and most rewarding moments of their young lives. It is also vital to recognize and understand that there will be times when things do not go the way you or your child wish. At times such as these, discussion with your child's coach is encouraged.

## **Appropriate Concerns To Discuss With Coaches**

1. The treatment of your child mentally and/or physically
2. Ways to help your child improve
3. Concerns about the behavior of your child
4. Family concerns that may have an impact on your child and subsequent athletic participation

It is very difficult to accept your child's not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all members of a team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following items, must always be left to the discretion of the coach.

## **Issues Not Appropriate To Discuss With Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Lineups
5. Substitutions
6. Other members of the team

## **Unacceptable Contact With Your Child's Coach**

1. Prior to, and during, team practice
2. Prior to, and during, any contest
3. Immediately following any contest

These are typically either very busy times, or in the case of a contest, very emotional times for all parties involved. Things can and will be said that are not meant. Meetings of this nature do not promote resolution.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties have a clear understanding of the others' position. When these conferences are necessary, the following procedure and chain of command should be followed to promote an understanding.

**We ask you to always make contact with the coach first. Though we understand your desire to talk with the Athletic Director or Principal first, such contacts will be first referred to the appropriate coach.**

If you have a concern to discuss with a coach, this is the procedure you should follow:

1. Athlete to Coach: Have your child talk to the coach

2. Parent to Coach: Call the school or the coach to set up an appointment. The school number is (269) 628-9394
3. Parent to Coach/AD: If the coach cannot be reached, contact the Gobles High School Athletic Department

What a parent can do if the meeting with a coach did not provide a satisfactory resolution:

1. Call the Athletic Director and set up a meeting
2. The Athletic Department can be reached at (269) 628-9394

Research indicates a student involved in an extra-curricular activity has a greater chance of success during adulthood. Therefore, our programs have been established specifically for our student athletes. Many of the character traits required to be a successful participant are exactly those that will promote successful lives and careers after high school. We hope the information provided in this document makes both your child's experience and your experience with Gobles High School and its athletic programs less stressful and more enjoyable.

## **Quitting A Team**

Any student who goes out for a sport at the beginning of the season and then quits, or is suspended before the first scheduled game is played, will not be considered a member of that sport's team. A student who quits a team after the first game has been played will not be allowed to compete in any sport, conditioning or weights included, until the season of the sport he/she quit is completed. A student who is suspended from a team after the first game will not be allowed to compete in any sport, conditioning or weights included, until the season of the sport she/he was suspended from is completed. A student who is forced to quit because of an injury will be permitted to participate in the next sport prior to the completion of the sport he/she quit provided the injury will allow it.

## **Completion Of Sporting Season In Gobles Athletics**

At the end of each Sporting season, every coach will be required to ask for feedback from the student athletes through an anonymous format such as Survey Monkey. The results will be shared with the Athletic Director. The Athletic Director will be responsible to provide the survey document for each sport, and make sure each coach understands that this survey must be administered upon the completion of each sporting season.

# GOBLES VIRTUAL ACADEMY

## STUDENT HANDBOOK 2019-2020

The educational community of Gobles Virtual Academy is dedicated to providing accessible educational opportunities and services. We pride ourselves in a historic mission of helping all who desire to learn. We encourage students to strive to reach their goals and to take responsibility for their achievements and learning.

At Gobles Virtual Academy we provide:

- \* Individualized educational opportunities
- \* A wide range of support through innovative technology
- \* A dynamic learning environment
- \* A high quality, rigorous, and extensive curriculum
- \* Course options and flexibility in scheduling

Thank you for choosing the Gobles Virtual Academy. The Virtual Academy was born out of the need to have a program that allows students flexibility in their life due to different circumstances. For years the college world has used online learning in order to give students the flexibility they need to complete courses and be academically successful. We have brought that same concept to the middle and high school level.

You will be pleased to see that we have put together a wonderful online program that students can complete from home, at school, or at another off-site location. Our courses are of the highest quality and reflect the values of Gobles Public Schools and our community. As well, we are committed to continually improving upon our program as new technologies and techniques arise. Because of this, we are confident that we graduate students who will be highly successful in life after high school.

Advantages of attending the Gobles Virtual Academy

- Relevant courses in flexible locations – on campus or off campus
- High quality, interactive courses aligned to state and national standards
- Middle school and high school level curriculum
- A solution for schedule conflicts, home-based learners, homebound, adjudication, expulsions, teen parents, special needs, etc.

Students enrolled in the Gobles Virtual Academy will follow the terms and conditions stated in the Gobles Middle/High School Student Handbook and the additional conditions set for the Gobles Virtual Academy.

## Academic Credit

Credit for classes is given on a semester basis. If a course is dropped or completed at the end of the semester and the student is passing, ½ credit will be given. A class entered at the start of the second semester will give the student opportunity to earn ½ credit.

Students who fail courses, who do not pick classes at registration time or who enter the district after spring registration, choose from classes not closed due to class size restrictions.

Gobles Virtual Academy will grant credit to transfer students by reviewing official transcripts and matching as closely as possible the credits earned by students while they were enrolled at recognized, credit-granting institutions. This is true for home-school students as well. Students must provide verifiable documentation from an accredited institution in order to be granted credit at Gobles Virtual Academy.

### CLASS CLASSIFICATION

Freshman: Less than 5 credits  
Sophomore: 5 to 9.9 credits  
Juniors: 10 to 14.9 credits  
Seniors: 15 or more credits

Gobles Virtual Academy does participate in the “test for credit” program as required by law. Transfer students may participate in this opportunity during the first week of each semester. Current Gobles students may test out at the end of each semester.

