



**GOGEBIC-ONTONAGON**

Intermediate School District

*Leading, Supporting, Enriching*

**Student Handbook**

**906-575-3438**

Adapted from the EUPISD LC Student / Parent Handbook  
December 2022

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## **Welcome from the Administration and Staff of the GOISD Center Program**

Welcome to a new school year at the GOISD Center Program. This handbook has been prepared to help you in understanding the purpose and function of our program. Lists of resources have been added to help you obtain answers to questions or concerns you may have.

The GOISD Center Program is housed at Bessemer Area Schools and Ewen-Trout Creek. The programs are operated by the Gogebic-Ontonagon Intermediate School District. We provide special education programs and services to students from GOISD local districts. We have seven classrooms: two for students with moderate cognitive impairments at the elementary level, two for students with moderate cognitive impairments at the middle and high school level, one for students with moderate cognitive impairments at the Transition level, one early childhood special education classroom and one for students with moderate cognitive impairments at the elementary, middle, high and transition level.

### **Mission Statement**

The mission of the Gogebic-Ontonagon Intermediate School District is to create opportunities for students by leading, supporting, and enriching our schools and communities.

### **Vision**

We are the Gogebic-Ontonagon Intermediate School District.

We anticipate the educational needs and opportunities for students, schools, and communities in the Gogebic and Ontonagon Counties by identifying, developing, and implementing programs and practices resulting in improved quality of life.

### **Core Values**

- Citizenship
- Independence
- Honesty
- Integrity
- Ethics
- Compassion
- Respect

### **Elastic Clause**

The administration reserves the right to amend any part of this handbook as deemed to be in the best interest of the educational process. Administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as necessary.



## **Gogebic-Ontonagon ISD 2022-2023 Calendar**

<b>Date</b>	<b>Event</b>
August 15, 2022	GOISD New Employee Orientation 9:00 am to Noon @ GOISD Bergland
August 19, 2022	GOISD Opening Professional Development Day @ GCC Lindquist Center 8:30 am to 4:00 pm central time
August 22, 2022	Departmental Professional Development Days PD day scheduled by the department. Locations TBD
August 23, 2022	First Day of School in GOISD & Local Districts
August 26, 2022	GOISD-Wide Professional Development Day Blended format
August 29, 2022	GOISD Not in Session / Offices Closed
September 2, 2022	GOISD Not in Session / Offices Closed
September 5, 2022	Labor Day-- GOISD Not in Session / Offices Closed
September 23, 2022	Early Release @ 12:30 pm local time (Staff PD / meetings / workgroups)
October 14, 2022	Common PD Day-- U.P. Education Conference
November 24-25, 2022	Thanksgiving Break-- GOISD Not in Session / Offices Closed
December 22, 2022, to December 30, 2022	Winter Break-- GOISD Not in Session / Offices Closed Classes resume on January 2, 2023.
January 16, 2023	Martin Luther King, Jr. Day: GOISD Not in Session / Offices Closed
January 27, 2023	Late Start @ 11:00 am local time (Staff PD / meetings / workgroups)
February 17, 2023	Common GOISD LEA Professional Development Day (GOISD Staff Wellness Day)
February 20, 2023	President's Day-- GOISD Not in Session / Offices Closed
March 27-31, 2023	Spring Break-- GOISD Not in Session / Offices Closed
April 7, 2023	Good Friday-- GOISD Not in Session / Offices Closed
April 21, 2023	Early Release @ 12:30 pm local time (Staff PD / meetings / workgroups)
May 19, 2023	Late Start @ 11:00 am local time (Staff PD / meetings / workgroups)
May 29, 2023	Memorial Day-- GOISD Not in Session / Offices Closed
June 2, 2023	Tentative Last Day of School / Half-day professional development

**\*\*This schedule is tentative and parents will be advised of any changes when and if they occur.**

## **Section I - General Information**

### **Student Wellbeing**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. If a student knows of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### **Visitors**

The GOISD Center Based Classroom welcomes and encourages visits to our classrooms by parents and other family members. In order for the educational programming to continue undisturbed, it is necessary to have visitor rules. Please follow these guidelines when visiting your child's classroom or school.

