

# 2017-18 ELEMENTARY STUDENT HANDBOOK



[LAPEERSCHOOLS.ORG](http://LAPEERSCHOOLS.ORG)

# Mission Statement

**Lapeer Community Schools is a dynamic community organization embracing our students with a quality learning environment, developing independent and confident learners for the future.**

# Vision Statement

**Excellence in all we do for our students, our schools and our community through**

- **Continuous improvement;**
- **Diligent effort; and**
- **Innovative design**

# District Profile

**Lapeer Community Schools (LCS), the largest academic institution in Lapeer County, has become one of the most innovative public school districts in the state. In 2015, LCS was recognized for innovation by the Michigan Creativity Group. It is home to the state's first middle level year-round program, the state's first AP Capstone Diploma Program and a College on Campus program that brings professors into the high school classroom.**

**The District's 5,100 students are served by five elementary schools, two state-of-the-art middle schools, a nationally-recognized high school, The Center for Innovation and the Lapeer Homeschool Partnership.**

**Parents and community members are encouraged to join in partnership with staff and students to continue our tradition of excellence.**

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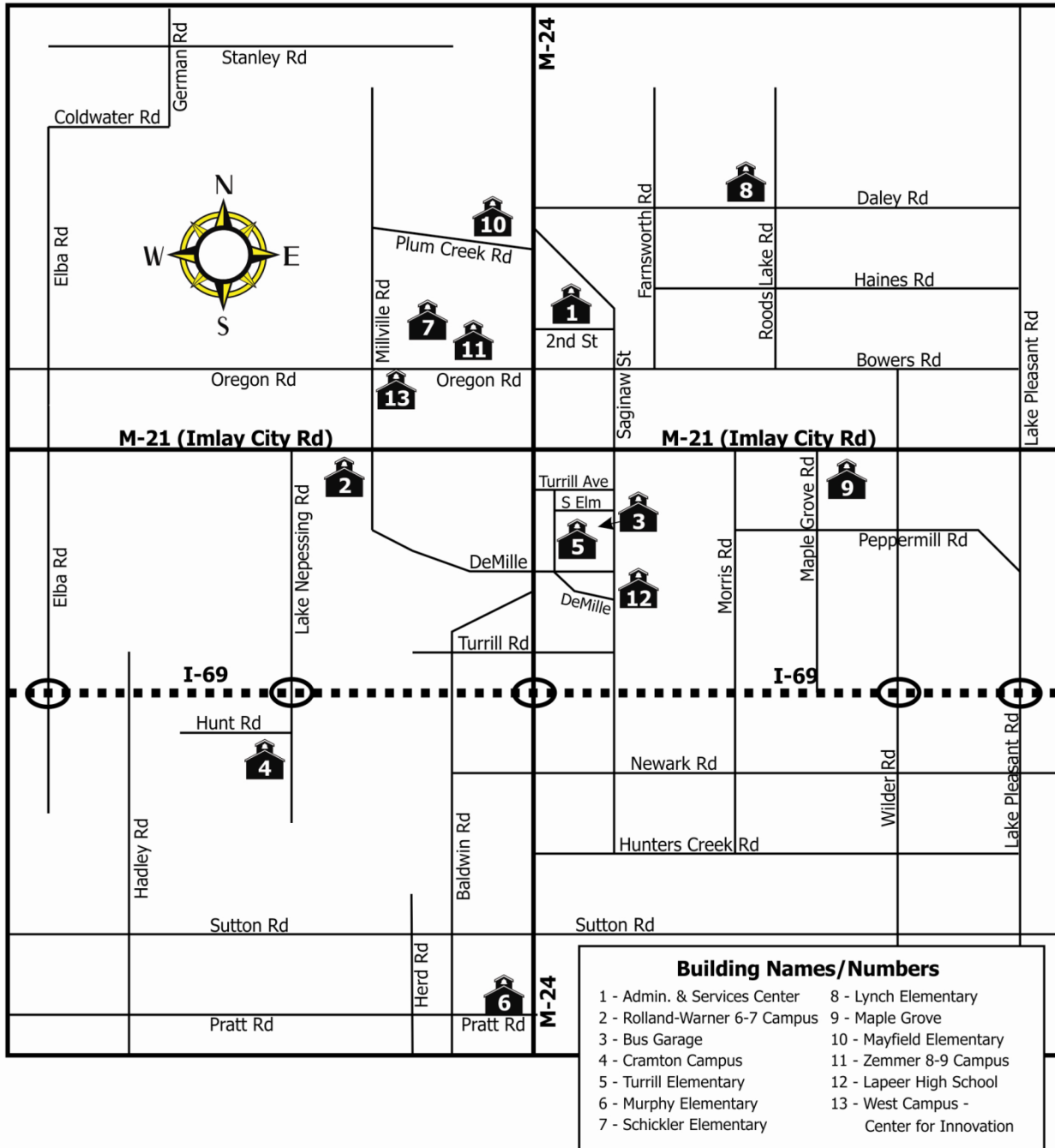


# Welcome to Your School

The purpose of this handbook is to acquaint parents and students with the guidelines and procedures which give basic direction and structure to the district's elementary educational program. Much of the following information is essential for students to know. Parents are encouraged to share the contents with their elementary-aged children and discuss the procedures and rules that pertain directly to them.

Please refer to this handbook as questions develop. If the answers are not included, call the principal of your elementary school or the administration building to get the information. Telephone numbers are listed on pages 3-4.

## Building Locations



# Register for School

Students register at the school they will attend, except when schools are closed during summer months. In the summer, please register at the A&SC, 250 Second Street, Lapeer, MI 48446. Call 667-2401 for additional information.

When a student first enters Lapeer Community Schools, parents need to:

- ✓ complete an initial enrollment form, providing basic information about your child;
- ✓ sign a Records Release Form, enabling us to obtain records from your child's previous school;
- ✓ provide a certified birth certificate;
- ✓ provide an immunization record; and
- ✓ provide two proofs of residency (i.e. driver's license & utility bill, lease/rent agreement etc.)

## Parent Requests for Student Placement

Each spring, elementary principals and teachers begin planning for the next school year, which includes assigning students to their next year's teacher. Parents may request a specific environment or teaching style for their child by submitting a written request for consideration to the principal by May 1st. The request should clearly state the educational reason(s) for making the request.

Each request will be reviewed by the appropriate school staff and honored when possible. Factors such as reading ability, class size, and behavior considerations influence the acceptance or denial of parent requests. During third term, each elementary principal will use the building newsletter to communicate how parents will be notified of student-teacher assignments for next school year.

## School of Choice

### IN-DISTRICT

Students will automatically attend the school assigned by their residence unless parents complete a Schools of Choice (In-District) form.

The Schools of Choice (In-District) program allows parents to request their children attend another building in the district other than the one assigned. For detailed information, see Appendix I.

### OUT OF DISTRICT

Students residing in Lapeer County (105) or in a school district in a contiguous County (105c) may apply to attend Lapeer Community Schools by completing a Schools of Choice for Non-Resident Student (105 or 105c) form.

The Schools of Choice (Out of District) program allows parents to request their children attend Lapeer Community Schools. For enrollment window dates and detailed information, see Appendix I.

Parents interested should complete the appropriate Schools of Choice form and return it to **Administration & Services Center, Attn: Enrollment, 250 Second St., Lapeer, MI 48446**. This form is available on the district website or may be picked up at any building in the district.

## Noncustodial Parents

Specific instruction for access to students, and picking up children from school should be discussed in detail with the office before events occur.

If one parent has been awarded custody of the student by the courts, that parent needs to provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Without such notice, Lapeer Community Schools will presume that the student may be released into the care of either parent.

All parents, custodial or noncustodial, have the right to see their child's records, confer with the teacher, and be a part of educational planning, unless specifically prohibited from doing so by law. The school will need a copy of any such court order on file in the school office. Please update annually.

# District Directory

Lapeer Community Schools  
Administration & Services Center  
250 Second St, Lapeer MI 48446

Phone: (810) 667-2401, Fax: (810) 667-2411, Web: [www.lapeerschools.org](http://www.lapeerschools.org)

Matthew T. Wandrie, Superintendent

Mark Rajter, Assistant Superintendent for Business and Finance

Kim Seifferly, Executive Director Human Resources

Jennifer Tindall, Director of Special Education

Michelle Bradford, Executive Director K – 12 Curriculum and Instruction

## **Lynch Elementary**

*Ryan West, Principal*

Gr. Early Fives – 5th, 8:24 a.m. – 3:20 p.m.

2035 Roods Lake Rd., Lapeer, MI 48446

Phone: (810)667-2448

Fax: (810)667-2473

## **Mayfield Elementary**

*Michael Goetz, Principal*

Gr. Early Fives – 5th, 8:24 a.m. – 3:20 p.m.

302 Plum Creek Rd., Lapeer, MI 48446

Phone: (810)667-2442

Fax: (810)667-2468

## **Murphy Elementary**

*Katie Jordan, Principal*

Gr. Early Fives – 5th, 8:24 a.m. – 3:20 p.m.

1100 Pratt Rd., Metamora, MI 48455

Phone: (810)538-2345

Fax: (810)538-2346

## **Schickler Elementary**

*Scott Warren, Principal*

*Julie McCallum, Dean of Students*

Gr. Early Fives – 5th, 8:24 am – 3:20 pm

2020 Oregon Rd., Lapeer, MI 48446

Phone: (810)667-2440

Fax: (810)667-2469

## **Turrill Elementary – Year Round**

*Robert Downey, Principal*

*RaeAnne Fielder, Dean of Students*

Gr. Early Fives – 5th, 8:44 am – 3:40 pm

785 S Elm St., Lapeer MI 48446-2499

Phone: (810)667-2438

Fax: (810)667-2470

## **Lapeer High School**

*Doug Lindsay, Co-Principal, Chief Academic Officer*

*Shad Spilski, Co-Principal, Chief Operations Officer*

*Ken Janczarek, Director of Innovations*

*Mike Smith, Dean of Students*

*Shawn Smith, Dean of Students*

Gr. 10 – 12; 7:25 a.m. – 2:10 p.m.

933 S. Saginaw St., Lapeer, MI 48446-2698

Phone: (810)667-2418

Fax: (810)667-2422

## **West Center for Innovation Campus**

*Ken Janczarek, Director*

Gr. 9 – 12; 7:30 a.m. – 1:56 p.m.

170 Millville Rd, Lapeer, MI 48446

Phone: (810)667-2423

Fax: (810)667-2428

## **Rolland-Warner Campus 6 - 7**

*Jeff Stanton, Principal*

*Wyatt Stevens, Associate Principal*

*Kent Meister, Dean of Students*

Gr. 6 – 7; 9:24 a.m. – 4:05 p.m.

3145 W Genesee Rd, Lapeer, MI 48446

Phone: (810)538-2334

Fax: (810)538-2350

## **Zemmer Campus 8 – 9**

*Amy Maruca, Principal*

*Mike Hobolth, Associate Principal*

*Austin Green, Dean of Students*

Gr. 8 – 9, 7:40 a.m. – 2:25 p.m.

1920 Oregon Rd., Lapeer, MI 48446

Phone: (810)667-2413

Fax: (810)667-2483

# District Directory Continued

Lapeer Community Schools  
Administration & Services Center  
250 Second St, Lapeer MI 48446

Phone: (810) 667-2401, Fax: (810) 667-2411, Web: [www.lapeerschools.org](http://www.lapeerschools.org)

## **Special Education**

*Jennifer Tindall, Director*

7:30 am – 4:30 pm

250 Second St., Lapeer MI 48446

Phone: 538-1627

Fax: 667-2407

## **Kids & Company**

*Stefanie Heddy, Child Care Site Director*

7:30 am – 4:30 pm

(Rolland-Warner Campus)

3145 W Genesee Rd, Lapeer, MI 48446

Phone: 667-2454

Fax: 245-1090

## **Transportation**

*Linda Thompson, Director*

7:30 am – 4:30 pm

(Bus Garage)

582 S. Calhoun St., Lapeer, MI 48446

Phone: 667-2433

Fax: 667-2497

## **Food Services**

*Joanne VanHouten, Director*

7:30 am – 4:30 pm

250 Second St., Lapeer MI 48446

Phone: 538-1648

Fax: 667-2407



# Attendance

Good attendance and punctuality are necessary for students to be successful in school. Students are required by law to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at the sound of the bell. Under state law, truancy referrals are made for students with excessive absences. Attendance letters are mailed following the 8<sup>th</sup> and 13<sup>th</sup> absence within a school year. A referral to truancy may be made following the 10<sup>th</sup> absence or tardy in a school year.

## Absences

If your child is absent or tardy, please call the school office before school begins. Please call each day your child is absent, unless you have previously indicated s/he will not be in school. See the Attendance and Tardiness Guidelines in the Appendix A.