Gobles Virtual Academy is a diploma granting institution, and as such, students must be making progress towards earning a high school diploma, under the guidance of the counseling office and principal. All opportunities afforded to students are to support Gobles Virtual Academy’s central purpose: for students to earn a high school diploma. Generally students must be enrolled full time and meet the full time enrollment requirements as defined by the Michigan Department of Education. Under very limited circumstances a student may be allowed to attend on a part-time basis but only with the approval of the Superintendent of Schools. Certain eligible students may earn a certificate of completion as part of an Individualized Educational Program in place of a diploma, as permitted by law.

## Personal Curriculum

A personal curriculum is available by request.

## Attendance Policy

GVA students are required to attend the Gobles Middle/High School Online Learning Lab daily from 8:00 AM to 2:59 PM and will follow the Attendance Policy of the Gobles Middle/High School. Work Off-Site requests may be submitted after the first nine weeks of each semester.

# National Honor Society (High School Students)

Full-time Gobles Virtual Academy students are eligible for acceptance into the Gobles Public Schools chapter of the National Honor Society.

## Student Contract Terms

Enrollment in the Gobles Virtual Academy is conditional. All students enrolled in this program are required to agree to the following conditions of enrollment. Failure to comply with this agreement may result in being dropped from the program.

- Students will be required to attend the Gobles Middle/High School Online Learning Lab daily from 8:00 AM to 2:59 PM. Work Off-Site requests may be submitted after the first nine weeks of each semester.
- Students are expected to make weekly progress and stay on pace in each online course as determined by the course software, the Gobles teacher/mentor, and the Gobles Online Learning Pacing Guide.
- Students agree to have 2-way communication with each Gobles' mentor/teachers on a weekly basis and follow the communication requirements.
- All assessments which include online quizzes, tests, and final exams must be taken in the Online Learning Lab at Gobles Middle/High School with an online mentor or mentor/teacher.
- All coursework including exams must be completed prior to the end date as stated on the Gobles Online Learning Pacing Guide and extensions may not be granted for students who fail to complete coursework on time.
- Students will be active in all courses on State Student Count days and to complete at least one activity in each course.
- Students will participate in program activities in a positive manner and follow rules as set forth by program staff.
- Students will participate in the Gobles Virtual Academy curricula, and other activities as required, *including school and State testing*.
- Students attend the Gobles Middle/High school building as required by the district staff.
- Students acknowledge access to a computer and the Internet or have been offered access to a computer and the Internet.
- Failure to abide by the above conditions may result in being asked to leave the program.

## **Textbooks/Materials**

Most online courses do not require a textbook as all course materials can be found online. However, some courses do require the student to have a hardcopy textbook. Textbooks are provided by the school, without charge, to students. Students are responsible for the care and return of their textbooks. Lost or damaged books will necessitate the student paying a fine for the lost or damaged book. Students are responsible for the appropriate care and upkeep of all school-issued materials. Students who show a history of misuse or abuse of school-issued materials may be required to pay a deposit for materials, which will be returned when the school-issued materials are returned in a condition which demonstrates proper care. Fines will hold report cards and students will not participate in graduation ceremonies until paid in full.

## **Course Pacing**

Most online courses are designed to be one semester long. Because of the demanding nature of online learning, students will be expected to remain on pace to finish each online course within the given semester.

## **Online Course Grades**

Online grades for non-Gobles' online courses will be reported at the end of the semester after final grades have been received by the online provider to the school. These courses are selected from the Statewide catalog on the Michigan Online Course Catalog ([micourses.org](http://micourses.org)). Online grades for courses provided by Gobles Public Schools will be reported at the Mid-Marking Period, Marking Period and Semester by the Gobles' Teacher of Record.

## **Online Course Assessments**

All online course assessments which include online quizzes, tests, and final exams must be taken in the Online Learning Lab at Gobles Middle/High School with an online mentor or mentor/teacher.

## **Athletic Participation**

Students wishing to participate in athletics on Gobles Middle/High School athletic teams must meet the criteria set forth by the Michigan High School Athletic Association and the eligibility requirements set forth by Gobles Public Schools.

Sports eligibility for online courses will be determined using current online course grades and course pacing. Students must be no more than 5% behind the weekly pacing expectation and receiving a minimum current grade of 60% to be considered eligible in the online course(s).

## GVA Graduation Requirements

	<b>CLASS OF 2020-2023</b>	<b>Class of 2020</b>	<b>Class of 2021</b>	<b>Class of 2022</b>	<b>Class of 2023</b>
<b>English</b>	Including English 9, and English 10, English 11 or AP English*, English 12 or AP English*	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Math</b>	Including Alg. I, Geometry, and Alg. II  Students must be enrolled in Math senior year	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Science</b>	Including Biology and Chemistry or Physics*  Students must have 3 credits of science to graduate	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Social Studies</b>	Including World Studies, US History, .5 Government and .5 Economics	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>World Language</b>	2 credits of same world language*	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Online Learning</b>	1 credit is required. English 12 fulfills .5 credit	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Health</b>	MMC Health 0.5	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>P.E.</b>	MMC PE 0.5	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Visual, Performing and Applied Arts</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Minimum Credits Required for Gobles Diploma</b>	2019-2022	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>

**All students must earn a total of 22 credits to graduate in 2020-2023.**