- Call ahead if possible. Sometimes your child may be involved in a community outing and may not be in school when you show up for a visit.
- Stop in at the school office, sign in on the visitors sheet and receive a visitors tag. The secretary will contact your child's teacher. (Signing in protects the personal rights of all students in the building.)

The program supervisor has the authority to prohibit the entry of any person to the school or to ask a person to leave when there is reason to believe that the presence of the person may be disruptive to the school.

If a child needs to be picked up from school, a school employee will meet the parent/guardian at the door of the building.

### **School Day**

The GOISD Office is open from 8:30 am to 4:00 pm (EST) Monday through Friday. The school day at the GOISD Center-Based Programs begins at 8:00 a.m. and ends at 2:55 p.m. For students attending our Early Childhood Special Education program morning session begins at 8:00 a.m. and ends at 10:45 a.m., and the afternoon session begins at 12:00 p.m. and ends at 2:45 p.m.

### **Student Enrollment**

Enrollment in the GOISD Center-Based Programs is an IEP decision made at the district level in cooperation with Center-Based staff. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations

Also please reference the GOISD Entry and Exit Guidelines for information on the entry requirements for students into our Center-Based Programs.

## Procedural Safeguards

Procedural Safeguards are provided at the annual IEP. As the parent of a student with a disability enrolled within the GOISD Special Education Program you are entitled to receive a copy of "Procedural Safeguards for Parents of Students with Disabilities" under the Individuals with Disabilities Education Act. These procedural safeguards outline your rights and responsibilities as a parent/guardian involved with special education and are offered to you at least annually. If you would like a copy of this document or need assistance in understanding the provisions of IDEA please contact the GOISD Special Education Office.

Procedural Safeguards are also provided under the following circumstances:

- o under initial referral or parent request for an evaluation:
- o upon receipt of the first State compliant under 34 CFR 300.151 through 300.15 and upon receipt of the first due process complaint under 500.507 in a school year; when a decision is made to take a disciplinary action that constitutes a change of placement
- o upon parent request. 34 CFR 300.504(a)

## School Closings and Delays

School closing announcements are carried on local TV stations, radio stations and forms of social media. **The GOISD center-based programs will be closed on the days that the school where the classroom is housed is closed.** A robo call with a prerecorded message will also be made to parent/guardian telephone numbers on file. Please make sure to update with GOISD staff if your phone number changes during the school year.

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort is made to alert the parent or guardian of this situation. No child is discharged without some contact having been made to individuals indicated on the student's emergency contact form.

## Late Arrival or Early Dismissal

Parental notice is required to release a student early from school. In the event a child needs to be signed in or out, the parent/guardian will ring the doorbell and a school employee will meet the parent/guardian at the door of the building. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Students leaving early must be signed out. Students may not leave the school building without supervision during scheduled class times. If a student leaves school property without permission, parents/guardians will be notified. Police may also be notified for the safety of the student.

In order to benefit fully from the educational program, it is necessary that your child be in attendance. We understand that from time to time your child will arrive late or need to be dismissed before the end of the school day. When these instances occur, please communicate with your child's classroom teacher.

## **Hot Lunch/Breakfast Program**

Students may purchase a meal at school or bring lunch from home. Milk may be purchased daily. Information and applications for free or reduced price meals are sent home at the beginning of each school year or upon request. Accommodations for dietary restrictions can be addressed with your child's teacher.

## **Child Protection Law**

Each professional staff member employed by the District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator in the presence of the staff member shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law and shall secure prompt medical attention for any such injuries reported. S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the building principal who shall, in turn, immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law. S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

The Board authorizes the Superintendent to develop a protocol that addresses the prevention of sexual abuse of children including counseling and/or provision of other resources if the parent/guardian notifies the school of this need.

## Health Guidelines

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others. The following guidelines have been established for the health and safety of the students and staff. Your student should be kept home or s/he will be sent home from school if your student has

- Illness which keeps them from participating comfortably in daily activities
- Fever above 100.4 degrees
- Has had a fever in the past 24 hours
- Difficulty breathing, excessive coughing
- Lethargy, irritability, persistent crying
- Abdominal pain: A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms
  
- Vomiting twice or more in 24 hours
- Diarrhea- A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school
- Mouth sores accompanied by drooling
- Rash: The child with a rash AND has a fever or a change in behavior.
  