## Assignment Makeup for Excused Absences

When a student is absent for three or more days, some assignments may be sent home upon a parent's request. A grade or credit is given for completed assignments.

## Late Arrival/Leaving Early

If compelling circumstances require a student to be late to school, or be dismissed before the end of the school day, a parent must notify the school, stating the reason for the request.

Your child will be released only to you or to a person authorized by you on your emergency forms. You must come to the office to pick up your child.

## Vacations

Vacations, which keep children out of the regular planned school calendar, are strongly discouraged.

# Emergency Card Information

## Emergency Card Information

All students must have emergency information on file at the school that provides information regarding who should be contacted during an emergency situation. Verification sheets are sent home the first week of school. Parents should review the information, make any changes, and return it the following school day. If the names, telephone numbers, or other important information change during the year, parents are responsible for notifying the school.

In cases of extreme emergency when a parent cannot be reached, the child will receive medical care if any such action has been authorized on the emergency card. If the situation dictates, the district may call an ambulance. Additional names to be contacted in case of illness or emergency should be listed in order of priority.

Any parental restrictions must be supported with a copy of legal documents.

# Curriculum

Our elementary program is carefully planned, encompassing best practice and relevant research to optimize student development and achievement.

In the early grades, K-2, we emphasize language arts skills - reading, writing, listening, and speaking. Students are introduced to concepts in mathematics, science, social studies, art, music, health, physical education, and technology.

The upper elementary grades, 3-5, use the early elementary base to further develop the major ideas or themes in each subject area. Students at this level focus on increasing content knowledge and application skills.

## Basic School Supplies

Textbooks, workbooks, reference materials, and art supplies are provided at no cost to students. Limited amounts of paper, pencils, and crayons are also furnished. The district furnishes all necessary school supplies. The teacher may request personal items such as tissue and painting smocks.

Students are encouraged to take good care of materials. They are responsible for all textbooks and library books checked out to them. The replacement cost is charged if books are lost or damaged beyond normal wear.

## Co-Curricular

School clubs and student council reinforce learning, and develop leadership and problem-solving skills while making friends. Find out about the many opportunities offered at your school and how students and parents can participate.

## Elementary Eligibility Standards for Extra-Curricular Activities

Administrative Guideline 2431.01 (Elementary)

Students need to do their best in school - academically and behaviorally. While participating in extra-curricular activities is important, students continue to be responsible for their schoolwork and their behavior.

Following are the guidelines for participating in extracurricular activities at the elementary level:

1. Students who are failing any subject or consistently fall behind may not be eligible to practice or participate in performances for that week.
2. Students will not practice, meet, perform, or play if their behavior warrants being sent to the office or at the recommendation of the teacher, building manager, principal, coaches, or activity sponsor(s).
3. The school will make every effort to contact parents prior to games, performances, meetings, or practices if a child is not eligible to participate.
4. Students who do not attend school the day of a game, performance, meeting, or practice will not participate (as per attendance guidelines listed in the Student Handbook).
5. Discipline will be maintained, and failure to abide by the directions of coaches and/or sponsors will result in suspension from practice(s), game(s), meeting(s), or performance(s).

## Family Life

In fifth grade, students learn about growth, development, and reproductive health based on guidelines established by the Michigan State Board of Education.

This program is intended to compliment, not challenge, parental and home training; to affirm the rights of parents to become involved in the education of their children; to encourage open dialogue among the home, school, and community; and to stress informed decision-making based on factual information and a better understanding of the attitudes and beliefs of others.

# Curriculum

## Field Trips

Field trips provide an extension of classroom lessons and are arranged by the teacher to support the educational program. Parents may be asked to cover the cost of the trip.

Each time a field trip is planned, every student must submit a Field Trip Permission Slip, signed by a parent/guardian in order to participate. No exceptions!

## Homework

Elementary students may be assigned homework and/or projects as determined by the teacher. Some students may have unfinished class work that will be brought home to be completed by the next day. Students will be able to complete homework in a reasonable amount of time.

If students are absent, they have the same number of days to make-up work missed as the number of days they have been absent (example: 3 sick days = 3 days to make up and turn in work). Individual schools and teachers will work with parents in the event that students are absent for longer periods of time. If this absence is prearranged with the school, some accommodations may be made.

## Media Center

The media center is available to all students for research, use of computers, and to check out books.

Students and their parent/guardian are responsible for the purchase of a new book if the checked out item is destroyed, damaged, or lost.

## Physical Education

All elementary students will receive physical education instruction on a weekly basis. Students are expected to wear tennis shoes to participate in this class. Shoes do not have to be new. For safety reasons, flip flops and roller shoes are not allowed during PE class.

If there is a medical or physical reason why your child should not participate, a doctor's note must be submitted to the school office. Please notify the school/teacher of any physical condition that may affect your child's participation in physical education programs.

## Report Cards

Lapeer Community Schools uses a standards-based reporting system to communicate academic progress. Using standards that are aligned to state and district curriculum, a standards-based report card lists the most important skills in each grade level and content area. Student progress is reported on specific skills within each subject to better inform parents, students, and teachers about the students' progress. In a standards-based learning environment, teachers are better able to identify the strengths and weaknesses of each student, allowing for more informed, individualized student instruction. Academic progress is communicated using a standard rating scale.

# Curriculum

The following standards codes have been revised during the summer of 2015 and will report the academic progress of all students in all content areas:

<b>4</b>	<b>Exceeding</b> – Student has independently exceeded grade level expectations and demonstrated a deep level of understanding of the standard.
<b>3</b>	<b>Meeting</b> – Student meets grade level expectations with consistency and accuracy.
<b>2</b>	<b>Developing</b> – Student is developing an understanding of, but is not yet meeting grade level expectations and demonstrates inconsistent progress toward standard.
<b>1</b>	<b>Area of Concern</b> – Student is not demonstrating an understanding of grade level expectation for the standard.

Please note that the expected level of performance for all students is a level 3. This idea is different for many parents who are familiar with a “traditional” grade that accounted for many factors beyond the academic performance itself, such as comparing the student with the “average” classmate. This standard rating scale does not convert to a traditional grading system such as a “B.” It is specifically designed to report if a student is making consistent progress meeting expectations of the grade level. The rating code of 4 will be assigned in cases where student mastery of the content exceeds the expectations of the student’s current grade level. Students are exceeding the standard if they are able to extend their thinking independently to an even higher level.

## Special Education

Our school district is committed to ensuring that students with disabilities are identified and evaluated in accordance with State and Federal laws. All children with disabilities have a right to a free, appropriate public education (FAPE). Special Education includes classroom programs and other types of services that are designed especially for children with various types of disabilities. Rules based on these laws define each type of disability. These laws specify how each shall be evaluated. They also tell what type of services must be available.

In Michigan, Special Education services shall be provided to eligible students from birth through age 25, or until graduation from high school.

If you suspect your child is experiencing a delay in some area of development (e.g. speech, motor skills, learning, social emotional skills) please contact the Special Education office. Call 538-1627.

## Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with handicaps by school districts receiving federal financial assistance. This includes all district programs or activities. These regulations require every public school in the United States to identify and evaluate 504 handicapped students and to provide appropriate services and procedural safeguards. For further information please contact your child’s building principal or the Director of Special Education and Student Services at 810-538-1627.

# Curriculum

## Technology

The district's Media and Technology Program provides guidelines and rules for use of technology and Internet access. In all use of technology students are expected to adhere to the Guidelines for Acceptable Use of Technology Resources Appendix B.

The district maintains an Internet web page to inform the community about school programs and activities. School activities are videotaped for telecast on cable television. Parents or guardians are given the option of signing a form excluding their child's picture in these communications.

## Testing

### **Michigan Student Test of Educational Progress – M-STEP**

Students in grades third – fifth are assessed using Michigan Student Test of Educational Progress (M-STEP). The M-STEP replaced the 44-year-old MEAP test and is completed mostly online. The ELA and Math assessments are comprised of three different parts.

- **The Computer Adaptive Test (CAT)** consists of multiple choice and short answer constructed response. There are two sessions of the CAT. It is administered online
- **The Classroom Activity** is not done online, but consists of a scripted lesson presented by teachers in classroom settings. The purpose of the Classroom Activity is to introduce the students to the vocabulary and the context of the third part, the Performance Task.
- **The Performance Task** is a multi-item task administered online. Students are presented with several passages and will respond to multiple choice items and short and extended constructed response items.

Fourth and fifth grade students will also take the assessments in science and social studies, as a part of this series. These will also be given online.

### **Measures of Academic Progress - MAP Tests**

The Measures of Academic Progress™, (MAP) tests, are unique in that they adapt to be appropriate for every child's level of learning. This assessment is taken on the computer and helps educators determine students instructional level and to measure academic growth throughout the school year in reading and math.

### **Developmental Reading Assessment - DRA**

#### **Reading**

During the course of the year, teachers use multiple pieces of data to assess reading growth. One important data source is the *DRA2* (Developmental Reading Assessment), which measures the independent reading level based on a student's reading accuracy, fluency, and comprehension. Teachers use the DRA2 to identify the student's reading level several times in the year, and this is communicated on the report card as exceeding, meeting, developing, or area of concern. Each trimester, the reading level expectation is increased to display consistent growth during the course of the year.

#### **Writing**

Similar to reading, students are also assessed in multiple ways for writing. Throughout the year students take pre-assessments in writing to provide teachers with information that will help them meet students' instructional needs. Unlike reading, the writing is scored using a rubric that reflects the end of the year expectations.

#### **Math**

Investigations in Number, Data, and Space is a K-5 mathematics curriculum designed to engage students in making sense of mathematical ideas. Student assessments are designed to correlate with the math units of study and are given prior to and after instruction. These assessments help teachers to identify instructional needs and measure student growth.

# Curriculum

## Year Round Calendar

Lapeer Community Schools is proud to offer families the opportunity for students to learn in our year-round focus school at Turrill Elementary. A year-round school assists in reducing summer learning loss and offers opportunities for intervention and enrichment outside of the school day through regular intersession breaks. Operating on a balanced calendar, students attend school the same amount of days as traditional calendar students attend, with more frequent breaks. During the intersessions throughout the school year, students are invited to attend enrichment opportunities that focus on an increase of student retention of content area learning. To access the year-round calendar or to apply for your child to attend the year-round school, please visit the district website at [www.lapeerschools.org](http://www.lapeerschools.org).

# Health & Safety

## Breakfast and Lunch

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school served meals. Breakfast and lunch meals may be purchased daily or prepaid in advance (preferred method). Breakfast and lunch meals purchased in advance may be used at any time during the school year. Milk may be purchased separately. Breakfast and lunch menus are sent home with the elementary students every month. Substitutions to the regular meals will be made for children who are unable to eat meals because of their disabilities, when that need is certified by a licensed physician.

Applications for free and reduced breakfast and lunch meals are mailed to each family prior to the beginning of school. To apply, simply fill out and return to your child's school. Application can be made anytime during the school year. To request an application, please call the school office. For more information, contact Jackie Dean, Food Service Secretary, at (810) 538-1648. LCS provides a Universal Breakfast free of charge to all students.

## Communicable Disease

Refer to chart in Appendix C

## Conduct

Discipline is first and foremost the responsibility of each child's parents. Our goal is to identify and encourage appropriate student behavior that promotes a safe, orderly school environment where quality teaching and learning occur. Our students are generally well behaved and courteous, but when rules are broken, consequences will result. Each family must sign a form stating that they read and received the Lapeer Community Schools Student Code of Conduct. The Code of Conduct can be found in Appendix K.

Whenever you have a question or concern regarding discipline, do not hesitate to contact your child's teacher or the school principal.

## Disaster Drills

To ensure a proper understanding of fire drills, tornado drills, and evacuation procedures, several practice drills are held during the school year. All students are instructed to remain quiet and with their teacher during drills.

## Drug Free Schools Policy

The following policy was developed and implemented by Lapeer Community Schools effective October 1, 1990, in order to comply with the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226. Compliance with this policy is mandatory for all students.

Specifically, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of school activities at home or away is prohibited. Students who violate this rule are subject to punishment under the Lapeer Community Schools Student Behavior and Discipline Code. Sanctions for violating this policy include referral to a law enforcement agency, referral for counseling, and suspension and/or expulsion from Lapeer Community Schools.

## First Aid

We will administer first aid when needed. First aid consists of the following only: We will wash a wound, put on Band-Aids or ice, make the child comfortable, observe the child, and stabilize injuries.

# Health & Safety

When we suspect more than first aid may be needed, we will contact you (at home or work) or the emergency numbers you have supplied. If we are unable to reach you or your emergency contacts, we will contact the doctor you have listed with the school. Emergency treatment, if needed, will be given, and an ambulance may be called. You will be responsible for all medical costs.