- Skin sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing
  
- Impetigo, a skin infection, usually near the mouth, marked by a weepy, scaly, or crusty rash) until 24 hours after treatment or rash is covered
- Head lice, until the child's hair has "no live lice". Students must be driven into school for a final check for readmittance. Parent/guardians will remain in a designated area while the student is checked, approved and free of live lice.
- strep throat, until 24 to 48 hours after antibiotics as directed by your doctor
- chicken pox, until all lesions have dried or crusted over
- Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
  
- Certain communicable diseases: Children and staff diagnosed with certain communicable diseases, including COVID-19, may have to be excluded for a certain period of time

\*The GOISD will follow all Health Department guidelines in regard to COVID-19 and other communicable diseases.

Students sent home for the reasons listed above will be considered excused without additional parent contact for the time periods stated. If no time period is stated, the student will be considered excused only for the day they are sent home.



## Head Lice

The following is true for any student found to have head lice/nits during the school day:

- Parents/guardians are notified by phone.
- Teacher/staff member is notified.
- Students may be picked up by parent/guardian immediately if preferred, but not required.
- Student is allowed to return to class for the remainder of the day if the parent wishes, and the teacher of the student will ensure the following:
  - Children will be discreetly restricted from activities involving close contact and sharing of personal items.
- Letter is sent home to parents/guardians of confirmed cases with instructions on treatment of head lice, and the requirements for re-admittance to school.
- ANY student found to have head lice may NOT return to school without a re-admittance screening by the school staff.
- Reference Michigan Head Lice Manual for more detailed information.

## Medication

Medical emergency cards must be renewed every year and will be sent home the first day of school. General medications such as Tylenol/Ibuprofen and throat lozenges are only available to the students with an emergency card signed by the parent.

### Medication Policy:

The following are procedures for medication to be given during school hours:

- For each prescription medication, the container must have a pharmacist's label with the following information:
  - Student's name
  - Physician's name
  - Date
  - Pharmacy name and telephone number
  - Name of the medication
  - Prescribed dosage and frequency
  - Special handling and storage directions
- Please complete the Authorization for Prescribed Medication or Treatment Form and return to your child's teacher.
- Please have the physician complete and sign the medication information form.
- If transporting medication with the transportation staff, medication must be handed from a parent/guardian to the bus driver instead of transporting in student backpacks. Drivers will count medications and verify with a parent/guardian signature before taking the medication to school.

For **non-prescribed** medication (tylenol, motrin, pamprin, etc), please bring medication to the school in the original container. Medication will be given as indicated per label instructions.

## Injuries

If an injury or accident occurs at school, the classroom teacher will report this to the parent as soon as possible by telephone and in a written incident report. If the injury requires emergency treatment, emergency medical personnel will be contacted and the parent will be contacted as soon as possible. Pertinent medical history, including medications, will be shared as necessary.

- The staff member on the scene will administer immediate care and notify the GOISD administrator. The parent is then notified of the extent of the injury, treatment given, and treatment required.
- If the injury is serious or life-threatening, the ambulance will be called immediately.
- Minor cuts, bruises, and other simple injuries will be treated. Parents will be notified regarding these minor injuries.

## Student Records

The Gogebic-Ontonagon ISD maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Directory information is defined as:

- Student name
- Address of student, parent, legal guardian
- Sex
- Student activities
- Honors and awards
- Parents' names
- Date of birth
- Grade
- Telephone number

The parent may refuse to allow the school to disclose any or all of such directory information upon written notification to the school. Access to student records is protected by the Family and Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the district is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parent, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential information includes test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Parents and students have the right to review and receive copies of all educational records within 45 days of the day the school receives a written request for access. To review a student record, a written request should be submitted to the Director of Special Education identifying the record(s) the parent wishes to inspect. The Director of Special Education will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents and adult students have the right to amend a student record when it is believed that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The parent must write to the Director of Special Education, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Parents and adult students have the right to inspect, upon request, a survey or evaluations created by a third party before the survey/evaluation is administered or distributed to the student by the special education program staff. A written request is submitted to the Director of Special Education by the parent who wants to exercise this right.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and the Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

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

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the sustained alarm of the fire control system. Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the school P.A. System.