## Illnesses and Accidents

Should a student illness or injury occur while at school, parents are notified and may be required to take their child home. In the event we are unable to reach a parent, school personnel will contact the person(s) identified on the Emergency sheet. Please notify your school when any changes are necessary, so we can keep this important information current.

## Immunizations

Each child must be up-to-date on his/her immunization record. See requirements in Appendix D.

## Medication Reminder

The health of each child is of great importance to all school personnel. Lapeer Community Schools does not allow students in grades K-7 to possess medication - even over-the-counter medications such as cough drops or aspirin - on school premises. Students are not permitted to self-medicate; school personnel must administer all medicines except as provided below. The following are required in order for school personnel to supervise the administration of medication on school time:

1. Physician's prescription
2. Parent's consent in writing
3. Medicine must be brought to school by parents (not sent with the child in lunch boxes, etc.) in the pharmacy bottle with the child's name, name of medication, dosage, and times to be given. We prefer a two-week supply, if appropriate.
4. Inhalers - many children with Asthma are taught to carry their own inhalers and are able to self-medicate. Students may be allowed to carry and self-medicate with an inhaler ONLY with a doctor's written prescription, written parental permission, and the principal's authorization.

## Parental Warnings

It is a concern when students bring products from home that have parental warnings. We ask parents to be aware of what your children bring to school and review the possible dangers with them. Please refrain from sending the items below to school with your child(ren).

- **Energy Drinks** stimulating properties can boost the heart rate and blood pressure, dehydrate the body, and like other stimulants, prevent sleep. Research states "If you use energy drinks for three to five days in a row, and then suddenly quit, then you are going to be thrown into withdrawal." Withdrawal symptoms include headaches, mood swings and trouble concentrating.
- **Paint Markers** are oil-based paints in a pen form. The pens have a warning that it can be harmful or fatal if swallowed, and the fumes are toxic if inhaled.

## Privacy Regulations

Each year the school district provides notice to students and their parents of its intent to make available upon request certain information known as directory information: a student's name, address, telephone number, photograph/video, gender, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas and honors received, and latest school attended. This information will be released at the discretion of the superintendent or



# Health & Safety

designee without consent of the parent or eligible students unless the district receives a signed Request to Withhold Directory Information form.

## Recess

Supervised outdoor play and exercise are an important part of the daily program, which contribute to your child's health and social experiences. Students should come to school each day dressed according to the weather. All students are expected to go outside except on rainy or severe weather days or when the temperatures are below zero degrees wind chill factor. Doctor's notes should accompany a parent's request to keep their child indoors. Children who are too ill to go outside should be kept home that day.

## School Closings/ Delays

Weather conditions can change rapidly in our part of the country. Occasionally, the school district is faced with the difficult decision to close or delay school. Please be aware that:

- 1) School may be closed for the day, or delayed in opening by one or two hours. Parents will be alerted to school closings and/or delays by phone, text and e-mail by the District's automated School Messenger System. The alerts will also be announced on the District's website, social media and the following media stations:

**TV STATIONS:** WJRT- ABC, WNEM- CBS, WDIV-NBC, CBS 62, Fox 2, CW 50 & WEYI, NBC

**RADIO STATIONS:** 760 AM & 950 AM

- 2) Parents can also learn of emergency closings and activity schedules by visiting our website [www.lapeerschools.org](http://www.lapeerschools.org) or district facebook.com/lapeerschools

## Smoking

The Tobacco Free Schools Act bans the use of all tobacco products on school property. This includes all buildings and property controlled by the school district. Additionally, the district prohibits the use of all tobacco products at all times, days, evenings, and weekends on all school property at school and non-school events.

## Telephone Use

The school phone is available for student use for emergencies only. During school hours' communication with parents must be made through the school office and not personal devices.

## Visitors

Parents are welcomed and encouraged to visit in their child's classroom. So that class routines are not unduly disturbed, please plan your visit in advance with your child's teacher.

For the protection of all our children, we must identify all adults in the school. All visitors, volunteers, and classroom helpers need to stop at the school office and sign in before visiting anywhere in the building.

Students or relatives from other schools may NOT visit your child's school during the regular school hours.

## Weapons

Two laws are in place to help schools provide a safe and orderly environment for student learning. Under these laws, school districts must expel, for at least one year (180 days), any student who brings a firearm to school.

## **Health & Safety**

School districts must expel any student who has a dangerous weapon in a weapon-free school zone, or who commits arson or rape in a school building or on school grounds. A dangerous weapon is defined as firearms or anything propelling a projectile; explosives (including firecrackers) or incendiary devices of any kind; a knife, cutting or stabbing instrument; or, any facsimile of any of the above. A weapon is also any object or instrument not defined above, but the possession or use of the same is coupled with intent to harm or injure another person. Students in kindergarten through grade five may be reinstated after 90 school days.

**THIS IS VERY SERIOUS.** Expelled does not mean suspended! Before a student may be reinstated, s/he must attend a hearing where a panel will decide whether the student may re-enter the public schools.

As a parent, it is your responsibility to be sure that your child does not bring any weapons to school.

**THERE WILL BE NO EXCEPTIONS TO THESE LAWS.** Please discuss this with your child. Also, see Student Code of Conduct for more information.

# Home/School Connections

## Chain of Command

Everyone benefits when the proper chain of command is followed. When a problem or a concern exists, you begin with your child's teacher and speak with them first regarding a classroom issue. If the situation is not resolved with the classroom teacher, the next contact should be with the dean of students for discipline related issues, and the principal for academic related issues.

## Conferences

Teachers schedule appointments with all parents to conduct formal parent-teacher conferences, held in October. This important opportunity affords you time to meet privately with your child's teacher to discuss your student's progress. We are happy to arrange additional conferences with parents any time during the school year. Please contact the teacher whenever you have concerns.

## Dean of Students

The Dean of Students, in conjunction with the building principal at Schickler and Turrill, is responsible for maintaining a safe and positive learning environment for students and staff. Along with implementing district guidelines for building security, they help to encourage appropriate student behavior to promote an environment where quality teaching and learning can occur.

## Newsletters

Watch for newsletters to keep up-to-date on events in your child's classroom, school, and around the district. Each school sends home periodic newsletters that inform you about upcoming events, calendar reminders, school programs, PTO/PTC/PTA news, and important issues of interest to parents and families. The school district also maintains a blog, a Facebook page and a Twitter feed to disseminate information about the schools.

## Open House/Meet-the-Teacher

Parents are invited to this important evening to become acquainted with your child's teacher. During the presentation, we will introduce you to the curriculum for the year, as well as share important information about your school and how you can make a difference in your child's educational experience.

## Parent Involvement

The home/school compact and Parent Involvement Policy are agreements between the schools and parents of children receiving Title One services. These agreements are reviewed annually by all stakeholders. Please refer to Appendix E for the District agreements.

## Parents Right to Know

Any parent/guardian of an LCS student may request and be provided information regarding the professional qualifications of the student's classroom teachers, including the following: highly qualified status, qualification and licensing criteria for the grade levels and subject areas taught, the baccalaureate degree major/graduate certification and the field of discipline of the certification/degree, and information about any emergency or other provisional status through which State qualification or licensing criteria have been waived.

In addition, a parent/guardian may request information about the highly qualified status and the qualifications of paraprofessionals providing support to his/her child.

Requests for teacher or paraprofessional qualifications must be submitted in writing to the Executive Director for Human Resources at Lapeer Community Schools Administration and Services Center.

## **Parent Teacher Groups**

Our elementary schools' Parent Teacher Groups are active groups, involved in many projects, activities, and fundraisers to support students by:

- ✓ enriching and assisting education programs, teachers, schools;
- ✓ creating and managing activities to benefit students; and
- ✓ assisting with the purchase of equipment, supplies, field trips, and assemblies.

We encourage all parents to attend Parent-Teacher meetings to become involved in school activities and keep informed on school news and issues. Check your school calendar for specific dates and times for meetings in your school.

Parents or Parent Groups wanting to use a facility must complete a building usage form. This form may be obtained in any building office.

## **Home/School Connections**

### **School Messenger**

School Messenger is an automated messaging system used district-wide to communicate important information to students and parents in a timely manner. The service utilizes numerous points of contact including phone, SMS text and e-mail. All school closing and emergency information is relayed to parents via this system. The administration at the building level may also use the system to send information exclusively to their families.

### **School Pictures**

The individual buildings contract with a school photographer for student pictures each year. Purchase of the student's pictures is optional for the parent. Pictures which are unsatisfactory should be returned to school for retakes.

### **Volunteers**

Parent volunteers make their school a better place for all students. You can be a part of this force that gives time, energy, and ideas by helping in classrooms, the media centers, etc. Prior to participating in any activities, volunteers must complete a criminal history records check and fill out an application. This approval may take up to 30 days and must be completed every 3 years. Please call your school office to volunteer. See Appendix F for board policies on volunteers.

### **Yearbook**

A yearbook is available for purchase yearly, and orders are placed in advance through the individual buildings.

# Personal Belongings

## Dress Code

We believe that students, who dress appropriately, act appropriately. The student dress code ensures that students, parents, staff, and community members are not distracted, harassed, intimidated, or offended by student dress. Students should wear modest clothing that adequately covers the body and undergarments. Please help your child select clothing best suited for a school setting. Inappropriate dress would consist of, but not be limited to:

- ✓ items that promote drugs, alcohol, or tobacco;
- ✓ items with profane sexually suggestive writing, pictures, images;
- ✓ gang-related graffiti or attire, or any items supporting organizations in conflict with school policies and practices;
- ✓ nonprescription sunglasses within classrooms;
- ✓ muscle shirts, tank tops, tube tops, mesh shirts, mini-skirts, spandex clothing, clothing with bare midriffs, or bare backs;
- ✓ short-shorts;
- ✓ going without shoes, or flip-flops or sandals that do not stay on feet;
- ✓ Chains, handcuffs, spiked leather, and other metal paraphernalia;
- ✓ hats and coats worn in school; and
- ✓ pagers and other electronic devices.

## Electronic Devices

Lapeer Community Schools supports the use of technology devices to enhance learning. The use of these devices are subject to acceptable technology use referred to in Appendix K under Cell Phones and Electronic Communication Devices (Board Policy 5136).

## Fundraising

Students may not conduct personal sales of any items during school hours. Fundraising by students on behalf of a second party is prohibited during school hours unless it is on the behalf of a school project.

## Fur and Feathers in Classrooms

No animals with fur or feathers are allowed in school buildings. Service animals are permitted when attending to owner who has a disability requiring said animal.

Animal assemblies - Animal assemblies are permitted only with at least one-week advance notice being provided to parents that animals with fur and/or feathers will be in the building.

"Show and Tell" - Animals with fur and/or feathers are not allowed in school buildings for "Show and Tell".

Please do not allow family pets to follow students to school. For student safety, the County Animal Shelter will be called if dogs or cats are found on school grounds and ownership cannot be determined.

## Items from Home

Students may not bring to school, except by written permission of the teacher, personal belongings that are not required for their academic program. This includes items such as, candy, skateboards, cologne/perfume, trading cards, toys, etc. Please do not allow your child to bring valuables to school, which may be lost or stolen. Items will be collected and turned into the office where parents may pick them up.

# Personal Belongings

## **Labeling**

Each student's belongings, including school supplies, lunch boxes, and outdoor clothing (boots, gloves, etc.) should be plainly marked to avoid loss. Valuable items should be left at home.

## **Lost and Found**

Articles found on the school grounds or in the building will be placed in the lost and found box. Encourage your child to check the day an item is lost. Whenever you may be in the building, check for any missing items. Unclaimed clothing is donated to shelters. Money, jewelry, etc. will be held in the office.

# Transportation

## Bus

Several days before school begins, you will be sent a letter with the approximate bus pickup times and locations. Students may ride only on their scheduled bus. If you have specific questions or concerns, contact Transportation at 667-2433. See Appendix G for Bus Transportation Service and Rules.

## Walkers

Students who walk to school should use sidewalks. Students should not be in the parking lot before or after school until all traffic has cleared. Students should cross streets only in designated school crossing zones.

## Bicycles

Discuss bicycle safety with your child before allowing him/her to ride a bicycle to school. This preparation should include planning a route to and from school, with consideration of the high level of traffic from cars and buses at arrival/dismissal times.

## Parking

Parents and visitors to the school should park in the lots provided and not in the driveway. When driving your child to school, be courteous to others and cautious of children. Please follow your school's specific rules regarding safe student drop-off and pick-up.

# Appendix Section

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**ELEMENTARY ATTENDANCE GUIDELINE****PHILOSOPHY**

School attendance is a major factor related to academic success. The students of Lapeer Community Schools are expected to attend school on a regular basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

Although a student may be absent from school with the approval of his/her parents, nevertheless, students must fully understand that it is the responsibility of the school to adhere to attendance guidelines.

The focus of the attendance program will be on maintaining accurate attendance records, identifying and resolving problems before they become of a serious magnitude and guiding students toward more responsible attendance attitudes and habits. Communication and cooperation will be imperative on everyone's part.

Students are required by law to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin. Under state law, truancy referrals are made for students with excessive absences.

**Elementary students** in grades K-5, attendance letters are mailed no later than following the 8<sup>th</sup> and 13<sup>th</sup> absence within a school year. A referral to truancy may be made following the 10<sup>th</sup> absence in a school year. A referral to truancy may be made earlier for a student with a previous history of attendance issues.

**Attendance and Tardiness**

The paramount purpose of the Elementary K-5 Attendance Guideline is to instill in students of Lapeer Community Schools the value of good school attendance and punctuality to class. Lapeer schools are genuinely concerned anytime a student is absent or tardy. It is essential to recognize that both school and home have a shared responsibility to build desirable habits of punctuality and attendance.

The focus of this attendance guideline will be to identify and resolve problems before they become serious and to guide students in developing responsible attitudes and habits.

**Student/Parent Responsibilities**

1. Students must realize that success in school is related to regular and punctual attendance. Parents are expected to see that their children attend school continuously and consecutively until they have completed high school.
2. Regular and punctual attendance is required by law. Michigan School Law requires that all students between the ages of 6 and 16 attend school on a regular and consecutive basis. Regular and consecutive has been defined by the court as meaning every day, on time, unless excused for medical reasons.
3. Whenever a student is absent, parents are asked to call the school office or write a note of explanation to the student's teacher. There are three types of absences:
  - i. Waived absences are from school are NOT considered in determining if a student has exceeded the attendance guideline. Waived absences from school are the following: school business, bereavement, verified court dates, suspension, illness with medical documentation, and professional appointments.
  - ii. All verified absences from school are counted in determining if a student has exceeded the attendance guideline. Verified absences includes reasons such as illness, family trips, including hunting, religious holidays and obligations, etc.
  - iii. Unverified absence from school are counted in determining if a student has exceeded the attendance guideline. Any time a student misses school unbeknown to his/her parents, it will be treated as truancy.
4. It is the responsibility of students who miss school to make arrangements with their teachers for make-up work immediately after the absence.
5. Whenever a student will be absent from school for reasons known in advance such as medical appointments and vacations, parents are asked to notify the school office in advance of the absence. Families are encouraged to make medical and dental appointments outside of school hours whenever possible.
6. Students who arrive late for school must report to the office to "check-in" before going to class.

7. No student will be released early from school unless signed out in the office by a parent or other responsible adult listed on your child's emergency card. Parents will be responsible to update any changes on the emergency card throughout the year.

### **Perfect/Exemplary Attendance**

Students will be allowed two tardies (determined by AM bell) or two "missed instruction times" (determined by PM bell, i.e. leaving early) or one of each per trimester. Students who have more than two will not receive perfect/exemplary attendance recognition that marking period but will begin the next marking period with a clean slate. Days we have inclement weather or busses are late will not count as tardies, as is our current policy.

### **Absences**

A student may be excused for illness, medical appointments, funerals, emergencies, religious observance, or through prior arrangement with the building principal for family and personal business. If the absence will be for a prolonged period of time, the school must be notified by telephone so that arrangements can be made for class assignments.

Although a student may be absent from school with the approval of his parents, nevertheless, it is the responsibility of the school district to establish the attendance policy.

### **Tardiness**

A student is marked "Missed Instruction" if he/she arrives to school between 8:24 and 9:24 am. (8:44 am – 9:44 am Year Round Calendar)

A student is marked absent a half-day in the morning if he/she arrives to school after 9:24 am. (after 9:44 am Year Round Calendar)

A student is marked absent a half-day in the afternoon if he/she leaves school before 2:20 pm. (before 2:40 pm Year Round Calendar)

A student is marked "Missed Instruction" if he/she leaves between 2:31 – 3:20 pm. (2:41 – 3:40 Year Round Calendar).

Revised October 2017

## **Appendix B**

### **Acceptable Use of Technology Guidelines**

#### **Computer Usage**

At Lapeer Schools, we believe that the use of technology and Internet on-line services is a privilege extended to students and staff to enhance learning and information exchange. It is for this reason all students at Lapeer Schools will have Internet access unless parent or guardian fills out a Parent Waiver Form for Non-Internet Use which can be obtained in the office or library.

#### **Policy for Acceptable Use of Computers and Other Technology**

It is a general policy that all computers and other technology are to be used in a responsible, efficient, ethical and legal manner.

Lapeer Community Schools declares irresponsible, inappropriate, unethical, obscene, or illegal behavior, or support of such activities, as unacceptable behavior and as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action.

#### **The AUP guidelines are listed below:**

1. Use of the School District's network must be consistent with the School, and the School District's primary goals.
2. The School District network will not be used for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others.
3. The School District network will not be used to send or receive threatening, obscene, or harassing materials. The District will not be held responsible if the user participates in such activities.
4. The School District network will not be used to interfere with, disrupt, or cause damage to network users, services, software, equipment, or files that do not belong to the student.
5. User of the School District network will respect copyright and fair use practices as is appropriate, legal, and ethical. The user will not use the network for financial or commercial gain without the written consent from Lapeer Community Schools.
6. Students will not access multi-user talk sites (chat rooms) and Internet games, except those designated as permissible.
7. Students are prohibited from gaining or attempting to gain unauthorized access to resources or data.
8. Students are prohibited from posting anonymous messages including using the District technology to send messages to their District computers. Students are also prohibited from using the identification or name of another to access another person's account, programs, or files.
9. Students are prohibited from distributing personal information without consent of that individual.
10. Students are not to tamper with technology equipment except when authorized.
11. Students are not to use District Technology or District network without adult supervision or permission.

Lapeer Community Schools reserves the right to review any material stored in files to which users have access and remove any material which the District, in its sole discretion, believes may be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable. The use of technology is a privilege, which may be revoked by LCS.

Effective July 13, 2005

## Appendix C

### Communicable Disease Reference Chart

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>PERIOD OF COMMUNICABILITY</b>	<b>ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD</b>
ANIMAL BITES (Rabies)	Variable. 5 days to over 1 year; commonly 2-8 weeks	Variable depending on species involved	Seek medical attention immediately. Report to local animal control center.
CHICKENPOX	2-3 weeks; commonly 13-17 days	As long as 5 but usually 1-2 days before onset of rash and not more than 5 days after first crop of lesions appear	Exclude until 5 days after the eruption of the first crop of lesions. This includes Zovirax therapy.
CONJUNCTIVITIS (Pink Eye)	Variable depending on infecting agent	During course of active infection	Exclude until under medical care and drainage from eyes has cleared.
FIFTH DISEASE (Hungarian Measles)	Variable about 4-20 days	Prior to onset of rash	Physician diagnoses no exclusion-providing rash as Fifth Disease.
HAND, FOOT & MOUTH DISEASE	Usually 3-5 days	While sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
HEPATITIS, TYPE A	2-6 weeks; average is 4 weeks (28 days)	2 weeks before onset of symptoms to a maximum of 2 weeks after onset	Exclude from food handling and direct patient care until 14 days after onset. Day care exclusion varies.
HEPATITIS, TYPE B	45 days-6 months; average is 60-90 days	Several weeks before onset of symptoms until blood is no longer positive for evidence of virus	No exclusion except for open sores or if child is biting people.
HEPATITIS, TYPE C	2 weeks to 6 months (commonly 6-9 weeks)	1 or more weeks before onset through acute clinical course	No exclusion except for open sores or if child is biting people.
HERPES SIMPLEX, TYPE 1 & 2	2-12 days	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions	No exclusion recommended. Sores on skin should be adequately covered with a bandage.
IMPETIGO	Variable, indefinite; commonly 4-10 days	While sores are draining	Exclude until under treatment and lesions healing and no new lesions appear.
MENINGITIS (Aseptic/Viral)	Depends on type of infectious agent	Depends on type of infectious agent	Exclude until physician approves return.
MENINGITIS (Haemophilus influenza)	Probably short, within 2-4 days	As long as organisms are present	Exclude until under treatment and physician approves return.
MENINGITIS (Meningococcal)	Probably short, within 2-4 days	As long as organisms are present	Exclude until under treatment and physician approves return
MONONUCLEOSIS	From 4-6 weeks	Prolonged communicability may persist up to a year or more	Exclude until under medical care and physician approves return.
MUMPS	12-25 days; commonly 18 days	Usually 48 hours before swelling, as long as 6 days before gland involvement to 9 days after swelling	Exclude until swelling or other symptoms have disappeared.

## Appendix C Continued Communicable Disease Reference Chart

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>PERIOD OF COMMUNICABILITY</b>	<b>ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD</b>
PEDICULOSIS (Head Lice)	Eggs hatch in a week	Until lice and viable eggs are destroyed	Exclude until first treatment completed and child is nit free.
PERTUSSIS (Whooping Cough)	Commonly 6-20 days	After onset of cold like symptoms until 5 days after start of treatment	Exclude until 3 weeks from onset of disease if untreated, or until an antibiotic treatment at least 5 days of a minimum 14 days course.
PINWORMS (Enterobiasis)	2-6 weeks	As long as eggs are laid	Exclude until first treatment completed.
RASH, UNDIAGNOSED WITH OR WITHOUT FEVER	Variable depending on agent	Variable depending on agent	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
RINGWORM	10-14 days	As long as lesions are present	Exclude until an oral medication for 48 hours for lesions of scalp and scalp line including back of neck. Exclude until under topical treatment for face, trunk and extremities. Exclude from swimming and contact sports until lesions are cleared.
RUBELLA (German or 3-day Measles)	Usually 16-18 days with a range of 14-23 days	From 1 week before to 4 days after onset of rash	Exclude until fifth day after onset of rash.
RUBEOLA (Hard or 10-day measles)	7-18 days; 10 days average	Beginning of cold symptoms until 4 days after appearance of rash	Exclude until fifth day after onset of rash.
SALMONELLA	6-72 hours	During course of infection and until organism is no longer in feces	Exclude until symptoms have disappeared. Activity exclusion based on OCHD recommendations.
SCABIES	First exposure 2-6 weeks; subsequent exposure 1-4 days	Until mites and eggs are destroyed	Exclude until first 12 hour treatment completed.
SCARLET FEVER AND STREP THROAT	1-3 days usually	Greatest during acute stage of illness; 2-4 days after rash appears; 10-21 days if untreated	Exclude until under treatment for 24 hours.
SHIGELLA	12-96 hours, usually 1-3 days	During course of infection and until organism is no longer in feces, about 4 weeks after onset	Exclude until symptoms have disappeared or on antibiotic one week.
SHINGLES (Herpes Zoster)	No incubation period - reactivation of dormant virus	As long as 5 but usually 1-2 days before rash and not more than 1 week after lesions appear	If lesions can be covered, no exclusion necessary. If unable to be covered, exclude as for chickenpox.

## Appendix D Immunization Schedule

IMMUNIZATIONS	AGES 4-6	AGES 7-18
DIPHTHERIA, TETANUS & PERTUSSIS	<i>4 doses are required.</i> If a dose was not given on or after the 4 <sup>th</sup> birthday, a booster dose of DTP is required. Most children will have 5 doses.	<i>4 doses are required.</i> If a dose was not given in the last 10 years, a booster dose of Td is required.
POLIO	<i>3 doses are required.</i> If the last dose was not given on or after the 4 <sup>th</sup> birthday, a booster dose is required. Most children will have 4 doses.	<i>3 doses are required.</i>
MEASLES, MUMPS & RUBELLA	<i>2 doses are required.</i> The first dose must be given on or after the 1 <sup>st</sup> birthday. The second dose must be given at least 28 days from the first dose.	<i>2 doses are required.</i> The first dose must be given on or after the 1 <sup>st</sup> birthday. The second dose must be given at least 28 days from the first dose.
HEPATITIS B	<i>3 doses are required.</i>	<i>3 doses are required.</i>
MENINGOCOCCAL	<i>None</i>	<i>1 dose required</i> for children 11-18 years of age.
VARICELLA (CHICKENPOX)	<i>2 doses required on or after 1<sup>st</sup> birthday.</i>	<i>2 doses required</i>

**Appendix E**  
**Home/School Compact**  
 Lapeer Community Schools  
 "Passport to Success"  
 Together we can make a difference

<b>Students will:</b>	<b>Parents/Guardians will:</b>	<b>Teachers/Staff will:</b>
Complete homework as assigned	Provide a quiet place and time each day for their child to do homework	Assign meaningful homework, and encourage parents to monitor their child's completion of homework
Read at home daily	Read to their child, or have their child read daily	Promote the importance of daily reading
Watch less TV	Monitor and reduce excessive TV watching	Share with families the benefits of viewing quality TV programs
Follow classroom and school rules	Discuss school and classroom rules, and encourage their child to obey them	Ensure that parents are aware of all school and classroom rules
Inform families of school/classroom activities	Talk to their child about classroom and school activities, and encourage their child to do his/her best	Assure that families are informed of school and classroom activities through a variety of methods
Encourage families to visit their classroom	Make contact to have active involvement with their child's teacher by briefly visiting their child's classroom	Encourage scheduled visits by families to the classroom
Encourage families to attend conferences	Attend all scheduled parent/teacher conferences	Set a goal of 100% attendance by families at conferences

**Parent Involvement Plan**

Lapeer Community Schools values a partnership with the families of our students. Parents can access a copy of our district's Title I Parent Involvement Plan by visiting the District website under the Parent tab or by clicking on the attached link:

[http://www.lapeerschools.org/UserFiles/Servers/Server\\_3097392/Image/District%20Parent%20Involvement%20Plan%202015-16.pdf](http://www.lapeerschools.org/UserFiles/Servers/Server_3097392/Image/District%20Parent%20Involvement%20Plan%202015-16.pdf).

Title I schools receive federal funds to help students reach grade level goals. The funds received are used to support many goals, including working with families to support students. The important policy attached was written by staff and parents to help share with you the ways in which Lapeer Community schools will support your child and your family and the ways that our district in meeting the requirements of the Title I legislation.

In addition to this District Policy, you will receive a copy of a parent involvement policy for your child(ren)'s school. The policy will include how the school will meet the federal requirements, as outlined in Section 118 (b) – (h) of No Child Left Behind Act 2001. District personnel for Lapeer Community Schools review each school's parent involvement policy each year to make sure that it meets all the requirements below. If you have any questions or would like further information about these items, please contact your building principal or the Title I district representative.

**APPENDIX F  
BOARD POLICY ON VOLUNTEERS**

**VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. Volunteers shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS), prior to being allowed to participate in any activity or program.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Revised 6/7/07



# **Appendix G**

## **Bus Rules for Students**

### **General Information**

Bus transportation to and from school is provided by Lapeer Community Schools for all students who live in the district and outside of the no service areas. We want our students to enjoy a safe and orderly ride to and from school and school related events.

The school district establishes procedures, guidelines, and rules to govern bus operation in order to (1) protect the health and safety of the passengers, (2) avoid disruption of transportation and school-day schedules, and (3) prevent damage to school district property. School bus transportation is a privilege and not a right. Students are expected to observe the rules and be a safe citizen.

Passengers are on school property when they are on the school bus and are expected to observe the same behavior that is expected in school. The "Student Code of Conduct" as well as these "Bus Rules for Students" are in force and govern the behavior of bus passengers.

Passengers are expected to follow the rules here in. Passengers who break the rules will be reported to the appropriate school administrator for disciplinary action.

The driver may take action designed to address issues and correct problems. Seat assignment, contacting parents, seeking assistance of transportation and/or school administrators and filing written rule violation reports are some of the driver's remedies. Drivers may recommend suspension of service to the administrator for severe or repeated infraction.

Parents who have questions or concerns about the transportation service or a school bus driver may call the Transportation Department at (810) 667-2433 during school days between 5:30 AM and 5:00 PM.

### **Passenger Safety**

The following rules address the safety and well-being of passengers while waiting for the bus, riding on the bus, and behavior boarding and exiting the bus. Most passenger injuries and fatalities occur outside of the school bus when rules are not properly observed. Students who do not follow these rules will be dealt with most seriously.

1. Passengers are forbidden to do anything detrimental to the health and safety of themselves, other passengers, the bus driver or citizens outside of the school bus.
2. Passengers will not be allowed to bring anything on the bus that cannot be safely held on the lap, or is of an objectionable nature. Objects cannot be placed in the aisle or near the driver. When necessary, objects must be held to provide seating for other students.
3. While waiting at the stop, passengers shall not push or shove other passengers. Passengers should wait in an orderly fashion safely away from traffic without running or horseplay.
4. Passengers should observe the following while boarding or departing the school bus:
  - a. Wait in a safe area until the bus completely stops and the driver signals to proceed.
  - b. If crossing wait until the driver signals, look both ways and cross promptly without running.
  - c. Crossing must be done in front of the school bus at all times.
  - d. Passengers should remain ten feet away from the steps to board. Never touch or hold on to any part of the outside of the school bus.
  - e. Once you are on the bus, go promptly to your seat and settle in so the driver can proceed.
  - f. When exiting the bus, remain seated until the bus comes to a complete stop.
5. Passengers should not run, jump or fight on the school bus.
6. Passengers should not throw anything at the bus, at others on the bus, or inside or outside the bus.

## **Appendix G Continued**

### **Bus Rules for Students**

#### **Passenger Rules and Regulations**

Passengers are expected to observe the rules and regulations in order to maintain safe, reliable service to eligible students of the district.

1. Bus drivers have complete control and responsibility for the safety and well-being of their passengers. Bus drivers are to be treated with respect and courtesy. Passengers are expected to do as the driver requests.
2. Passengers should be at the designated stop five minutes before the scheduled arrival of the school bus. Drivers may not wait for tardy passengers. Once the door is closed and the red flashing lights are deactivated it is illegal for the driver to board additional passengers at the stop.
3. Passengers boarding will locate a seat promptly and remain seated until the bus arrives at the final destination, or the driver gives permission to move.
4. Passengers cannot deny another passenger access to a seat. Passengers may be required to sit up to three in a seat.
5. The driver reserves the right to assign seats for passenger well-being, behavior management, or loading control.
6. Passengers should keep the noise to a reasonable level and avoid inappropriate language as determined by the driver.
7. Passengers shall not eat or drink on the school bus.
8. Passengers are prohibited from use and/or possession of tobacco products, drugs and/or alcohol in any form on the school bus.
9. Passengers are prohibited from carrying or concealing guns, knives, explosives or other objects that could be used as a weapon on the school bus.
10. Passengers are prohibited from bringing animals of any kind or size on the school bus.
11. Passengers may not bring roller skates or skateboards on the bus.
12. Passengers will not tamper with any equipment mechanisms, switches, handles or doors inside the bus.
13. Passengers may open windows with the driver's permission.
14. Passengers are expected to keep the inside of the bus clean and sanitary.
15. Passengers may use cell phones or other electronic communication devices (ECD) while on the bus provided they adhere to district policy. If the bus driver determines that a passenger is causing disruption or is disturbing other passengers, they may direct the passenger to shut off and put the device away or they may confiscate the device.
16. Passengers shall not extend anything outside a bus window including objects or body parts.
17. In addition to disciplinary action passengers may be billed for damage due to their vandalism.
18. Passengers are prohibited from use of the emergency exits except when appropriate during cases of emergency or emergency drills.
19. Sports equipment that can be safely held should be in an appropriate bag or carrying case.
20. Passengers need to follow any rules posted on the school bus.

For security and loading reasons, students must ride the bus route they are assigned from the stop location assigned. Students are not allowed to ride another bus to a friend's home, or get off at another stop. If the family wishes to change the bus stop location(s) permanently this must be done by visiting the school or transportation department and completing a deviation form. This cannot be accomplished over the telephone at the transportation department.

Passengers or parents may discuss issues pertaining to transportation service or the bus rules by contacting the Transportation Department at (810) 667-2433 and speak to the Director of Transportation or one of the office staff. If a parent wishes to discuss an issue with the driver, they are encouraged to call the Transportation Department and a call will be returned. Drivers do not have time in their routes to discuss issues.

## Appendix H

### Lapeer Area Community Services

The following community agencies are available to provide counseling and rehabilitative services for individuals troubled by alcoholism, drug dependency, and other problems causing emotional distress.

✓ **Alcoholics Anonymous**  
**(810) 234-0815 or**

Self-help support group for persons with alcohol related problems.

✓ **Alcohol Information and Counseling Center**  
**(810) 667-0243**

Individual or group counseling, alcohol or drugs, alcohol highway safety information.

✓ **Christian Family Services of Lapeer County**  
**(810) 664-4557**

Individual, marital, adult, adolescent, and family counseling. Fees based on ability to pay.

Blue Cross and other insurance accepted.  
Counseling also available at Imlay City office.

Schedule all appointments through Lapeer office.

✓ **First Call For Help**  
**(810) 667-3114**

United Way Information & Referral Service

The one number to call for finding help with any type of human services need.

Anyone can get information regarding help with counseling services, financial problems, health, clothing, food, housing, recreation, runaway children, transportation, and utilities.

✓ **Insight, Inc.**  
**(810) 744-3600 or 1-800-356-4357**

Day treatment, residential, and out-patient counseling for persons with alcohol and/or drug dependencies.

✓ **K-12 Service Learning Center**  
**Lapeer County MSU Extension**

**(810) 667-0341**

Matches individual students or K-12 classrooms with community service and service-learning opportunities.

✓ **Lapeer County Community**  
**Mental Health Center**  
**(810) 667-0500**

Individual, family, children's play therapy, crisis assessment and evaluation.

Please call to check on insurance plans accepted.  
Other fees based on ability to pay.

Also, the Center provides EARS (Emergency and Referral Service) 365 days a year, 24-hour service at no charge.

✓ **Lapeer County Health Department**  
**(810) 667-0448**

Counseling and referrals for pregnant women, crippled children, and persons with alcohol dependencies.

✓ **Narcotics Anonymous (Flint)**  
**(810) 238-3636**

Support groups for chemically dependent persons which use the 120-step method. No fees.

✓ **Vail Center**  
**(810) 667-5641**

Individual, family, and group counseling for persons diagnosed as chemically dependent. **(24 Hours)**

# **Appendix I**

## **Lapeer Community Schools**

### **Administrative Guidelines**

## **5113 - SCHOOLS OF CHOICE**

### **In-District**

District resident students who meet State and Federal residency laws will be automatically assigned to the school building in their resident attendance area unless one of the follow occurs:

- A. they are assigned to or select a District program that is not offered in their resident building;
- B. their parent completes and is approved to attend a different building through the Schools-of-Choice In District process.

The Schools of Choice (In-District) program allows parents to request their children attend another building in the District other than the one assigned. The following guidelines pertain to the Schools of Choice (In-District) program:

- A. Requests are made for one (1) school year and are renewed annually. Attendance in the building cannot be guaranteed for future school years.
- B. Requests are granted based on consideration of the following factors:
  - 1. available space at the building and grade level
  - 2. students' previous discipline, attendance, and tardy record.
- C. Students demonstrating on-going behavior issues, poor attendance and/or are frequently tardy, may have their school of choice revoked.
- D. Students attending a school by choice will not be provided District transportation except where it may be available within an existing bus route, time frame and bus seating capacity. Timeliness of the arrival of transfer buses between buildings cannot be assured. The availability of transfer buses between buildings will be determined at the beginning of each school year with no guarantee of transportation provided. Parents requesting transportation to an address other than their home address need to complete and submit a "Transportation Deviation" form.
- E. Parents are encouraged to submit requests by March 15th in order to have the best opportunity for space and schedule availability.
- F. Currently enrolled District students requesting a change in school building after the start of any trimester will be considered for change at the end of the next trimester.
- G. Requests received from newly enrolled District students will be considered at the time of enrollment.
- H. School of Choice acceptance does not guarantee an 8-12 grade student's athletic eligibility. MHSAA rules must be followed in all situations. Any question on this matter should be directed to any building Athletic Director.

Parents interested in requesting a Schools of Choice (In-District) change, should complete the Schools of Choice (In-District) form and return it to Administration & Services Center, Attn: Enrollment, 250 Second St., Lapeer, MI 48446.

### **Out of District**

Kindergarten through twelfth grade students residing in Lapeer County (105) or in a school district in a contiguous County (105c) may apply to attend Lapeer Community Schools.

The following guidelines pertain to the Schools of Choice (Inter-District) Program:

- A. It will be annually determined each year in January for secondary buildings and in April for elementary buildings if there is a limited or unlimited number of spaces available for non-resident students.

## Appendix I Continued

- B. An application window will be open from January 15th - February 15th and from May 1st - June 1st.

If it is determined that an unlimited number of spaces are available, additional applications will be accepted through the end of the 1st week of school.

If it is determined that a limited number of spaces is available, an additional window will be open July 15th - August 15th.

A final application window will open four weeks prior to the end of the 1<sup>st</sup> trimester/semester and will remain open until the two (2) weeks prior to the end of the 1st trimester/semester for enrollment in the 2<sup>nd</sup> trimester/semester.

- C. Applicants will be notified within fifteen (15) days of the final day of the application window if they may enroll in the District.
- D. Enrollment may be refused or revoked if it is discovered enrollment applications were intentionally falsified.
- E. If a limited number of spaces are available and the number of students applying for those spaces exceed the number of spaces available, a random draw system will be used to determine who is offered the limited spots. A waiting list will be maintained through the start of the 2<sup>nd</sup> tri master/semester.
- F. Any student who was enrolled in and attended the District through Section 105 or 105c Schools of Choice in the school year or semester/trimester immediately preceding the school year will continue to be enrolled in the School District until the student graduates from high school unless the student voluntarily withdraws or is expelled for disciplinary reasons.
- G. Siblings of students who are already enrolled through a 105 or 105c program will be given enrollment preference if space is available.
- H. A non-resident student will not be granted or refused enrollment based on:
1. intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or lack thereof;
  2. mental or physical disability (except that the District may refuse to admit a non-resident student if the student does not meet the same criteria, other than residence, that a resident student must meet);
  3. age (except that the District may refuse to admit a non-resident student applying for a program that is not appropriate for the age of the student);
  4. religion, race, color, national origin, sex, height, weight, marital status, or in violation of any State or Federal anti-discrimination law.
- I. This District will not be required to accept for enrollment, under the terms of this policy, any nonresident student who has met any of the following:
1. been suspended or otherwise released or excluded from his/her resident School District due to disciplinary reasons, (within two (2) years preceding their application for enrollment in the District). Students expelled from another Michigan public school under Subsection 1311(2) of the Revised School Code may only apply for admission under the conditions set forth in that statute;
  2. been expelled from another school at any time before enrolling; or
  3. been at any time before enrolling convicted of a felony.
- J. Before a contiguous district student who is eligible for special education programs and services will be accepted, there must be a separate written agreement between the district of residence and the accepting District specifying the responsibility for paying the added costs of the special education programs and services.

## Appendix I Continued

- K. This District does not discriminate on the basis of race, color, national origin, age, gender, height, weight, marital status, athletic ability, religion, or disability in admission or access to programs, activities, or policies. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act is directed to contact the Executive Director for Human Resources who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing the above statutes.
- L. District Transportation is not provided for non-resident students. However, non-resident students currently enrolled in a District building may utilize established student pick-up/drop-off locations when space is available.
- M. Schools of Choice acceptance does not guarantee an 8-12 grade student's athletic eligibility. MHSAA rules must be followed in all situations. Any questions on this matter should be directed to the building athletic director.
- N. Applications are available on line for any building in the District.
- O. Parents/Guardians interested in requesting schools of choice (inter-district) placement should complete the schools of choice for non-resident students (105 of 105c) and return it to any building office or sent to the Administration and Services Center, 250 Second Street, Lapeer, MI 48446, Attention: Enrollment.

Approved 12/6/12

## Appendix J

### Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## UNDERSTANDING CONCUSSIONS

<b>Headache</b>	<b>Balance Problems</b>	<b>Sensitive to Noise</b>	<b>Poor Concentration</b>	<b>Not "Feeling Right"</b>
<b>Pressure in the Head</b>	<b>Double Vision</b>	<b>Sluggishness</b>	<b>Memory Problems</b>	<b>Feeling Irritable</b>
<b>Nausea/Vomiting</b>	<b>Blurry Vision</b>	<b>Haziness</b>	<b>Confusion</b>	<b>Slow Reaction Time</b>
<b>Dizziness</b>	<b>Sensitive to Light</b>	<b>Fogginess</b>	<b>"Feeling Down"</b>	<b>Sleep Problems</b>
<b>Grogginess</b>				

### ***WHAT IS A CONCUSSION?***

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### ***IF YOU SUSPECT A CONCUSSION:***

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

## Appendix J Continued

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Student Verification Sheet acknowledging in accordance with Public Acts 342 and 343 of 2012 that they have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided in the Student Handbook by LCS.**



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Revised – October 2017

**PART ONE:  
BOARD OF EDUCATION POLICIES**

**BOARD OF EDUCATION  
LAPEER COMMUNITY SCHOOLS**

**STUDENTS  
Policy 5500**

**STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

M.C.L.A. 380.1311, 380.1312

**STUDENT DISCIPLINE**

**I. Philosophy of Discipline**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the school district.

The rules and provision of the Student Code of Conduct shall govern student conduct.

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of Lapeer Community Schools to adhere to the Student Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. Conform to reasonable standards of socially-acceptable behavior;
2. Respect the person and property of others;
3. Preserve the degree of order necessary to the educational program in which they are engaged;
4. Respect the rights of others;
5. Obey constituted authority and respond to those who hold that authority.

**II. General Discipline Policies**

Lapeer Community Schools conducts an education program for the benefit of all children and youth residing in the school district. School attendance is a privilege, as well as a right, carrying with it the responsibilities of good citizenship and acceptable behavior on the part of all pupils.

The administration and instructional staff are assigned the responsibility of establishing effective discipline conducive to effective teaching and learning.

Rules and regulations established to govern student behavior apply to students in the school buildings, on school grounds, students traveling between school buildings, or en route to or from school, students on field trips or other off premises school-sponsored activities, students attending school programs provided in building(s) not operated by the school district, and students truant from school engaging in activities which would have been discipline violations if they had been in attendance.

Students who have reached the Age of Majority while attending high school have the same rights and responsibilities as other students, and will be expected to comply with all school rules and regulations, unless special exceptions are made by the administration.

If at any time the administrator judges the student violation to be of extreme severity, the suspension or other disciplinary action may be increased beyond the guidelines stated for specific violations within this Code. It is recognized that in a Student Code of Conduct it is impossible to identify all potential offenses or student violations. Therefore, students may be disciplined for offenses or student violations which are not specifically in the Student Code of Conduct, provided that doing so is consistent with due process and applicable State Law.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- do not discriminate among students;
- do not demean students;
- do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall relate in kind and degree to the infraction;

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

The Superintendent or designee and building administrators shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Although minor disciplinary difficulties will sometimes occur even in well organized and well controlled classrooms, whenever any pupil deviates from acceptable standards of student behavior so as to be guilty of a gross violation or persistent disobedience, the board shall authorize the suspension or expulsion of such pupil if in the best interests of the school and/or of such pupil.

### **III. Responsibilities of the Discipline Process**

#### **A. STUDENTS**

1. Know and comply with the rules and regulations of the school.
2. Be regular and punctual in attendance.
3. Respect the authority of all members of the school staff.
4. Respect the rights and property of other students and members of the school community.
5. Demonstrate a businesslike interest in school through appropriate dress and personal cleanliness.

**B. PARENTS**

1. Know the rules and regulations of the school in order to assist your child complying with his or her responsibilities.
2. Communicate with appropriate members of the school staff when there are questions or problems concerning a student's behavior or regulations of the school.

**C. TEACHERS**

1. Are responsible for the discipline of students for the entire day whether in the classroom, in the halls, or on the school grounds.
2. Will inform the administration of all cases of student misbehavior where there is
  - a. danger of bodily injury to other students or staff;
  - b. outright defiance of the authority of the teacher; or
  - c. a violation of a specific item of the Student Behavior Codes which requires suspension from school or other administrative action.
3. Will be involved when necessary at all levels of administrative action to settle discipline cases.
4. Will try to adhere to the following order of disciplinary actions to settle problems in the classroom:
  - a. Individual conferences and, where necessary, parent contacts will be used at the earliest sign of behavior problems in order to deter more serious or persistent misbehavior.
  - b. Reasonable detention after school is permissible as a means of discipline. It is important to notify parents of the detention and reasons for it. Students cannot be made to miss their regular transportation without an opportunity to arrange alternative transportation. At the elementary level, principals shall establish guidelines for teachers to use detention, loss of recess, and other disciplinary measures as steps in the disciplinary process.
  - c. Separation of a pupil from class is permissible after all other methods by the teacher have failed and is to be used in cases of persistent and willful disturbance of the classroom routine. It is the responsibility of the teacher to contact parents and to work with the parents and student to resolve the conflict and provide for the student's return to class.
  - d. Where a problem persists beyond the actions noted above the case should be referred to the administration for assistance.
5. Are expected to establish and maintain rules of conduct for the classroom.

**D. BUILDING ADMINISTRATORS**

1. Are responsible for the general control of the school and the supervision of teachers in the disciplinary process.
2. Act in discipline cases which are referred by teachers and in all instances requiring direct involvement of the principal.
3. Play a supportive role with teachers in settling disciplinary problems. Teachers may look to the principal for counsel and advice concerning matters of classroom management and control.
4. Have the power of suspension and authorization for the re-admission to school.
5. Have the responsibility for referring unresolved discipline cases to the office of the superintendent.
6. Monitor and approve individual teacher classroom rules of conduct.
7. Establish rules for general student behavior in the building and on the building grounds and attendance rules to supplement the district Behavior Codes.
8. Coordinate and support the Rules of Bus Behavior established by the Transportation Department.
9. Assure that students are appropriately informed of the various expectations for their behavior.

10. Inform the superintendent whenever a student is suspended from school for 10 days.

**E. SUPERINTENDENT**

1. Act in all cases referred by a principal and in accordance with the procedures of this Code.
2. Has the authority to long-term suspend or expel a student from school in accordance with the procedures of this Code.
3. Consider readmittance requests for students expelled for reasons other than those outlined by MCL 380.1311.

**F. BOARD OF EDUCATION**

1. Establish discipline policies.
2. Appoint a committee to consider readmittance of students who have been expelled for violations outlined by MCL 380.1311 and appeals of all other readmittance requests.

Revised: November 3, 2005  
March 5, 2009  
October 5, 2017

**DUE PROCESS RIGHTS**

The Board of Education recognizes the legal imperative to safeguard a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension (1-10 days):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension (11-59 days) and expulsion (60+ days):

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure. A committee appointed by the Board shall act on a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

The implementation of these disciplinary measures and procedures will be reasonable, fair and consistent with all students. A primary consideration will be the expeditious and timely, but proper, settlement of disciplinary action in order to minimize the disruption of a student's academic progress.

Every effort shall be made by the administration and faculty to resolve problems through effective utilization of school district resources in cooperation with the student and his parents or guardian.

Legal counsel may represent a student, parent, or guardian. If there is representation the superintendent shall be notified at least two business days prior to a hearing. If notice is not given, the hearing may be postponed.

A hearing at any administrative level shall be held in private to allow the student and his parents or guardian to contest the facts which led to disciplinary action.

Revised 09/06/01  
Revised 11/03/05  
Revised 10/05/17

**BULLYING TOWARD STUDENTS**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

The Board of Education believes that a safe and civil environment in which to learn is crucial to the academic achievement and social advancement of the students of this District. It is the policy of this District to provide a safe and nurturing environment for all students and to protect those students from bullying in all its forms regardless of the subject matter or motivation for such impermissible behavior, whether on school property, at school sponsored activities whether on or off school property, or such other locations that may affect a student's ability to learn or conduct himself/herself in the daily affairs of academic life.

The Board of Education recognizes that bullying of students, including cyberbullying, significantly interferes with the learning process. Through this Policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that could likely lead to a material or substantial disruption of the school learning environment for one or more students. Retaliation or false accusations against a target of bullying, witness to such behavior, or any other individual with reliable information about an act of bullying is also prohibited. The identity of an individual who reports an act of bullying made in good faith shall remain confidential.

In order that this Policy be properly implemented, the Board directs that:

**Implementation**

*Responsible School Official.* The Principal of each school building is primarily responsible for implementing this Policy for the school to which he or she is assigned.

*Publication.* The Superintendent shall revise the District's Student Code of Conduct, consistent with this Policy, to specifically prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this Policy on the District's website.

*Reporting.* The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

*Administrative Regulations.* The Superintendent shall promulgate such administrative regulations as he/she may deem necessary for the implementation of this Policy. The regulations shall include all of the following:

- a procedure for an individual to report an act of bullying;
- a procedure for the prompt investigation of a report of an act of bullying by the building principal or his/her designee;
- a procedure for providing notification to the parent or guardian of both the claimed victim of an act of bullying and the parent or guardian of the alleged perpetrator;
- a procedure to protect the confidentiality of a person making a report of bullying;
- a procedure for documenting any prohibited bullying incident that is reported; and
- the procedure for the Superintendent to report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.



**Procedure**

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying that may violate this policy.

The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying has 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 official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent.

**Non-retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. **Making intentionally false reports of bullying is prohibited and will not be tolerated. Any act of retaliation or the making of a false report will result in disciplinary action consistent with that described in the "Procedure" section set forth above.**

**Prevention**

The Superintendent shall establish a program or other initiatives involving all stakeholders, to include students, staff, and parents, aimed at the prevention of bullying. **The District will provide training on prevention, identification, response and reporting of incidents of bullying.** The District wide plan will include communication to students and all staff through Positive Behavior Intervention Supports.

**Definitions**

The following definitions shall apply for purposes of this Policy:

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

- (i) substantially interfering with educational opportunities, benefits or programs;

- (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

*At school* means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"Bullying"** is also 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 hand held 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) 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, and graffiti.

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

- (i) substantially interfering with educational opportunities, benefits or programs;
- (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

Revised June 5, 2012  
Revised September 2, 2015

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication device (ECD) during the school day for **data usage only** at the discretion of teacher and/or school facilitator. It is further understood that the student is responsible for following the District's Acceptable Use Policy. Texting and voice usage are still prohibited during school hours. However, each school within the District may establish designated times and places for such use in conformance with this policy.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms and restrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

Exceptions may be made for students needing accommodations recognized through an IEPC or 504 Plan.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Adopted May 5, 2005  
Revised January 8, 2009  
Revised August 1, 2013

## **CORPORAL PUNISHMENT**

Corporal punishment was prohibited in Michigan public schools effective March 30, 1989, according to Public Act 521 of 1988, which also amended Section 1312 of the School Code of 1976. Public Act 6 of 1993 further amended the law on corporal punishment.

Corporal punishment is defined as "the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline." Physical pain caused by reasonable physical activities associated with athletic training is excluded from this definition.

A person employed by or engaged as a volunteer or contractor by the School District may use **reasonable** physical force upon a student as necessary to maintain order and control in school or a school-related setting relative to the following situations.

- A. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of School-District functions, if that student has refused to comply with a request to refrain from further disruptive acts
- B. for self-defense or the defense of another
- C. to prevent a student from inflicting harm on himself/herself
- D. to quell a disturbance that threatens physical injury to any person
- E. to obtain possession of a weapon or other dangerous object upon or within the control of a student
- F. to protect property

The use of physical force may be deemed **unreasonable** or **inappropriate** in a situation in which an employee previously trained in techniques specifically designed to avoid use of physical force fails to appropriately use such techniques.

While acting within the scope of his/her responsibilities, an employee, volunteer, or contractor who exercises necessary reasonable physical force upon a student or upon another person of school age in a school-related setting is not liable in a civil action for damages arising from the use of physical force.

Conversely, a person who violates the provisions of the law and this policy relative to the use of either corporal punishment or physical force shall be subject to appropriate discipline by the School Board, which will take into consideration reasonable good-faith judgments made by that person.

It shall be the responsibility of the School District to develop and implement a Code of Student Conduct and shall enforce its provisions with regard to student misconduct in the classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity whether or not it is held on school premises.

Some discipline alternatives to the use in lieu of corporal punishment are:

- A. on-the-spot verbal corrections;
- B. a conference with the student;
- C. a parent conference;
- D. loss of privileges;
- E. referral to the principal;
- F. detention;
- G. reimbursement for damages;
- H. separation from class;
- I. suspension;
- J. expulsion.

Principals and other supervisors will be expected to inform and distribute to employees in their area of responsibility the District's policy on corporal punishment and alternative forms of discipline.

M.C.L.A. 380.1312

Revised 01/02/03

## **DRESS AND GROOMING**

Student dress and appearance are primary factors in creating a positive educational environment.

Staff members of Lapeer Community Schools strive to be aware of contemporary dress and grooming styles, but ask both students and parents to keep in mind that school is operated for the educational growth of youth in an atmosphere of dignity and seriousness of purpose.

It will be the responsibility of students and/or parents, who have a question or concern with the District's policies on student dress or other items of clothing that may be considered questionable in a school setting to contact the building principal on an immediate and timely basis, and, as much as possible, prior to a situation developing into a problem.

Students of Lapeer Community Schools will be expected to dress in accord with the following guidelines:

- A. Students are expected to dress in a neat, clean, and modest manner that does not detract from the educational purposes of the school. Hats are not to be worn in the building.
- B. To maintain this standard, students are not to wear the following types of apparel:
  - 1. spandex clothing and leotards
  - 2. tube tops
  - 3. halters
  - 4. items which bare the child's back to the waistline or bare the midriff
  - 5. mesh tops
  - 6. tops that have plunging necklines and/or arm holes
  - 7. clothing with obscene, offensive, or inappropriate statements and/or graphic designs
  - 8. biking shorts
  - 9. slashed or torn clothing
- C. At the elementary level, because of wet and muddy playground conditions, children are expected to have two (2) pairs of footwear at school. Either boots or shoes specifically to be worn outside and slippers or shoes for inside are recommended. This will ensure that your child will not need to be in school in wet shoes. Shoes with cleats or spikes cannot be worn.
- D. For safety considerations, sandals, particularly without socks or hosiery, are not recommended.
- E. During winter months children should be dressed in warm clothes. Building temperatures are kept at sixty-eight degrees (68°) to reduce energy costs.

- F. Students may wear shorts that are neat, clean, and modest. Cut-offs, athletic shorts, and biking shorts will not be acceptable.
- G. At the elementary level students are not allowed to wear make-up.
- H. The wearing or display of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or groups which advocate drug use, violence, illegal substances, or disruptive behavior is prohibited.
- I. Building principals shall advise students on the application of this policy in respect to length of shorts and other interpretations on particular items of dress and shall make determinations in specific circumstances when necessary.
- J. Students not respecting the dress and appearance expectations may be subject to the Student Code of Conduct's insubordination penalties.



## **PHYSICAL ASSAULT**

The Board or the superintendent shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor. Michigan law states that an individual permanently expelled "is expelled from all public schools in this state and officials of a school district shall not allow the individual to enroll in the school district unless the individual has been reinstated" per state guidelines. Further, the law states that "the individual shall not be reinstated before the expiration of 180 school days after the date of expulsion." (MCL 380.1311a)

The Board or the superintendent 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 pupil. Suspensions ten days or less may be delegated to the building administration. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. (MCL 380.1310)

## **SEARCH AND SEIZURE**

To protect the safety and welfare of students and school personnel and to maintain order and discipline, school authorities may conduct periodic general inspections of lockers and/or desks and their contents. These inspections may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant. School lockers and desks are the property of the District. At no time does the District relinquish its exclusive control of the lockers and desks provided for the convenience of students.

A student's refusal to permit the search of his/her person and/or personal property worn by the student or in his/her physical possession, or a student's interference with searches of lockers and/or desks and their contents as provided in this policy will be considered grounds for disciplinary action up to and including expulsion.

A student's person and/or personal property e.g. purse, book bag, backpack, athletic bag, worn or in the physical possession of a student may be searched whenever a school official has reasonable suspicion to believe the student is in possession of illegal or unauthorized materials. Personal property in lockers and/or desks may be searched as part of periodic general inspections of lockers and/or desks even if there is not reasonable suspicion to believe they contain illegal or unauthorized materials. The inside of a student's vehicle may be searched whenever a school official has reasonable suspicion to believe the vehicle contains illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition. In the course of any search, a student's privacy rights will be respected regarding any items that are not illegal or not against Board policy.

In the interest of students' safety, random searches of student lockers and/or desks may be conducted and trained animals may be used to conduct such searches. A student's person and/or personal property which is worn or in the physical possession of a student may be searched if there is reasonable suspicion to believe the student is in possession of illegal or unauthorized materials. "Strip" searches will not be allowed. Trained animals may be used to conduct searches of school parking lots and the exterior of vehicles in school parking lots.

M.C.L.A. 380.1306  
U.S. Constitution, 4th Amendment

Adopted: July 6, 2000  
Revised: April 5, 2001  
Revised: November 3, 2005

## **STUDENT HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or 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 the District 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, coaches, volunteer coaches, and other employees who fail to abide by this policy may be subject to disciplinary action.

The Superintendent shall distribute this policy to all students, coaches, and District employees, and shall incorporate it into building, staff, and student handbooks.

Adopted May 5, 2005

PART TWO:

ADMINISTRATIVE GUIDELINES

**ADMINISTRATIVE GUIDELINES:**

**STUDENT CODE of CONDUCT**

**(Authorization: Board Policy 5500)**

It is expected that principals shall strive to develop a consistent interpretation and application of the Student Code of Conduct at each of the instructional levels -- elementary and secondary. The superintendent shall expect, and facilitate procedures for, principals conferring generally and on a case-by-case basis regarding the disposition of student violations. The central administrative staff shall be expected to provide district-wide perspective and consistency to the applications of the Code.

**A. SECONDARY ADMINISTRATIVE GUIDELINES**

1. The types of misbehavior delineated under Student Violations and Penalties shall be grounds for suspension or expulsion from school or other appropriate administrative action. These categories are general in nature and are not deemed to be all-inclusive.
2. The administration will exercise latitude and judgment in periods of suspension, except where specifically noted otherwise.
3. As provided in this Code, all suspensions may be extended if, in the judgment of the administration, the student does not demonstrate a sincere intention to behave properly upon his return to school or because of the extreme severity of the violation.
4. In cases where state statutes have been violated, the administration will consider advising the local police authorities for possible legal action. In cases where another student violates a student's personal rights, the student whose rights were violated has the right to pursue private legal action. All cases involving drugs, alcohol, or weapons will be reported to the local police authority. Cases involving the use of tobacco products will be reported to the local police authority.
5. In all cases where students have items that are a violation of the Code, the items will be confiscated. These items are to be destroyed, personally picked up by the parent, or turned over to the police as appropriate.

**B. ELEMENTARY ADMINISTRATIVE GUIDELINES**

1. Principals shall be expected to consider the specific circumstances, the student's level of maturity, and the degree of consequence to other students and staff in their handling of individual misbehavior problems.
2. Students are expected to learn as soon as they begin school that certain behaviors pose a serious threat to the well being of other students and will result in serious consequences initiated by the building principal.
3. This Code provides a direction to students and parents as to specific behaviors that will require the attention of the principal. The types of misbehavior delineated under Student Violations and Penalties shall be grounds for suspension or expulsion from school or other appropriate administrative action. These categories are general in nature and are not deemed to be all-inclusive. The administration will exercise

latitude and judgment in periods of suspension, except where specifically noted otherwise.

4. In cases where state statutes have been violated, the administration will advise the local police authorities for possible legal action. In cases where another student violates a student's personal rights, the student whose rights were violated has the right to pursue private legal action. All cases involving drugs, alcohol, tobacco, or weapons will be reported to the local police authority.
5. In all cases where students have items that are a violation of the Code: the items will be confiscated. These items are to be destroyed, personally picked up by the parent, or turned over to the police as appropriate.

### **c. STUDENT VIOLATIONS AND PENALTIES**

This Student Code of Conduct governs behavior which occurs on school property, at any school-sponsored activity, around school property, on school buses, at school bus stops, and while the student is en route to and from school. The penalties may exceed the guidelines in the following, if in the judgment of the administration, the violation is of extreme severity. The penalty may include expulsion.

1. **ALCOHOL/DRUGS** -- The possession or use of alcohol or other drugs, being involved in an alcohol/other drugs infraction which includes the possession or use of drug paraphernalia, or being under the influence of alcohol/other drugs is not permitted on school property, at any school-sponsored activity, or en route to and from school. **Suspension or expulsion.**

The definition of "alcohol and other drugs" shall include steroids and those items commonly referred to as "look-alike." Alcohol look-alike beverages are those advertised and marketed as nonalcoholic, but which come under the control of the state liquor commission. Look-alike drugs and other controlled substances are those which are represented as a drug or substance intended to produce abnormal behavior. Drugs may include over the counter and other non-prescription drugs.

- a. **First Violation** -- A law enforcement agency will be notified. The suspension may be reduced to five days if the student and parents agree at a mandatory reinstatement conference to having the student enroll in and complete a principal-approved program providing or giving access to assessment and treatment for substance abuse related problems. The school district will not be financially responsible for enrollment in a program. **Suspension 10 school days.**
- b. **Second Violation** -- A law enforcement agency will be notified. A 10-school day suspension will be imposed in all cases and a recommendation for expulsion will be made unless the parents and student have made arrangements, satisfactory to the principal, for the student's enrollment and participation in a licensed program providing treatment for substance abuse problems. The school district will not be financially responsible for such treatment programs. **Suspension of 10 school days or expulsion**
- c. **Third Violation** -- An expulsion hearing will occur and a law enforcement agency will be notified. **Expulsion**
- d. **Sale or Distribution** -- A student selling, buying, distributing, or instigating a transaction of alcohol/other drugs will be expelled from

school for the first violation and a law enforcement agency will be notified.

### **Expulsion**

2. **ARSON** -- As determined by the local fire department authorities that school property was intentionally set on fire for the purpose of doing damage or injury. **Expulsion from school permanently.** Readmittance subject to provisions of MCL 380.1311. Notification of violation and expulsion delivered to local police agency, Lapeer Probate Court, Lapeer Community Mental Health Agency and Michigan Family Independence Agency. All students will have the violation noted on their permanent school record and notice of such violation shall be delivered to any public school in Michigan requesting the student's records.
3. **ASSAULT** (MCL 380.1310 and 380-1311a)
  - a. **ASSAULT/PHYSICAL AGGRESSION** – A one-sided act of aggression towards another student, in school buildings, around school property, on school busses, at any school-sponsored activity, or at a bus stop (for example, but not limited to, hitting, biting, kicking, etc.). **Suspension or expulsion up to 180 school days and report to local police for grades 6-12. Suspension up to and including ten school days for grades K-5.**
4. **BOMB THREATS** (MCL 380.1310)– Making a bomb threat (verbal or written) or similar threat directed at a school building, other school property, or a school-related event. **Expulsion up to 180 school days and report to local police.**
5. **BULLYING** – A pattern of intentional inappropriate conduct that negatively impacts other students' educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as cyber bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats. **Suspension up to ten days or expulsion.**
6. **BURGLARY/LARCENY/ROBBERY/STEALING/RECEIVING or CONCEALING STOLEN PROPERTY**
  - a. **BURGLARY/LARCENY/ROBBERY** -- Stealing school or personal property of others; stealing from an individual by force or threat of force. A violation will be considered if the action occurs at a school building, on a school bus, at a bus stop, or at a school-related event. **Suspension up to ten days or expulsion. Restitution for losses. Possible notification of police authorities.**
  - b. **RECEIVING OR CONCEALING STOLEN PROPERTY** – Knowingly receiving or concealing school or personal property of others. **Suspension up to ten days or expulsion. Possible notification of police authorities.**
7. **CHEATING** -- Attempting to improve one's performance on tests or other school work through the use of unauthorized materials, by copying from another individual, or knowingly providing materials to be used for the purpose of cheating. Failing grade on the copied work. All students knowingly involved

in an act of cheating shall receive a failing grade(s) on the assignment(s).  
**Suspension up to and including ten school days.**

8. **DRESSING AND GROOMING** –Not adhering to the dress and grooming policies established in the Student Handbook and as implemented by the building administration. Every school shall have the same policy. Suspension until proper dress is worn.
9. **EXTORTION/BLACKMAIL/COERCION** -- Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force (intimidation). **Suspension up to ten days or expulsion.**
10. **FALSE ALARMS** -- Issuing by word or act a false or misleading report of a fire, other emergency, or calling 911. **Suspension up to and including ten school days. Notification of police authorities.**
11. **FIGHTING** (MCL 380.1310 and 380-1311a)
  - a. **FIGHTING** -- Involving two or more students in bodily contact, verbal, or written abuse, in school buildings, around school property, on school busses, at any school-sponsored activity or at a bus stop. **Suspension up to and including ten days or expulsion.**
12. **FIREARMS/WEAPONS/EXPLOSIVES** -- Students are strictly prohibited from the possession or use of weapons **Suspension or expulsion.**  
The Revised School Code defines “dangerous weapon” as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife open by mechanical device, iron bar or brass knuckles. Under the Revised School Code, a student will be permanently expelled, subject to possible reinstatement, if the student possesses a weapon that constitutes a dangerous weapon in a weapon-free school zone. Weapon-free school zone is defined as school property and a vehicle used to transport students to or from school property.

Possession or use of weapons, which do not constitute dangerous weapons, is also prohibited. For purposes of this Student Code of Conduct, a weapon is defined as any object which can propel a projectile, including BB guns, air guns and pellet guns; explosives (including firecrackers) or incendiary devices of any kind; a knife, cutting or stabbing instrument; or any facsimile of any of the aforementioned. A weapon is also any object or instrument not specifically defined or mentioned above, which is possessed or used, coupled with the intent to harm or injure another person. The prohibition against the possession or use of weapons includes threats to use weapons and is not limited to conduct which occurs in a weapon-free school zone. Thus, students may be disciplined for possessing, using or threatening to use weapons on school property, while a student is en route to and from school, on a school bus, at a bus stop or at any school related event or activity.

In all cases, the appropriate law enforcement agency will be notified. In all cases of expulsion under this provision, notice of the violation and expulsion shall be delivered to the local agency, the Lapeer Probate Court, Lapeer Community Mental Health Agency and the Michigan Family Independence Agency. **Parents shall be told the above agencies were notified.**

Students expelled for violating this Student Code of Conduct provision and also the Revised School Code will have the expulsion noted on their permanent records, and will be denied admittance to any Michigan public school until readmitted by a process detailed in the law.

13. **FORGERY** -- The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, address, or other data on school forms. **Suspension up to and including 10 school days.**
14. **GAMBLING** -- Any illegal game of chance which involves the exchange of money and /or personal property. **Suspension up to and including ten school days.**
15. **GANGS** – A group that poses a threat to public safety and order through violence, intimidation, harassment, or other illegal activities. All gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property, and at all school related events. **Suspension up to and including 10 school days or expulsion.**
16. **GROSS MISBEHAVIOR** -- Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship. **Suspension up to and including 10 school days.**
17. **HARASSMENT – SEXUAL or GENDER/ETHNIC/RELIGIOUS/DISABILITY**  
A pattern of and/or offensive behavior that is derogatory and disparaging to an individual regarding disability, race, religion, or sex as interpreted by the administration and teaching staff. **Suspension up to and including 10 school days or expulsion. In addition to the suspension, with sexual harassment there is assignment to mandatory diversion program.**
  - a. **SEXUAL HARASSMENT** – Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. Examples of conduct of a sexual nature which may constitute sexual harassment are as follows:
    - 1) **Verbal**  
The making of written or verbal innuendoes, suggestive comments, jokes of an inappropriate nature, propositions or threats to a fellow student, staff member or other person associated with the District.
    - 2) **Nonverbal**  
Causing the placement of suggestive objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the District.
    - 3) **Physical Contact**  
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced physical contact with a fellow student, staff member or other person associated with the District.



b. **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT –**  
Unwelcome conduct based upon gender, ethnicity, disability and religion is also prohibited. Examples of conduct which may constitute such harassment are as follows:

- 1) **Verbal**  
Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning, but not limited to, a person's gender, national origin, religious beliefs, to a fellow student, staff member or other person associated with the District.
- 2) **Nonverbal**  
Placing objects, pictures, or graphic commentaries in the school environment or the making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.
- 3) **Physical**  
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.

If a student believes that the sexual harassment section has been violated by an employee of the District or by a fellow student, the student should immediately report this concern to his/her building principal, school counselor, or to the assistant superintendent for human resources. The District encourages the student to discuss this concern with his/her parent(s) or guardian(s).

All such reports will be handled as discreetly as possible to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that the district is required by law to report suspected child abuse to the Family Independence Agency.

18. **HAZING** -- Performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Hazing involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; and undressing or otherwise exposing initiates. **Suspension up to 10 or expulsion.**
19. **INDECENCY** -- Offensive behavior, which includes (1) acts of immoral conduct against commonly recognized standards of propriety or good taste and (2) comments that are derogatory and disparaging to any particular race, religion, or sex as interpreted by the administration and teaching staff. **Suspension up to and including 10 school days.**
20. **INSTIGATING/PROMOTING/ABETTING DISORDERLY CONDUCT** – The act of instigating or promoting disorderly conduct such as a fight, etc. Abetting is the encouragement, either verbally or by physical presence, of others engaged in disorderly conduct. **Suspension up to and including ten school days.**

21. **LYING/ PROVIDING MISINFORMATION** – Knowingly providing false or misleading information to school administration. **Suspension up to and including ten school days.**
22. **MISUSE OF TECHNOLOGY** -- Any use of technology that is not in support of education and research (including but not limited to modification, destruction, "hacking", or abuse of hardware or software) and consistent with the purposes of Lapeer Community Schools. **Loss of technology use privileges, restitution for losses, suspension, expulsion.**
23. **INSUBORDINATION** -- The failure to respond to or carry out a reasonable request by staff member. **Suspension up to 10 school days or expulsion.**
24. **OBSCENITY/PROFANITY** -- The act of using obscene and profane language by pupils, in verbal or written form or in pictures or caricatures in or on any school property. **Suspension up to and including ten school days.**
25. **PERSISTENT DISOBEDIENCE** -- Repeated misbehavior in complying with the rules and regulations of the school and instructional staff. **Suspension up to 10 school days or expulsion.**
26. **PHYSICAL THREATS** (MCL 380.1310 and 380-1311a)
  - a. **THREAT of PHYSICAL VIOLENCE** – Making a threat to persons other than as in "d" below. A physical threat is limited to a threat (gesture, verbal, or written) which places a person in imminent fear of being physically assaulted in school buildings, on school property, at any school related event, or at a bus stop. **Suspension up to and including ten school days, consideration for expulsion up to 180 school days, and notification of local police.**
  - b. **STRIKING OR THREATENING SCHOOL PERSONNEL, VOLUNTEERS, OR CONTRACTORS** – The act of threatening or intimidating school personnel; interfering with school personnel, volunteers, or contractors by force or violence

**Grades K – 5**

- **Verbal threats will result in suspension up to and including 10 school days.**
- **Physical interference, force or violence will result in suspension up to and including 10 school days or expulsion.**

**Grades 6 – 12**

- **Verbal threats will result in suspension or expulsion up to 180 school days; physical interference, force or violence will result in permanent expulsion and notification of police.**

The appropriate law enforcement agency may be notified. The students will be subject to suspension or expulsion. In all cases of expulsion under this

provision notice of the violation and expulsion shall be delivered to the local police agency, Lapeer Probate Court, Lapeer Community Mental Health Agency, and the Michigan Family Independence Agency. **Parents shall be told the above agencies were notified.**

27. **ROUGH HOUSING/HORSEPLAY** -- Students engaging in rough or inappropriate physical play or contact which is disruptive to the school environment. **Suspension up to 10 days.**
28. **SEXUAL ASSAULT (Criminal Sexual Conduct)** -- On school grounds and school activities and as determined by the local police department. **Expulsion from school permanently.** Readmittance subject to provisions of Revised School Code. Notification of violation and expulsion delivered to local police agency, Lapeer Probate Court, Lapeer Community Mental Health Agency and Michigan Family Independence Agency. All students will have the violation noted on their permanent school record and notice of such violation shall be delivered to any public school in Michigan requesting the student's records.
29. **SMOKING/TOBACCO PRODUCTS** -- The possession or use of tobacco products or look a likes, or being involved in a smoking infraction, is not permitted on school property, at any school-sponsored activity, or at the bus stop. **Suspension up to five school days first violation and 10 school days second violation.** Possible notification of the proper law enforcement.
30. **TRESPASS** -- Being present in an unauthorized place or refusing to leave when directed to do so. **Suspension up to and including ten school days.**
31. **TRUANCY** -- The act of unauthorized absence as covered in the attendance policies for any period of time; chronic tardiness may be considered as truancy; Daily attendance of students is required in accordance with state law and school board policy. **Report to Lapeer Probate Court. Repeated violations would constitute persistent disobedience.**
32. **UNAUTHORIZED DEMONSTRATIONS** -- Any mass group activity, such as walkouts, sit-ins, etc., which is not sponsored by the school or authorized by the administration. **Suspension up to and including ten school days.**
33. **UNAUTHORIZED ELECTRONIC COMMUNICATION DEVICES** -- Unauthorized use of any electronic communication devices (ECD) during the school day, at any school function, or on school property. Students possessing an ECD must turn the device off during the school day and on school vehicles. **When directed by administration or staff during school activities, ECDs must be turned off and stored out of sight.** Use of ECDs in locker rooms and restrooms is prohibited. **Confiscation of device. Suspension. Repeated violations would constitute persistent disobedience.**
34. **UNAUTHORIZED PRINTED MATERIAL** -- The act of printing and distribution of printed matter that is unauthorized by the school administration. The principal reserves the right to refuse authorization for the printing or

distribution of materials that could materially disrupt the normal school activities and /or violate current legal standards of obscenity or libel. Distribution will be confined to periods of time that will not interfere with classroom activities or inhibit the movement of students. **Suspension up to and including ten school days.**

35. **VANDALISM/MALICIOUS MISCHIEF** -- The act of willful destruction of school property and property belonging to another or others including off-premises vandalism of property belonging to employees; defacing school property. **Suspension up to and including 10 school days or expulsion. Restitution for losses. (Board of Education Policy 5513)**
36. **VIOLATION OF BUS RULES AND BUILDING RULES** -- Students shall be responsible for being knowledgeable of the district rules for student behavior related to district transportation and such other special building rules as may be established by the principal. Violations of these rules, not otherwise covered in the Student Code of Conduct, shall be appropriately handled by the building administration. **Penalties may include detention, denial of transportation privileges, parent conferences, and suspension from school.**

Revised August 2013