### **Cell Phone and Electronic Devices**

Students are permitted to have and use cell phones and electronic devices at school so long as they do so safely, responsibly and respectfully. Students are solely responsible for the security of their cell phones and electronic devices.

Students are expected to follow classroom rules and expectations for cell phones and electronic devices which may include keeping a device in their desk or pocket or placing their device in a designated area in the classroom. If a student's device is impacting instruction in the classroom, additional rules may be implemented. School personnel may confiscate a student's cell phone or electronic device if the student's use violates the classroom rules. Administrators may require a meeting with the student and their parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

### **Lockers**

Lockers are the property of the school. Signs, posters, or pictures that are sexually suggestive, advertise alcohol, or are otherwise inappropriate, will not be allowed in or on lockers. This would fall under the general misconduct rules. Lockers must be kept clean and neat. With reasonable suspicion, school authorities may search lockers and their contents. Illegal or suspicious items will be confiscated. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. Students are responsible for all items left in lockers. The GOISD Learning Center accepts no responsibility for valuables left in lockers.

## **Immunizations**

Each school must confirm each year by November 1st that 90% of the newly-enrolled students have a completed, provisional, or waived immunization record and by February 1<sup>st</sup> that 95% have one (1) of the three (3) required records. Program supervisors are to use the following guidelines in addition to those provided in GOISD Board Policies po5320.

### **Immunization Requirements and Exemptions**

To Enter School: State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one (1) dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and (effective August 2000) hepatitis B.

Immunization must be completed within fourteen (14) calendar days after admission unless medical reasons require a longer period. Children may stay in school for a reasonable time with an extension signed by a physician or local health department officer indicating the child is in the process of completing the requirements. Upon completion, the parent shall submit a certification of immunization to the program supervisor.

- A A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights. Immunization Waiver Form and the written statement must be completed by the parent at their local health department. Waiver Form available by request from the GOISD Special Education Department.
- B. This statement will be kept by the school as part of the student's immunization record.

## **Section II – Student Conduct**

### **INTRODUCTION**

The Gogebic-Ontonagon Intermediate School District is dedicated to developing each student's potential for learning. To achieve this, students, parents, and school staff must share the responsibility for encouraging orderly, constructive student behavior.

### **WHAT IS THE STUDENT CODE OF CONDUCT**

The Code is an official policy of the GOISD Board of Education. It is based on the premise that the primary goals in discipline are improving behavior and protecting the welfare of all students.

The Code applies to all students. While differences in age and maturity are recognized in determining the disciplinary action, all students have responsibility for their actions.

Students, parents and staff are encouraged to become familiar with the entire contents of this document which describe:

- § The rights and responsibilities of students.
- § The attendance policy.
- § Conduct that disrupts a positive environment.
- § Procedures for disciplinary action.

### **WHEN IS THE CODE IN FORCE**

The Code is in force:

- On school property and on the school bus at all times.
- At all activities where school personnel have jurisdiction over students.
- Out-of-school if the student's conduct presents a threat to the health, safety or welfare of other students and/or staff.

The principal is authorized to take administrative action when a student's misconduct to and from school is harmful to other students or to orderly education.

### **WHAT IS A GOOD SCHOOL ENVIRONMENT**

The GOISD Board of Education believes that all persons are entitled to a safe and orderly school environment where individual rights are respected and protected, where all persons are free from intimidation, discrimination, acts of violence, and where understanding and tolerance of individual differences are encouraged. A good school environment is built upon mutual respect, positive attitudes and outlooks, fair and consistent policies and procedures, and a commitment to personal and professional growth and development. Its atmosphere is friendly, yet business-like, and one, which fosters cooperation between parents, students, and school personnel in working toward recognized and acceptable goals. It is relatively free from distractions and is conducive to learning and preparing oneself for a productive life in our society. As part of the district's

efforts to foster such a learning environment and in accordance with state and federal law, this code of conduct has been adopted.

**STUDENT EXPECTATIONS**

Students are expected to:

- Conduct themselves in an orderly, safe, and responsible manner.
- Attend all classes daily and on time.
- Be prepared for class and activities, with appropriate working materials.
- Respect other people and their property.
- Refrain from abusive language, defamatory, inflammatory, and demeaning actions.
- Be clean and neat.
- Be responsible for his/her work.
- Abide by rules and regulations of the school and individual classroom teachers.
- Accept, understand, and respect diversity and differences among fellow students and staff.
- Express feelings and needs in constructive, socially appropriate ways.
- Resolve differences through acceptable, peaceful methods such as dialogue, compromise, and arbitration.

**School Attendance Policy**

It is important for students to attend school each day in order for learning to be continuous. Before or on the day that an absence occurs, the parent/guardian shall contact the school office to request that their child be excused. If such a request is not received, the absence shall be considered unexcused. As per district policy excused absences include:

- illness (when frequent or prolonged absences occur a written statement from a physician may be requested)
- extreme emergency or death in the family
- school related and approved activities

Notification of absence concern will be sent to parents and copied to the local school district administrator according to the table below. Continued excessive absences could result in a meeting with the Principal and/or a truancy referral as well as a drop from the Learning Center.

<b><i>Attendance Notification</i></b>	<b><i>Days Absent</i></b>
1st letter of concern	10 absences
2nd letter of concern and meeting with GOISD administrator or program supervisor	20 absences
Referral to truancy officer	25 absences

\*In cases where absences are due to an extended or chronic illness or health condition, modifications may be made to the notification schedule. Each case will be considered individually before a letter of concern is sent.

## **Skipping**

Students will be considered truant/skipping each hour they are absent from their assigned location without staff knowledge. Skipping also includes the misuse of hall passes, leaving classes without permission, being out of assigned areas for more than ten minutes, violation of closed campus or other related offenses.

Truancy/skipping demonstrate a deliberate disregard for the educational program and are considered as a serious matter, which may result in disciplinary action.

## **Positive Behavior Support**

The GOISD Special Education staff provides a safe and secure environment in which to learn. Appropriate social behavior is a primary goal for all students during interactions within the community. Every effort is made to support behavior in a positive manner.

Staff encourages appropriate behavior by giving students consistent, positive feedback and reinforcement. School-wide rules and procedures enable teachers and administrators to ensure consistency and fairness throughout school and related environments. Staff will provide the most positive and least restrictive interventions appropriate for the student.

## **Behavioral Intervention**

When inappropriate behavior occurs, a variety of informal strategies can be used to assist the student. In cases of re-occurring or severe behavior, a meeting with the parent/guardian and appropriate staff will be arranged to determine the necessary interventions. GOISD staff has received training in Nonviolent Physical Crisis Intervention as established by the Crisis Prevention Institute (CPI).

## **Code of Conduct**

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

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

The GOISD administrators have the authority to employ appropriate consequences for unacceptable student conduct in school, or on school property.

## **Student Discipline**

Students with disabilities may exhibit inappropriate behaviors from time to time. On occasion, a student may, due to his/her inability to reason or understand the consequences of his/her actions, engage in behaviors that may present a danger to him/her or others. In these situations, specific procedures are used. These procedures are based upon the Crisis Intervention Programs developed by Cornell University and the Crisis Prevention Institute (CPI). These procedures require training.

GOISD procedures require the use of the least intrusive method(s) to address behavior issues whenever possible. If you would like to review the GOISD's restraint/seclusion procedures, or have questions regarding student discipline, please contact your student's classroom teacher.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the director's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

It is the responsibility of the GOISD staff to encourage appropriate behavior by giving students consistent, positive feedback and reinforcement. When inappropriate behavior occurs, a variety of informal techniques can be used to assist the student. In cases of chronic or severe behavior, a meeting with support staff, classroom staff and parents will be arranged to determine the necessary interventions.

Behavior management techniques may include restrictive measures but this will be addressed through a formal behavior plan that will include parent notification and consent.

## **Drugs, Tobacco and Alcohol**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, including vape/e-cigarettes, or tobacco products on one's person is also prohibited by this policy.

If any minor is found in possession of any drug, tobacco and/or alcohol, law enforcement will be called to assist with the investigation.



## Harassment

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 the district to provide a safe and nurturing educational 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.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to staff and/or the principal. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action.

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 such un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the un-welcomed 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 the School District;
- C. the un-welcomed 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, 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.

The Board designates the following individuals to serve as the District's "Compliance Officers"(also known as "Civil Rights Coordinators") for any matter falling under Title IX including Board Policy 2260 - Nondiscrimination and Access to Equal Education Opportunities:

Mrs. Ashley Nevins  
Career & Technical Education Director  
Gogebic-Ontonagon Intermediate School District  
202 Elm Street  
PO Box 218  
Bergland, MI 49910

### **Bullying**

Bullying or other aggressive behavior towards a student or staff member is not allowed. This includes written, physical, verbal, and psychological abuse and applies to all "at school" activities including those on school property, in a school vehicle, and those occurring off school property such as field trips or athletic events. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

Students who believe they have been or are the victim of bullying or other aggressive behavior should immediately report the situation to their teacher or other staff member. Parents will be notified of any complaint or investigation of bullying or other aggressive behavior. If bullying or aggressive behavior has occurred, prompt and appropriate remedial action will be taken.

Bullying: intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. un-welcomed physical contact;
- C. threatening or taunting-verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e Internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior 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 type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

## **Health Education**

A component of the Health Education curriculum or materials includes HIV/AIDS and human sexuality. Parents have the right to review the curriculum or materials used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Please notify your child's teacher if you do not want your child to participate in this instruction.

## **Dress Code**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while attending school. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption to the school environment. School administration will make the final decision if there is any doubt about dress or appearance.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, tobacco or tobacco products, violent behavior, weapons or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

Students attend events in the community and must be appropriately dressed for the event and the weather. Your student's teacher will contact you with specific clothing items or shoes needed for activities during the school day.

## **Athletics & Extra Curricular Events**

The Gogebic-Ontonagon ISD does not offer any athletic programs, extra curricular events or clubs. If a student would like to participate in school sponsored sports and clubs they should inquire with their home district for opportunities.

## **Section III – Transportation- General Information**

It is a priority of bus personnel to transport students safely and in an orderly manner. Student and parent cooperation when boarding and riding contributes to a safe and orderly environment. There may be times when students experience difficulties, either medical or behavioral, on the bus. Students, parents and Gogebic-Ontonagon ISD staff are encouraged to communicate questions and concerns to the Gogebic-Ontonagon administration and Schilleman's Bus Service.

At the Gogebic-Ontonagon ISD we do our very best to provide consistent transportation to all of our students. This includes:

- Having our buses to your door within a 10-15-minute time window that you can count on.
  - Occasionally that window shifts when a student is absent, poor weather conditions arise, if the bus has to wait on a student who isn't ready in the morning, or if a parent/guardian is not home to receive their student. It is vital that the students arrive at school on time so they can receive all of their program and service times as outlined in their Individualized Education Program (IEP).
- Providing door-to-door drop-off and pick-up services for student safety.
  - It is important to be ready to receive your student at their designated times. If you are having difficulty meeting this time you may be contacted to address on an individual basis.

- **Please note that in the event that a parent is not present to receive their child they will be transported back to school.** A parent will be required to pick up their child from this location instead.

### **Bus Conduct**

In order to provide for the safe transportation to and from school for all students, the following behavior is expected of all students:

#### Waiting for the Bus:

- Be on time! Be ready 5 minutes prior to scheduled stop;
- Stay off the road at all times while walking to and waiting for the bus;
- Wait until the bus is completely stopped before moving forward to enter;
- Do not cross the road until the driver signals it is safe to cross;
- Go immediately to a seat and be seated.

#### During the Trip:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
- Keep bus clean
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;

#### Leaving the Bus:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver