



Lapeer West High School

2011-2012

Student Handbook



Lapeer Community Schools

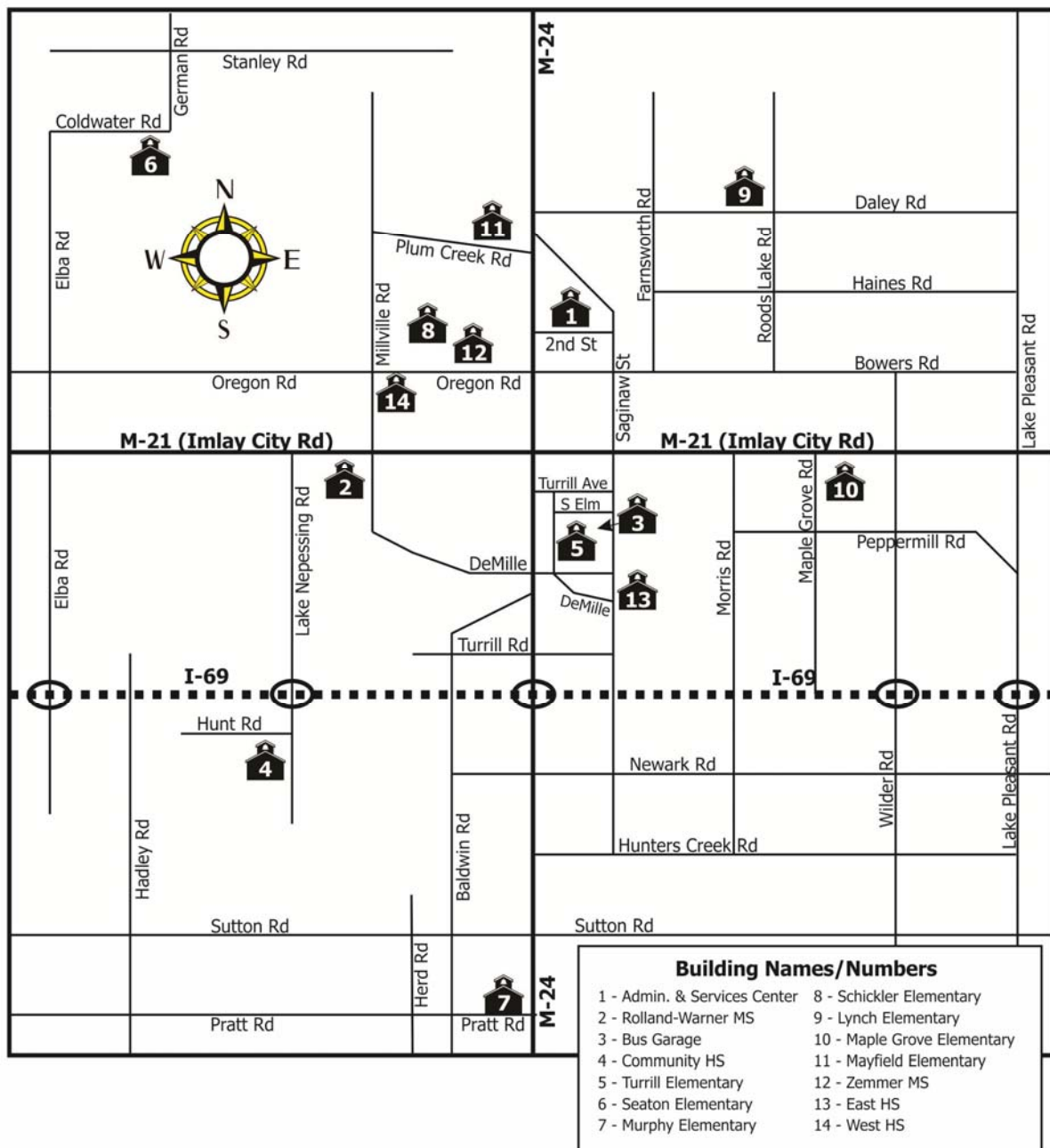
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Welcome to Lapeer Community Schools

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 secondary educational program. Much of the following information is essential for students to know. Parents are encouraged to review the contents with their children and discuss the procedures and rules that pertain directly to them.

Please keep this handbook in a convenient location and refer to it as questions develop. If the answers are not included, call the school building or the administration building to get the information. Telephone numbers are listed on the next page.



DISTRICT DIRECTORY

District Administrative Services

250 Second Street, Lapeer, MI 48446
810-667-2401 Fax: 810-667-2411 Website: www.lapeerschools.org
Matthew T. Wandrie, Superintendent
Craig Gerard, Assistant Superintendent for Human Resources
Kevin Rose, Assistant Superintendent for Business and Finance
Kim Seifferly, Executive Director Curriculum and Instruction

Lapeer East High School

Scott Roper, Principal
(Gr. 9 – 12; 7:25 am – 2:07 pm)
933 S. Saginaw St., Lapeer, MI 48446-2698
667-2418
Fax: 667-2422
Attendance: 667-2417, attendance extension 2
Athletics: 667-2457. Athletics extension 3
Counseling: 667-2418, counseling extension 4

Lapeer Community High School

Kevin Walters, Principal
(Gr. 9 – 12; 7:30 am – 1:56 pm)
1220 Lake Nepessing Rd., Lapeer, MI 48446
667-2453
Fax: 667-2412

Special Education

Sherryl McLaughlin, Director
(7:30 am – 4:30 pm)
(A&SC)
250 Second St., Lapeer, MI 48446
Fax: 538-1654

Food Services

Scott Smith, Director
(7:30 am – 4:30 pm)
(A&SC)
250 Second St., Lapeer, MI 48446
538-1648
Fax: 667-2407

Lapeer County Education & Technology Center

Dale Moore, Principal
Cathy Amboy, Assistant Principal – CTE Programs
690 Lake Pleasant Road, Attica, MI 48412-9303
664-1124
Fax: 724-7600

Lapeer West High School

Tim Zeeman, Principal
(Gr. 9 – 12; 7:25 am – 2:07 pm)
170 Millville Rd., Lapeer, MI 48446
667-2423
Fax: 667-2428
Attendance: 667-2429, attendance extension 2
Athletics: 667-2423, extension 3
Counseling: 667-2423, counseling extension 4

Rolland-Warner Middle School

Tony Strump, Principal
(Gr. 6 – 8, 9:07 am – 3:45 pm)
333 DeMille Rd., Lapeer, MI 48446
538-2334
Fax: 538-3250

Zemmer Middle School

Matt Olson, Principal
(Gr. 6 – 8, 9:07 am – 3:45 pm)
1920 Oregon Rd., Lapeer, MI 48446
667-2413
Fax: 667-2483

Transportation

Gail Finley, Director
(Bus Garage)
582 S. Calhoun St., Lapeer, MI 48446
667-2433
Fax: 667-2497

Kids & Company

Melanie Berry, Director
(7:30 am – 4:30 pm)
(Rolland-Warner Middle School)
333 DeMille Blvd., Lapeer, MI 48446
667-2454
Fax: 667-2412

REGISTRATION AND COMMUNICATION

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 proof of residency (i.e. driver's license, building permit, utility bill, etc.)

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.

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**. This form may be picked up at any building in the district. It is also available on the district website.

NON-CUSTODIAL 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 non-custodial 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 non-custodial, 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.

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:

School may be closed for the day, or delayed in opening by one or two hours. Parents and students are asked to listen to announcements regarding school closing on the following “official” stations:

AM Stations

WJR-760 AM
WWJ-950 AM
WMPC-1230 AM
WSAM-1400 AM
WFNT-1470 AM
WLSP-1530 AM

FM Stations

WDZZ-92.7 FM
WHNN-96.1 FM
WRCL-97.3 FM
WKCQ-98 FM
WBN-101 FM
WIOG-102.5, FM
WQUS-103.1, FM
WRSR-103.9, FM
WCRZ-107.9 FM

TV Stations

WJBK, Fox 2
WDIV, Channel 4
WNEM, Channel 5
WXYZ, Channel 7
WJRT, Channel 12
LCS-TV, Channel 18
WEYI, Channel 25

Parents can also learn of emergency closings and activity schedules by:

- Calling 667-2408
- Visiting our website www.lapeerschools.org
- Tuning in to Cable Channel 18

SCHOOL MESSENGER

Keeping LCS parents, students and staff informed in a timely manner is a very high priority.

To speed that process, the district uses a system called “School Messenger” to notify parents, students and staff about school closings and other important announcements.

“School Messenger” is linked to the district’s PowerSchool system and is utilized to send out important information immediately using automated phone calls, emails and text messages.

In order to receive the notifications via a text message, parents and staff will have to “opt in.” To do so at anytime, parents and staff can use their cell phone to text the word “yes” to 68453. Parents must have their cell phone number(s) registered as a contact number with the school in order to activate this service.

Cell phone users who do not text that number, but have their phone registered as a contact number with the school, will receive one automated text from the system asking them if they want to “opt in” to the service. They can reply to that text to “opt in.”

Welcome to Lapeer West

from the Principal...

Welcome to Lapeer West, where we work and play **together**. First of all, welcome to each and every one of you. I/We are **excited** about this new year and the fact that you are here. You will find that the expectations here are great because we **care** about each other and are **proud** of what we have to offer. We expect each of you to **represent** your school and **yourself** exceptionally **well**. West continues to **value** each and every one of you for your own **uniqueness**, but we **expect** you to **value** and **respect** yourselves, this building, and the people who keep it running smoothly. We and you will have **compassion** for all. Again...Welcome. Let's have a **great** year!

*Remember....Together **WE** **Stand** **Tall**.*

LAPEER WEST HIGH SCHOOL

(810) 667-2423

Fax (810) 667-2428

ATTENDANCE

(810) 667-2429

COUNSELING

(810) 667-2423 ext. 4

ATHLETICS

(810) 667-2423 ext.2

Fax (810) 667-2477

ADMINISTRATION

Principal – Timothy J. Zeeman

Assistant Principal/Athletic Director – Mary G. Haslinger

Assistant Principal – Dean W. Rothgeb

Dean of Students – Mike L. Smith

A - F

G - O

P - Z

SECRETARIES

Head Secretary – Sharon Fisher

Attendance – Pat Kimbrough

Athletic – Chris Sierakowski

Counseling – Kim Komraus

COUNSELORS

Julie Pecore – A - GO

Jan Ciaramella – Gr - O

Karol Settergren – P - Z

DAILY SCHEDULE

School will begin at 7:25 AM and conclude at 2:07 PM. A typical school day is as follows:

9 - 12 Grades:

7:15 a.m.	Teachers Report
7:25-8:35	1st Period
8:41-9:51	2nd Period
9:57-11:37	3rd Period

Lunch:

"A"	9:51-10:21
"B"	10:18-10:48
"C"	10:45-11:15
"D"	11:13-11:43

11:43-12:53	4 th Period
12:59-2:07	5th Period
2:55 p.m.	End of Teacher Day

The six minute passing time is more than adequate to make it to class on time. Punctuality is a must. Be on time to class every day ... every time!

SCHOOL SECURITY

A safe, secure learning environment is a priority at Lapeer West High School. Strict procedures are enforced to promote safety for all students and staff. Students will not be allowed in the halls during class without a pass unless there is a real emergency. Students will not be allowed to carry backpacks, large purses, shoulder bags, tote bags, or other types of satchels larger than a standard 8 ½ x 11 inch sheet of paper. Backpacks may be brought to school and kept in lockers but must remain in lockers from the start of first hour until the end of the school day. We encourage students to keep house keys, car keys, and important phone numbers with them at all times while at school. Many of these steps are inconvenient, but our first and primary concern is for the safety of our students and staff.

HALL PASSES

Student must have a pass to be in the halls during class time. Students are expected to obtain their classroom materials and utilize the drinking fountains/lavatories during the passing time between classes.

LOCKER ACCESS AFTER SCHOOL

The main office closes at 3:30 p.m. each day. Access to lockers may be limited after 2:30 p.m. Athletes and other students involved in extra-curricular activities should take all personal belongings and study materials needed after 2:30 p.m. with them to their after-school activity.

ELECTRONIC COMMUNICATIONS

Students are not allowed to play Ipods, CD players, MP3 players, or any other electronic device during the school day without consent of the teacher, administrator, or supervisor. This includes to and from school on the busses. Because of the difficulty in securing this type of valuable, students are strongly discouraged from bringing these electronic devices to school. If items of this type are brought to school, they will be expected to be stored in the student's locker until the school day is over. Lapeer West assumes no responsibility for lost or stolen items.

CELL PHONES

Cell phones are not to be used during the school day except in the cafeteria during the students' lunch periods. Cell phones may not be used in the hallways, in the classrooms, in the bathrooms, or in the offices. Cell phones also may not be used outside the building during the school day.

Any unauthorized use of a cell phone is considered a violation of the cell phone policy and will be dealt with in the following manner:

- **1st offense – parents must pick up the phone**
- **2nd offense – student is on a five (5) day phone contract (phone must be in office from 7:20am – 2:07pm for five consecutive school days)**
- **3rd offense – student is on a ten (10) day phone contract (phone must be in office from 7:20am – 2:07pm for ten consecutive school days)**
- **4th or more offense – suspension (number of days will increase with the number of offenses)**

Students who turn in one cell phone and carry another during the school day may be subjected to additional discipline. If a student asks another student to pretend the phone is his/hers, it is a cell phone violation for each student.

STUDENT RESPONSIBILITY CENTER (SRC)

The Student Responsibility Center has been created to reduce the time teachers spend disciplining students who disrupt the learning environment. Students who interrupt class with unacceptable behavior will be sent to the SRC room to reflect on their poor behavior and create a plan for improvement. When a teacher speaks the line “What are you doing?” the student knows that, potentially, the SRC process has begun. If the behavior of the student does not improve, the student will be sent to the SRC room to develop a plan of improvement. The following is the SRC process:

- Teacher asks, “What are you doing?” and goes through the SRC script with the student
- If the student is rude, sarcastic or continues to misbehave, he/she student is sent to SRC
- Student reports to SRC
- Student is seated and given a “Student Responsibility Reflection” to complete when he/she is calm

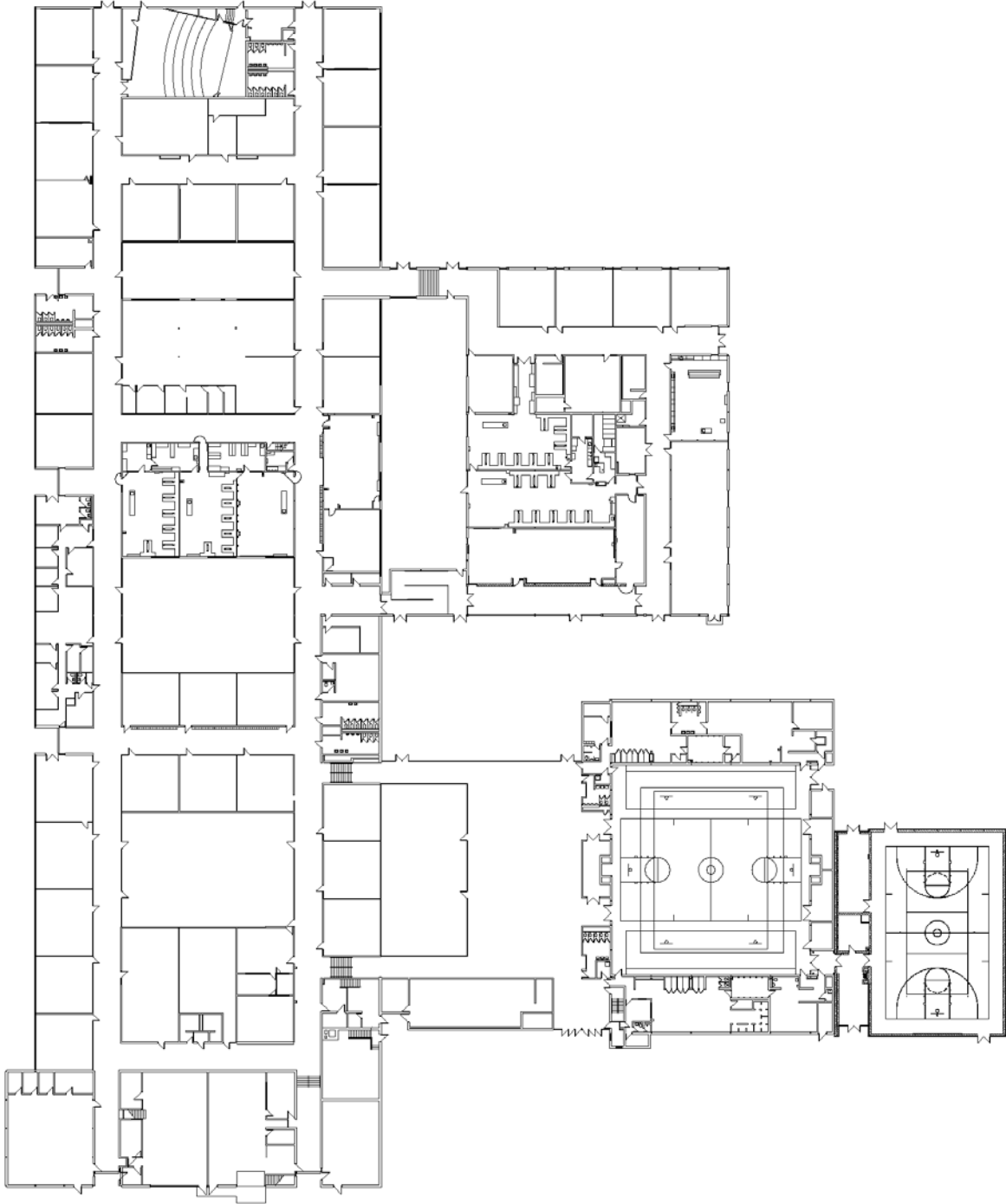
- After completing this reflection, the student will devise a plan to improve his/her behavior by answering guided questions resulting in a “Student Responsibility Contract”
- Student will take completed reflection and contract to his/her Assistant Principal
- A.P. will discuss the reflection with the student, discuss the need for improved behavior, and call student’s parents.
- Student will schedule a brief (3-5 min) meeting with teacher to discuss plan and ask permission to return to class (This meeting must take place before school, after school, during lunch, or during the teacher’s conference period.)
- Teacher and student will negotiate the student’s return to class based on the student’s plan

SRC has been created to stop unacceptable behavior before discipline is required. However, students who have been sent to SRC repeatedly will enter into the discipline process.

DETENTION RULES AND REGULATIONS

1. Only the administration will assign students for disciplinary reasons to the detention room. Teachers may assign detentions to be served in individual classrooms.
2. When a student is assigned detention, he/she must serve the detention within three school days.
3. At the time a student is given detention, he/she must make the decision when he/she will report to the detention room.
4. Students will report to detention prepared to do school work.
5. Students who report late for detention will not be admitted to the detention room.
6. Assignment to the detention room is a form of discipline for deviation from acceptable school standards. Acceptable classroom behavior must be maintained by the student while in detention, or the student may be given additional detention time or suspended from school.
7. Students who do not serve their assigned detentions may be suspended from school until the detention is served.
8. If a student is removed from detention for disciplinary reasons, he/she will be suspended from school.
9. Detentions are to be served in the SRC room. Morning detention is from 7:00 AM to 7:20 AM and afternoon detention is from 2:10 PM to 3:00 PM.
10. Each detention session counts as one hour.

Lapeer West High School Building Map



SECTION I

SCHOOL SERVICES AND FACILITIES

CAFETERIA

The cafeteria is open each school day for students to use during the lunch break. All students must report to the cafeteria. Breakfast is also served. Students may eat only in the cafeteria and are expected to dispose of all refuse in the containers provided. Students are to remain in the cafeteria unless they have an authorized pass to leave early.

BREAKFAST & LUNCH

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school-served meals. Breakfast, Lunch and snacks can be purchased daily or prepaid in advance (preferred method). Breakfast, Lunch, and snack meals purchased in advance may be used any time during the school year. For the 2011-2012 school year all breakfast meals are free when meal is purchased as a unit. Milk may be purchased separately. Substitutions to the regular meals will be made for children who are unable to eat meals because of their disabilities, when a licensed physician certifies that need.

Applications for the Free and Reduced Program can be picked up in school offices, or during summer registration. To apply, simply fill out and return to your child's school or mail to the Administrative Offices. Applications can be made anytime during the school year. To request an application, please call the school office. For more information contact Bobbi Jo Pins, Food Service Secretary, at 538-1648.

LOCKERS

A locker will be assigned to each student on a loan basis for the purpose of housing clothing and school materials, such as textbooks and notebooks. Items unrelated for use in school are not authorized to be stored in the school lockers. **It should be understood that lockers remain school district property and that the school has the responsibility and authority to check lockers if it is felt that something of an improper or illegal nature may be housed in the locker.**

A combination lock, for which the user is solely responsible, is provided on the locker so it may be kept locked and some measure of security provided for the contents. No other lock is authorized to be placed on the locker. Nothing of unusual value should be kept in the locker. Valuables brought to school should be deposited in the office.

Students should keep their property only in their lockers. Damaged or defaced lockers will subject the responsible persons to fees, fines or penalties. The sharing of lockers is prohibited unless specifically authorized by the administration. Violators will be subject to the discipline code.

Students are responsible for the condition of the lockers assigned to them. No materials are to be placed on the outside of lockers, and all lockers will be inspected before the student leaves at the end of the school year. Lockers must be left in the condition they were issued at the beginning of the school year.

If a locker does not work properly, students should notify the office immediately.

Students who withdraw from school must clean and clear their locker within five (5) school days. All items remaining in the locker after five (5) school days will be discarded or donated to charity.

LOST AND FOUND

Students wishing to claim articles that have been lost should contact the office. Any articles not claimed by the end of each term will be donated to charity.

MEDIA CENTER

Lapeer Community Schools' students all have access to full-service library media centers in their buildings. The centers hold a broad collection of print and non-print informational material for research and recreational reading. We feel that it is the parent's right and responsibility to monitor and guide the child's educational experience. If parents wish to place restrictions on the type of material that their child borrows from the high school library media center, they are asked to be certain that the child is fully informed and aware of those restrictions. Because the media center staff serves well over 1000 students, Lapeer Schools cannot assure the students' choices will be in any way monitored or restricted at the building level. We encourage parents to share their family's standards with their ninth grade children and continue to guide their choices throughout their high school experience.

ID cards are made from pictures taken during registration days at school. All students are asked to have a picture taken for the ID card, even if they do not intend to buy a picture package, or are having pictures taken at a studio. There is no charge for this service. Last year's ID card is good until the new cards are distributed.

Student internet access at school is obtained by signing for the student handbook which includes the acceptable use policy.

Parent notice: Students will have access to on-line resources through the library media center or their classroom, using telecommunications equipment. While not all Internet materials are suitable for school age children, the district will implement several practices to assure that our students have appropriate experiences with on-line resources.

All telecommunications access sites in school building will be monitored, students will only work in those areas under adult supervision, and security in them will be maintained to assure that computers with modems are not used without permission.

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. See Appendix B for District Policy.

PARKING LOTS

Students who drive to school must purchase a parking permit from the main office and park in designated parking areas. Parking areas designated for staff or visitors are not to be used by students.

Student drivers are required to comply with all laws and regulations of safe driving. A maximum speed limit of 5 mph has been established for all vehicles on school property. The Lapeer City Police assist in patrolling the parking lots and will take corrective measures if violations occur.

There must be no loitering in the parking lots. Students are expected to enter the building immediately upon arrival and leave soon after dismissal. Students are not to return to their automobiles for any reason, during the school day, unless permission has been given by the building administration.

The school assumes no responsibility for damage, vandalism, accidents, or injuries that occur in the parking lot.

Driving privileges may be revoked at the discretion of the school administration.

RE-SEALABLE GLASS/PLASTIC CONTAINERS

Re-sealable glass or plastic pop/drink bottles/containers are prohibited from school during regular school hours. Water bottles are allowed. Violations of this rule will be subject to disciplinary action.

SCHOOL TELEPHONES

Payphones are located in the school for student use. Students should not be at these telephones during class time. The proper use and care of these phones will result in their being in service. Office telephones are for school business only and should not be requested to be used by students except in emergency situations.

TEXTBOOKS

The school provides textbooks for each student. Pupils are responsible for the proper care of their books. A proportional charge is made for damage beyond normal wear/tear. The student will pay the replacement cost for lost books. Fines accrued are expected to be paid before report cards are issued.

VENDING MACHINES

Pop/snack machines are available in the cafeteria for student use. The machines will not be operational until 2:07 p.m. Students will be expected to comply with the following:

- The cafeteria is the only area of the building designated for students to eat snacks or drink pop.
- Open pop cans and snacks are not to be taken from the cafeteria to other parts of the building.

- All empty cans and wrappers are to be placed in the designated containers in the cafeteria.
- Teachers who observe students misusing this privilege are asked to make appropriate corrections or refer the student to the building administration.
- The school is **not responsible** for money lost in the vending machines.

WITHDRAWING/TRANSFERRING FROM SCHOOL

The administration will establish a checkout procedure, consistent with Policy 5130, that is to be followed whenever a student leaves our school, either during the school year or at the end of each school year. This procedure is intended to ensure the return of materials to the teachers, and to inform students of any fines or fees which they owe to Lapeer Community Schools.

Students leaving school during the school year must notify the attendance/counseling office.

WORK PERMITS

A person under 18 years of age shall not be employed in, or be connected with, an occupation which is hazardous or injurious to the minor's health or personal well being or which is contrary to standards established by State or Federal Acts. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf caddy, and a minor 13 years of age or older may be employed in some farming occupations.

Work permits may be obtained from the high school office and must be completed by the employer and student before returning for a signature.

SECTION II

SCHOOL POLICIES & PROCEDURES

ASSEMBLIES

The high school will present several assemblies and pep meetings during the year. Through these programs, a genuine effort is being made to provide an enjoyable and worthwhile activity for all students who, in turn, are expected to be attentive and demonstrate proper behavior.

When students are dismissed for assemblies, they are expected to report directly to the assembly area.

ATTENDANCE POLICIES AND PROCEDURES

This attendance policy is based upon following State of Michigan General School Law on compulsory school attendance, which states that *"Every parent, guardian, or other person in this state having control and charge of a child from the age of six to child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."* (380.1561 M.S.A. 15.41561)

See Appendix A for Policy and Guidelines

CLOSED CAMPUS

Our high school is operating on a closed campus policy. After arriving for school, students will not be permitted to leave the school grounds during the day, except in emergencies, or with parental approval. Permission to leave school grounds during school time must be granted by the administration. Students must check out through the attendance office. Students are not permitted to loiter in cars or in the parking lot at any time.

DAILY ANNOUNCEMENTS

Daily announcements will be given over the PA system. If it is necessary to announce emergency information prior to the closing of school, permission must be obtained from the administration. Submit announcement material to the main office prior to the start of the school day; preferably the day before. An administrator or sponsoring staff member must approve all announcements.

FEES AND DEBTS

Fees normally are not levied for the use of school equipment, textbooks and workbooks, or other materials used in the classroom according to Michigan law. However, there are some classes, for example a shop class, where fees can be legally required at the discretion of the teacher.

Students who owe debts or equipment to the school (fees, fines, library books, athletic equipment, etc.) will be expected to take care of these obligations before the end of each school year. Appropriate follow-up will be made by the school staff whenever a student does not live up to his/her responsibilities in this respect.

Obligations not paid by the end of the school year will remain on file in the office until graduation. The student will not be able to participate in commencement activities until the obligation is met.

GRADUATION REQUIREMENTS AND ACADEMIC PROCEDURES

To qualify for graduation from Lapeer Community Schools, students must successfully complete the following requirements and conditions that have been established by the Board of Education and Administration. Students need to be aware of the relationship between academic performance and membership in a particular graduating class.

MME

A student must complete all parts of the Michigan Merit Exam.

Attendance

A student must complete four years of high school attendance. Students must also meet the attendance requirements in order to earn credit in any course. See Appendix A.

Student Subject Schedule

A student must be enrolled in a full schedule of classes each term. A full schedule consists of five credits per trimester.

A student returning to complete necessary requirements for graduation for a fifth year of high school does not need to be enrolled for a full schedule of classes unless a full schedule is necessary to complete remaining graduation requirements.

Total Credits Required

The chart below indicates the required number of credits for graduation for each class. One credit will be awarded for the successful completion of each term.

Graduating Class	Credits Required for Graduation	Total Credits Possible
2012+	57	60

Personal Curriculum

In April 2006, Public Acts 123 & 124 were passed and beginning with the class of 2011, they specified the minimum required credits to graduate from a Michigan public high school. These required credits are known as the Michigan Merit Curriculum. Public Act 141 allows modifications to these credits. Modifications of Michigan Merit Curriculum are limited to the following four options:

<input type="checkbox"/>	<p><u>Available To All Students</u> A student who wishes to complete additional credit, beyond the number that is already required, in English language arts, mathematics, science or a language other than English, by modifying a credit from Social Studies, Health & Physical Education, or Visual, Performing & Applied Arts. Modification to Social Studies is allowed only after completing 4 credits of Social Studies which included Civics. English Language Arts & Science credit requirements are not subject to modification under this subsection of personal curriculum.</p>
<input type="checkbox"/>	<p><u>Available To All Students</u> A student, after successfully completing (without necessarily having attained a passing grade in) Algebra I and 1 credit (Term A) of Geometry as stipulated in the Michigan Merit Curriculum, wishes to modify the math requirement must complete 1 of the following:</p> <ol style="list-style-type: none"> 1. Successful completion of 7 math or math-related credits, including 2 Algebra, 2 Geometry and 1 Algebra II. 2. Complete a two year Career & Technical education curriculum, which includes 1 credit of Algebra II content. <p>A student must successfully complete at least 1 mathematics term during his or her final year of high school.</p>
<input type="checkbox"/>	<p><u>Available To Students with an IEP</u> A student with a disability who needs to modify any of the credit requirements. The modification, which is necessary because of the pupil's disability, is to be consistent with both the pupil's educational development plan and their individualized education program (IEP). Their IEP will identify the appropriate course or courses of study and the support, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements</p>
<input type="checkbox"/>	<p><u>Available to Transfer Students with 2 Years of HS Credit</u> A student who has transferred from out of state, home school, or non public school with two years of high school credit. Their Personal Curriculum plan must include a civics credit, and math credit in their final year of high school. If the student is enrolled in a Michigan public high school for more than one full year, the final year of math must be the equivalent of Algebra I or a math course normally taken after completing Algebra I.</p>

Educational Development Plans (EDPs)

An EDP is a six year plan that provides a structure for planning coursework for high school and post-secondary education. Students will use the EDP to focus their studies and plan courses in order to appropriately prepare for graduation and the transition to college, trade school, or work. EDPs are required for all students before entering high school which would include discussions about Career Pathways. Parental guidance is critical.

Departmental Requirements

Students must fulfill all department requirements listed below for graduation.

English	(8) credits <input type="checkbox"/> (2) English 9 <input type="checkbox"/> (2) English 10 <input type="checkbox"/> (2) English 11 <input type="checkbox"/> (2) English 12
Math	*(8) credits must include the following: <input type="checkbox"/> (2) Algebra I <input type="checkbox"/> (2) Geometry <input type="checkbox"/> (2) Algebra II *(2) math credits must be earned during the senior year.
Science	** (6) credits must include: <input type="checkbox"/> (2) Chemistry or (2) Physics <input type="checkbox"/> (2) Biology ** (2) additional credits of science must be earned during high school
Social Studies	(6) credits must include: <input type="checkbox"/> (2) World History <input type="checkbox"/> (2) Civics/Economics <input type="checkbox"/> (2) US History
PE/Health	(1) credit Physical Education (PE) (1) credit Health
	Visual, Performing, Applied Arts (2) credits Courses meeting this requirement are designated in course descriptions and listed on page 6
Online Learning Experience	<i>This experience will be required for all students during their senior year English Course.</i>

Credit Deficiencies

Required credits failed must be made up. A student with “credit deficiencies” is encouraged to earn “make-up credits” by enrolling in a variety of ways. **Approval by the Guidance Department is required prior to enrolling in a “make-up subject”.** Other options may be discussed with your counselor.

- **After-School Campus** A student may enroll in one to three classes after school each term. Sign up through the counseling office.
- **Summer School** A student may enroll in each of the three summers between his/her freshman and senior years.
- **Online classes** Students may earn credit in district sponsored and/or approved online sessions.
- **Recycling** If a student fails to earn credit in a required departmental course, the student will be reenrolled in the course the following term. The student may enroll as needed for credit recovery. Students needing to earn make-up credit may only enroll if space is available.
- Any exceptions or variation to the above will be addressed through the Academic Exceptions Committee or through the development of a Personal Curriculum.

Transfer Students

Granting or denying credit for transfer students is the option of the local school district. Students transferring from comprehensive public or private high schools accredited by North Central Association or similar agencies will receive comparable credit and letter grades. Transfer students must complete at least the final term of attendance to qualify for a diploma.

Transfer students are encouraged to enroll at the beginning of each term, as it is often difficult to coordinate curriculum between schools.

Homeschoolers are encouraged to enroll at the beginning of each term. In the event this is not possible and the student must enroll after the start of the term, the student will be allowed to audit classes at East or West or enroll for credit at Lapeer Community High School, if space is available. Credit can only be earned by completing a full term.

Students transferring from non-accredited schools, specialized schools, correspondence schools or home-based schools will receive credit and/or letter grades based on the following criteria:

- If the curricula are comparable, credit earned at the previous school will be granted.
- If the curricula are not comparable, the student may be given a comprehensive examination and/or assessment on the curriculum for which the student is seeking credit.
- If the performance is satisfactory, the student will be granted credit toward graduation, but will receive no letter grade.
- If the performance is unsatisfactory, the student will not receive credit. To receive credit for that curriculum the student will be required to take coursework at an accredited high school.

Lapeer Community Schools do not weight grades. Students transferring from schools with a weighted grade system will have their GPA recomputed.

Teacher/Course Expectations

For a student to receive credit for a subject, all course/attendance expectations as required must be completed.

Failure of Required Credits/Subjects

Required credits failed must be made up.

Graduation Participation

Seniors must have successfully completed all graduation requirements in order to participate in commencement exercises and other graduation activities. Also, students are expected to have fulfilled all financial obligations to the school and returned all schoolbooks and equipment. Caps and gowns purchased by non-graduating seniors will be available for pick up following the conclusion of all graduation ceremonies.

Final GPA, Scholastic Ranking, Honors

A senior earning a grade point of 3.0 - 3.49 will be recognized as graduating with "Honors", a senior earning a grade point average of 3.5 - 4.0 will graduate with "High Honors." The final GPA and scholastic ranking will be based on all final grades earned during the twelve or more terms of high-school attendance.

ACADEMIC RECOGNITION PROGRAM

Lapeer Community Schools encourages and recognizes academic improvement and excellence. Throughout the school year students with honors are published on the district website, in the school News & Views, local newspaper, as well as in a school showcase.

Students, grades 9-12, are recognized at an honors assembly. Underclassmen have a school assembly on a selected date in the spring of the year. Parents are invited to attend the assembly. The senior assembly is during the week of commencement. Seniors will be awarded honor (silver) and high honor (gold) cords to wear with their graduation gowns.

To qualify for honors a student must maintain a 3.00-3.499 cumulative GPA. Students with a cumulative GPA of 3.5-4.00 will receive high honors. Certificates are distributed during the assemblies for all honor students. Additionally, department awards are selected by the staff and presented at the senior honors assembly.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Classes meeting NCAA core course guidelines are designated in the course descriptions. Students considering participating in college athletics are responsible for choosing NCAA approved courses.

MAKE UP WORK

It is the responsibility of each student, whenever absent, to contact his/her teachers to determine what make-up work will be required. Before full credit may be earned, it is the responsibility of the student to make up all work or its equivalent that was missed during the time of the excused absence. Students who fail to make up all work within a fair and reasonable time will receive no credit for work not completed.

If a grade of "incomplete" is received on a report card, the student is expected to complete the work missed and have the "incomplete" removed within two weeks after the end of the term.

MARKING SYSTEM

Our school employs a TRIMESTER grading system with report cards issued to students three (3) times during the course of the school year. A term will be approximately twelve (12) weeks, or 60 school days in length. Final grades will be given at the end of each trimester.

The three (3) report cards will be supplemented by PowerSchool reports which are available to all students and their parents via the Internet. Each class shall have the identical weighting when calculating the final TERM GRADE: 80% course work, 20% final exam.

The following district grading scale will be utilized to determine and communicate student progress.

Letter Grade	Percentage	Range
A	93	93-100
A-	90	90-92
B+	87	87-89
B	83	83-86
B-	80	80-82
C+	77	77-79
C	73	73-76
C-	70	70-72
D+	67	67-69
D	63	63-66
D-	60	60-62
F		0-59

Marks/grades should not be a goal in themselves, but rather an indication or measure of one's personal achievement. Each student should strive to do his/her very best on every assignment. It is not the grade, but the knowledge and work experience gained that trains a student for adult jobs/responsibilities.

Grades represent the teacher's personal evaluation of a student's progress during a given period of time. Comments from each teacher may accompany the letter grade to denote a student's effort, attitude, and/or citizenship. "Plus", or "minus" signs may be issued after a grade to indicate a student's nearness to a change in grade. A grade point average (GPA) will be computed from all final grades to determine a student's class rank at the end of his/her senior year.

Students and parents are encouraged to monitor academic progress on PowerSchool.

STUDENT RECORDS

The educational records of any student enrolled in the Lapeer Community School District are protected under the Family Educational Rights and Privacy Act of 1974.

A parent or eligible student (one who has attained the age of 18) may review the records. The review may be done by contacting the building principal or the superintendent and arranging an appointment. Copies of educational records will be provided to parents or eligible students upon request. A charge will be made to cover the cost of the copy.

The following personally identifiable information is declared to be "Directory Information": student's name, address, telephone number, photograph, videotape, date/place of birth, gender, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas/honors received, latest school attended, and major field of study. This information will be released at the discretion of the staff of the Lapeer Community School District without consent of the parent or eligible student unless a signed directive is received by the Lapeer Community School District not to release any or all of the above information.

High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to **military recruiting representatives** by submitting a signed written request to that effect to the high school principal.

The principal of each building is charged with the responsibility of maintaining and safeguarding the educational records. Employees of the Lapeer Community School District in the areas of instruction, special services, administration, research/evaluation and student records are authorized to have access to records in the educational interest of the student.

This is a condensed version of Board Policy; the entire policy is available upon request to the Superintendent's Office.

VISITORS

Students are *not permitted* to bring visitors to school during the school day. In addition, visits by boy/girl friends are strictly forbidden during the school day. Any authorized visitor must have a pass issued by the office.

SECTION III

STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES

AGE OF MAJORITY

Any 18-year-old student who resides with parents or guardians will still be expected to follow the school's attendance policy regarding notes/phone calls by parents/guardians whenever absent from school. In addition, the school will send all written communication and reports to parents/guardians. Any exceptions to this process must be requested in writing to the principal upon reaching the age of majority.

SCHOOL CITIZENSHIP

The good school citizen may be described as a person who participates actively and co-operates fully in creating a continuing variety of situations that give satisfaction to as many people as possible. In other words, the good school citizen is a well-adjusted individual who seeks to conduct himself/herself in a way that results in the enrichment of all people who come into contact with him/her. The following are attributes of a "Good School Citizen."

- The good school citizen has the ability to organize his/her entire life around worthwhile and productive projects, ruling out negative and questionable activities.
- He/she is able to face up to his/her daily life situations and make wise choices on how he/she will meet each of them intelligently.
- Daily temptations, particularly those of an anti-social nature, are avoided because he/she has the ability to practice self-control.
- A good school citizen requires a decreasing amount of supervision and possesses a high degree of self-initiative.
- Finally, the good citizen cooperates effectively with others and, in doing so, displays a deep and abiding respect for the personality and opinions of those with whom he/she associates.

STUDENT EXPECTATIONS AT SCHOOL

All students should strive to adhere to the following individual expectations while at school. A student should:

- Know and comply with the rules and regulations of the school.
- Be regular and punctual in attendance.
- Respect the authority of teachers and other school personnel.
- Demonstrate proper behavior in school, on school grounds, at school activities, and en route to and from school. Public displays of affection, fighting on the school grounds and

to and from school, profane language, vulgar behavior, and the like are strictly prohibited.

- Be attentive in class and strive to learn as much as possible from the courses of study.
- Take pride in school facilities and equipment, and respect the property of others. Students will be expected to do their part in keeping the building and campus clean at all times.
- Dress appropriately for school and meet commonly recognized standards of health and cleanliness.

STUDENT BEHAVIOR AND DISCIPLINE

The Board of Education of Lapeer Community Schools believes that effective behavior and discipline in school is imperative in providing an atmosphere favorable for learning. The primary objective of discipline practices and codes of conduct is to insure that maximum attention can be devoted to the teaching/learning process. For the complete student Code of Conduct, please see Appendix G at the end of this document. The ideal school setting is relaxed and friendly with pupils and teacher working cooperatively. Distractions and disturbances must be eliminated.

Effective discipline is positive and preventive; it is helping a student adjust, rather than simply punishment. It includes several goals:

- To create an environment for learning free of disruptions so that the effort of teacher and other students are not impaired.
- To assist students in becoming responsible, self-disciplined citizens within the school and later as adults.
- To treat students as individuals taking into consideration their maturity, experience, abilities, and interests. A student's conduct is related to his/her image of himself/herself, his/her involvement in school activities, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, teachers, and peers.
- To make students aware of clear expectations for their behavior and the consequences for misbehavior.

DISPLAY OF AFFECTION

There is a proper time and place for expressing affection between two persons. The school day and work environment are not considered proper places for this type of expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection, such as embracing and kissing, during the school day and at school events.

Students who do not use mature judgment and do not cooperate will be subject to appropriate disciplinary measures.

Unless supervised by school personnel, students are expected to arrive at school no earlier than 30 minutes prior to the start of school and depart within 30 minutes of the end of the school day.

LOITERING

Unauthorized persons will not be allowed to loiter on school grounds or in the school building at any time, especially during the school day. Unless supervised by school personnel, students are expected to arrive at school no earlier than 30 minutes prior to the start of school and depart within 30 minutes of the end of the school day.

Students who are suspended from school cannot be on school property, in any school building, or at any school function until the end of their suspension.

Persons causing any disturbances at school programs or activities will be requested to leave the school property at once. The police may be contacted to assist the schools in this area.

POSSESSION OF WEAPONS

School district and state law policy prohibits the possession, use, or threat to use knives or other weapons by students during the school day, while riding on a school bus, or at any school-sponsored activity. Michigan law requires that school officials report violations to a local law enforcement agency.

Any student who "finds" a weapon or "involuntarily" comes into possession of a weapon is to go immediately to the office.

For more information refer to the Student Code of Conduct in Appendix G of this handbook.

SECTION IV

EXTRA-CURRICULAR POLICIES & PROCEDURES

ACADEMIC STANDARDS FOR PARTICIPANTS IN ATHLETICS ACTIVITIES

In determining athletic eligibility, Lapeer Community Schools considers an athlete's previous and current academic record.

Previous Term Academic Record

To be eligible to participate in athletics a student must receive credit (*pass*) in 4 out of 5 classes at the high school or 5 out of 7 classes at middle school during the previous term. An athlete is not eligible to participate in athletic competition for a period of 60 school days (1 trimester) if he/she has not received credit (*passed*) in at least 4 out of 5 classes (5 out of 7 at the middle school) the previous term. Athletes that have failed one course and/or are below a 2.0 GPA will be placed on Academic Probation at the beginning of the term and will have weekly academic monitoring for the remainder of the term.

Make Up for Credit Deficiencies

A student athlete with "*credit deficiencies*" may earn "*makeup credits*" from any approved school program. Any program/course used to make up athletic credit deficiencies must be approved by the Guidance Department prior to enrollment. Reinstatement to the eligibility list is done once the final passing credit has been given and approved by the Guidance Department.

Transfer Student's Academic Record

Students transferring into the district must meet LCS athletic eligibility guidelines to be eligible for athletic participation.

Current Term Academic Record

Students participating in athletics must meet the standard of passing all classes (five (5) high school classes or seven (7) at the middle school classes) **OR** passing at least four (4) high school classes, or six (6) middle school classes **AND** maintaining at least a current term 2.0 G.P.A.

All athletes involved in a sport will have a grade check after the fourth week of the trimester. Athletes who fail to meet the above-mentioned standard will be placed on Academic Probation for the remainder of the term. Academic Probation consists of two levels:

- Level One: Eligible with Progress Report
- Level Two: Ineligible with Progress Report

Periodic checks throughout the term may result in additional athletes being placed on Academic Probation during the term.

- **Level One: Eligible with Progress Report**
 - After the four week time period, the student-athlete will be subject to a weekly progress report that governs participation in athletic competition the following week (Monday – Sunday) for:
 - Passing all five (5) high school classes or seven (7) middle school classes, but G.P.A. is below a 2.0

- Passing only four (4) high school classes or six (6) middle school classes but G.P.A. is above a 2.0
 - If, at the end of the week, the athlete is meeting the previously mentioned standard he/she is eligible but will still be required to submit a weekly progress report.
 - If, at the end of the week, the athlete is not meeting the previously mentioned standard he/she is ineligible and will still be required to submit a weekly progress report and moves to Level Two.
- **Level Two: Ineligible with Progress Report**
 - After the four week time period, the student-athlete will be subject to a weekly progress report that governs participation in athletic competition the following week (Monday – Sunday) for:
 - Failing more than one (1) high school class (or more than one (1) middle school class)
 - Failing one (1) high school class (or failing one (1) middle school class) **and** G.P.A. is below a 2.0
 - If, at the end of the week, the athlete is meeting the minimum academic standard, he/she is eligible but will still be required to submit a weekly progress report.
 - If, at the end of the week, the athlete is not meeting the minimum academic standard he/she remains ineligible and will still be required to submit a weekly progress report.
- During this period of ineligibility (up to three consecutive weeks), the athlete is expected to practice and attend contests or scrimmages; however, he/she may NOT participate in the contests or scrimmages and may NOT dress in the team uniform.
 - After three consecutive weeks on the Ineligible with Progress Report level, the athlete is removed from the team and relinquishes any privileges to being a part of the team. The athlete does NOT finish the season in good standing and therefore gets NO letter or award. There also will be no refund of Pay To Participate fees.

AFTER-SCHOOL ACTIVITIES, EXPECTATIONS AND PROCEDURES

Our school sponsors many excellent social functions and urges student participation because of their over-all value. All school activities must be sponsored by a class or school organization. Regulations pertaining to after-school activities and parties are:

- The social committees of the various classes and organizations are to prepare all details for their respective activities and submit a "Student Activity Request Form" to the assistant principal one-week prior to the activity.
- Students are not permitted to take part in after-school activities without a staff member being present and in charge. This applies to all after-school activities such as play practices, club or class meetings, dances, school parties, athletic practice, and athletic contests, etc.
- School personnel are responsible for seeing that high standards of student conduct are maintained; therefore, the faculty members in charge will have final authority.
- For the benefit of the majority of students and parents, all dances and parties shall be open only to our students and their guests. Students bringing guests must secure a guest slip in advance of the activity from the main office.
- Once students and guests enter the building to attend any school function, they are not permitted to leave and re-enter. In emergencies, sponsors can give approval.
- Any student who conducts him/herself in a manner that embarrasses his/her class and school may lose the privilege of attending further activities.
- All groups shall be responsible to see that the building or room is clean following an activity.
- Because a staff member is expected to be the last to leave after an activity, students cannot expect to stay at school and in the building after the sponsor or chaperone leaves.

STUDENT GOVERNMENT

Student Council offices shall be president, vice-president, secretary, treasurer, and representatives elected from each class. This student governing organization will be responsible for representing the student body, promoting the best interest of the school, promoting good school citizenship, and organizing meaningful school activities.

Each grade will be governed by class officers including president, vice president, secretary, treasurer and representatives. Class officers will be responsible for providing leadership and coordinating homecoming activities, class fund raising, and dances.

STUDENT ID'S

All students will be issued a computer-picture identification card each fall. The ID card is used for admission to school dances and to check out library materials. Lost ID cards should be reported to the library and be replaced for a fee.

STUDENT LEADERSHIP OPPORTUNITIES

Students have a variety of opportunities to serve the school and the community in leadership roles. These opportunities include class councils, Students for School Improvement (SSI), Student council, National Honor Society, OMNI Council, Students Against Drunk Driving (SADD), summer leadership academies and camps, Boys and Girls State, mock trial competition teams, prom committees, summer institutes, Metro League Student Council, and others.

APPENDIX SECTION

Appendix A Attendance Policies

Appendix B Acceptable Use of Technology Guidelines

Appendix C Bus Rules for Students

Appendix D Lapeer Area Community Services

Appendix E Medication/Illness While at School

Appendix F Schools of Choice (In-District)

Appendix G Student Code of Conduct

APPENDIX A

ATTENDANCE POLICIES

This attendance policy is based upon following State of Michigan General School Law on compulsory school attendance, which states that *"Every parent, guardian, or other person in this state having control and charge of a child from the age of six to child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."* (380.1561 M.S.A. 15.41561)

MAKE-UP-POLICY

The Board of Education believes that regular school attendance is basic to the success students attain from their school studies. Pupil participating in class discussion, projects, and activities; their attention to lectures, clarification, and explanations; and the viewing or listening to audiovisual materials are all integral parts of the educational program.

The inherent right to attend public school carries with it certain responsibilities on the part of pupils and their parents. One of these responsibilities is regular attendance to all assigned classes. Pupils should remain out of school only when, in the opinion of the parents, it is absolutely necessary or they have been suspended for disciplinary reasons.

Responsibilities also fall upon school personnel to keep the parents informed of their child's absences and tardiness from classes. In order for pupils to gain the full significance of an educational program, parents, teachers, administrators, and other staff members must make every effort possible to insure that each pupil is in regular school attendance. The teachers and administration will maintain accurate attendance records for each pupil.

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.

ATTENDANCE PROCEDURES (Grades 9 – 12)

Student Responsibilities

- To attend each class every day on time, attentive, and prepared.
- To sign in/out through the Attendance Office when arriving late or leaving early. Students must have parent permission in order to leave school early.
- To stay within the building or designated areas for the entire school day.
- To know their current number of absences and tardies in each class.
- To seek and make up work for all absences.

Parent Responsibilities

- To see that their children attend school continuously and consecutively.
- To know and observe the attendance policies/procedures of Lapeer Community Schools.
- To plan appointments and family vacations around the school calendar whenever possible.
- To notify the Attendance Office of every absence. Notification can be in the form of phone call, written notice or email.
- To work with the school if the student has a serious attendance problem.

Teacher Responsibilities

- To create a classroom environment where student's learning is enhanced by attendance.
- To start class on time.
- To keep accurate attendance records.
- To work with students and parent when the student's absences are impacting student's work.

Administration Responsibilities

- Inform parents when student has four (4) absences.
- Work with students and parents when the student's absences are impacting the student's work.

EXCEEDING ATTENDANCE GUIDELINES (Grades 9-12)

Each Trimester, a student will lose privileges to participate in extra-curricular events sponsored by the high school he/she attends if his/her attendance results in any of the following:

- An accumulation of 7.00 or more unexcused absence days calculated through whole or partial day absences. In addition, no student can have 7 or more absences in any one class.
- 7 or more tardies at school.
- Tardies are accumulated separate from absences.

Once a student reaches maximum amount of absences or tardies, loss of privileges until the end of each Trimester includes, but is not limited to the following:

- Participation in certain Senior activities including Swing-Out
- Extra-curricular activities including club and athletics that meet after school
- All school dances including the Homecoming and Prom
- Attendance at home sporting events
- Field Trips
- Parking privileges

After a student loses his or her privileges as result of violating the attendance policy, he or she may elect to perform 4 hours of approved community service and/or attend an equivalent number of after school detention hours to waive one absence or tardy and become eligible again for the privileges listed. This “special opportunity” will only be afforded to a student once per year and will only be considered at the request of the student. Any specific community service hours used for this cannot be used also for credit towards any club or school-related community service requirement such as NHS for example.

Loss of extra-curricular, and other incentive privileges may be appealed to the Student Privileges Committee. The appeal must be made within 5 days of being informed of the loss in eligibility. The Student Privileges Committee will host meetings to review appeals according to the following schedule:

- 1st Trimester – Week of Sept. 26th, Oct. 17th, Nov. 7th
- 2nd Trimester - Week of Dec. 19th, Jan. 16th, Feb. 6th, Feb. 20th
- 3rd Trimester - Week of March 26th, April 16th, May 7th, May 28th

The Student Privileges Committee for East and West appeals will compromise of a Building Administrator and/or Dean, teacher, and student(s) from both East and West.

The Committee’s decision will be made within five calendar days of appeal meeting. Student Privileges Committee members will be appointed by the school principal. The committee will hear individual appeals and render decisions regarding privileges.

Students who have Perfect Attendance and 0 Tardies through a trimester can qualify for the following:

- Reimbursement of Parking Fee
- Entered into a drawing for: A Free Prom Ticket, A Free Yearbook, A Designated/Reserved Parking Spot for School and Events, Free Admission to Home Athletic Events, Gift Card

ABSENCES (Grades 9-12)

1. WAIVED ABSENCES

Waived absences 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 (see page 3), verified court dates, medical appointments with appropriate documentation, suspension, and approved military leave. A student absent from school for any reason in this category must contact the attendance office and provide appropriate documentation for the absence to be excused. Absences without appropriate documentation will be identified as unexcused absences. If the absence will be for a prolonged period of time, the school should be notified by telephone so arrangements can be made for class assignments, if so desired.

It is critical that any absence be verified within **twenty-four** hours of a student's return to school following an absence. Absences cannot be waived after that time unless good cause is shown for failing to provide timely verification.

2. **VERIFIED ABSENCES (Unexcused Absences)**

All verified absences from school **are** counted in determining if a student has exceeded the attendance guideline. Verified absences such as illness, professional appointments, family trips, including hunting, religious holidays and obligations, etc., must be verified by contacting the attendance/main office on or **before 10:00 am** the day of the absence or in advance by completing an "Advanced Absence Request" form. Parents and students are encouraged to complete Advanced Absence Request forms whenever possible.

Students are expected to be in school the entire day in order to participate in extra-curricular activities scheduled on that day. Exceptions to this rule and special arrangements for absences must be approved in advance by the building administration.

3. **UNVERIFIED ABSENCE**

All unverified absences 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. The skipping of one day or one class period is considered serious, and the student will be disciplined. Students may not receive credit for work missed during truancy, but may have the work provided, upon request, for future reference. Legal authorities will be contracted regarding persistent truancy as required by law.

DEFINITIONS (Grades 9-12)

Attendance Requirement: Having no more than six (6) absences in a single term. Waived absences are **not** charged against the six absences per term limit.

Bereavement Absences: Bereavement absences are absences due to the death of an immediate family member. Bereavement absences will be excluded from the six-day limit. Immediate family is defined as parents, brother, sister, grandparents, aunts, uncles and first cousins. Students **may** be asked to provide documentation.

School Business Absences: Any school related activity such as field trips, athletic competitions, student group meetings, etc. sanctioned by the principal are not charged against the six absences. **Students are responsible for making up work missed in other classes while participating in the activity.**

Suspensions Out of School are considered school related and are **not** charged against the six absences per term. **Students are responsible for making up work missed in classes while on suspension.**

TARDINESS (Grades 9-12)

1. Being up to 10 minutes late to class without a valid pass signed by authorized school personnel will result in a tardy. Appropriate disciplinary measures may be used by teachers in dealing with students late for class. Students should be aware that individual teachers may establish different criteria for classroom tardies. In addition, a cumulative tardiness record for all classes will be maintained by the administration.
2. **Arriving late for school:** Students arriving within the first ten minutes of the school day should report directly to their 1st hour class and will be marked tardy. Students arriving more than 10 minutes late must report to the attendance/main office and will be marked absent to their first hour class. **Oversleeping and mechanical difficulty to a privately owned vehicle are not considered a valid excuse for being tardy or absent.**
3. Missing more than 10 minutes of class, whether at the beginning or end of the hour, will result in an absence.
4. Students who demonstrate an unwillingness to conform to established tardy guidelines may be subjected to progressive school discipline. Exceptions to the discipline portion of this policy may be made if the student shows marked improvement in their tardy problem.

APPENDIX B

ACCEPTABLE USE OF TECHNOLOGY GUIDELINES

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, or 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 other 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.

APPENDIX C

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 school 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 bus until they approach 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, or inside or outside the bus.

Passenger Rules & 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 D

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

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.

Child Advocacy Center (810) 664-9990

The Child Advocacy Center of Lapeer offers: Baton Rouge Crisis Intervention Center, Crisis Intervention Services, Family Intervention Crisis Services, Family Crisis Intervention Center and Crisis Intervention For Children

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.

Family Literacy Center (810) 667-2737

The Family Literacy Center provides free, one-to-one tutoring for adults who live or work in the Lapeer County area and want to read, write or speak English better. We also offer several workshops for families to help children develop good reading skills.

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.

GLTA (8108) 664-4556

It is the mission of GLTA to provide safe, affordable and reliable transportation service to all residents in the service area. To work on a continuous basis on improvements that will benefit our riders.

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.

LACADA (810) 667-4175

LACADA serves all survivors of domestic and/or sexual violence regardless of race, sex, age, color, national origin, sexual orientation, religious or political preference, physical or mental handicap, height, weight, or marital status

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

Individual, family, marital counseling, children's play therapy, geriatric therapy, crisis assessment and evaluation. All 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.

USA National Suicide Hotline (800) 784-2433

Toll Free / 24 Hours/ 7 Days a week

Vail Center (810) 667-5641

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

APPENDIX E

MEDICATION/ILLNESS WHILE AT SCHOOL POLICY 5330

Lapeer Community Schools will not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that requires special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the School Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. Before any non-prescribed medication or treatment may be administered, the School Board shall require the prior written consent of the parent. This documentation shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct.

Medication needs to be in its original container, labeled with the date. if a prescription, the student’s name and exact dosage will be administered.

At the discretion of the building principal, students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent’s guidelines, if the following conditions are met:

- There is written approval from the student’s physician or other health care provider and the student or parent/guardian (if student is under 18) to possess and use the inhaler.
AND
- The building administrator has received a copy of the written approvals from the physician and the parent/guardian.
AND
- There is on file at the student’s school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student’s needs, including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they met the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

APPENDIX F

SCHOOLS OF CHOICE

Administrative Guideline 5113.01 Schools of Choice (In-District)

Children 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. The following guidelines pertain to the Schools of Choice (In-District) program:

- Requests are made for one school year and cannot be guaranteed for future school years.
- 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;
 3. Students' academic progress record.
- Students demonstrating on-going behavior issues, poor attendance and/or are frequently tardy, may have their school of choice revoked.
- 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.
- Parents are encouraged to submit requests during the scheduling (February) or enrollment process in order to have the best opportunity for space and schedule availability.
- Currently enrolled LCS 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.
- Requests received from newly enrolled LCS students will be considered at the time of enrollment.
- School of Choice acceptance does not guarantee a 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 (located on back) and return it with schedule request form, enrollment form, or bring it to a building counseling office or send to **Administration & Services Center, Attn: Enrollment, 250 Second St., Lapeer, MI 48446.**

Student Code of Conduct

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Revised – August 2011

STUDENT CODE OF 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.

**PART ONE:
BOARD OF EDUCATION POLICIES**

**BOARD OF EDUCATION
LAPEER COMMUNITY SCHOOLS**

**STUDENTS
Policy 5600**

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.

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.

The board grants five methods of student separation.

III. Separation, Suspension, or Expulsion of Students

Separation from Class is the temporary removal of a student from a specific class or the basic classroom by the classroom teacher or administration because of disciplinary reasons.

- **At the secondary level** a teacher may remove a student from a particular class for a period not to exceed three school days. During the time of being separated from class, the student will report to an area assigned by the administration.
- **At the elementary level** a student may be assigned to the office or hallway for a limited period to provide the opportunity for the teacher or principal to resolve the matter. At the elementary level, a principal may use the Separation from Class procedure as an appropriate means of "in-school" suspension for principal-level disciplinary problems.

Snap Suspension – A teacher may suspend a student from a class, subject, or activity for up to one full school day. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If the student falls under Special Education or 504 rules, the teacher is required to follow all IDEA regulations.

In-School Suspension is the separation of a student from the normal school program and assignment to an In-School Suspension Center at the school building or a district center.

- The rules, procedures, and use of In-School Suspension for disciplinary action shall be dictated by Administrative Regulations.
- The determination to use In-School Suspension must be mutually agreed by the parent and the administration.
- Parents must commit to a specific, appropriate family contribution to the disciplinary action, including responsibility for transporting the student to a district center.

Out of School Suspension is the separation of a student from school for a designated period of time, after which he/she may return.

- **1-10 school days:** The authority to suspend for a period of 1-10 school days rests with the principal and administrative assistants.
- **More than 10 school days:** The Superintendent has the authority to suspend for periods of more than 10 school days, whenever cases are referred by the principal. The superintendent will advise the Board of Education of such extended suspensions and the reason for suspension. The Board of Education may also invoke suspension as a means of discipline.

Expulsion is permanent separation of a student from school.

- The Board has authority for expelling a student and has also delegated that authority to the Superintendent.
- In expulsion cases governed by the Gun Free Schools Act of 1994 or Michigan Revised School Code 1311(2), students may apply for readmission after one full school year.
- Expulsions shall be noted on the student's permanent record.

Student Status During Suspension/Expulsion

While on suspension -- during the time that a student is suspended from school, the student:

- will not attend classes
- will not participate in or attend any activities sponsored by the school
- will not be present on school property except by permission of the administration
- will have access to school work and the student is expected to complete the work for credit in a timely manner
- may be allowed to attend After School Campus classes if the suspension is less than five (5) days and the school principal grants written permission

Suspension should not constitute failure, by and of itself, for the term.

If the period a student is suspended extends beyond the end of the current school year, other appropriate alternative disciplinary measures may be used during the summer months or the remaining period of suspension may extend into the following school year.

While expelled – during the time that a student is expelled from school the student:

- will not attend classes
- will not participate in or attend any activities sponsored by the school
- will not be present on school property except by permission of the administration
- may be allowed to attend summer term courses or Adult Education classes if permission is granted by the Superintendent and not contrary to Michigan Revised School Code
- will have access to the district's guidance services by appointment for determining educational alternatives

Depending on the circumstances of the situation, the school may make efforts to provide alternative means so that a student under an extended suspension or expulsion may continue his or her education provided such arrangements are not contrary to Subsection 3 of MCL 380:1311. Parents or students may be responsible for the costs of such alternative education to the extent legally possible.

IV. Readmittance of Expelled Students

- A readmittance hearing shall take place before the Board of Education, a committee of the Board, or the superintendent. The student must meet with building administration prior to re-enrolling.
- Students expelled for possession of a dangerous weapon in a weapon-free school zone as prescribed by Section 1311(2) of the Revised School Code may apply for readmission after sixty days if they are in grades kindergarten through five, or after one hundred fifty (150) school days if they are in grades six and above, and students expelled for physical assault on a school employee, volunteer, or contractor as prescribed by Section 1311a of the Revised School Code or for criminal sexual conduct or arson as prescribed in Section 1311(2) of the Revised School Code, may apply for readmission after one hundred fifty (150) school days.

V. 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. Expel a student from school in accordance with the procedures of this Code unless the proceeding is referred to the Board of Education.

F. BOARD OF EDUCATION

1. Act in all discipline cases referred by the superintendent.
2. Has authority to expel a student in all cases referred by the superintendent.

Revised: November 3, 2005
March 5, 2009

DUE PROCESS RIGHTS

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

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.

A hearing at the Board level shall be conducted in open properly scheduled sessions unless the parent/guardian of a student who is less than 18 years of age or a student who is 18 years of age or older request the Board of Education to meet in executive session for a confidential closed hearing of the appeal.

The School Board hearing will not be conducted in strict accord with courtroom proceedings. The procedures of the hearing will allow the maximum opportunity for the appealing party to present all reasonable evidence to support the appeal.

The Board of Education or the superintendent will notify all parties within five school days of its decision after a hearing.

A. SEPARATION FROM CLASS(ES) PROCEDURES

1. The student will be informed:
 - of the reasons for his or her separation from class
 - of the procedures for returning to class
2. When the student is separated from class the parent will be notified. The teacher or administrator who has taken the action will inform the parent why the student's class has been closed and indicate the steps necessary for the student's returning to class.

B. SNAP SUSPENSION PROCEDURES

The teacher has reason to believe that the Lapeer Community Schools Code of Conduct concerning fighting has been violated. The teacher may suspend for one day from a class, subject, or activity by adhering to the following guidelines.

1. The teacher notifies the student of the reason(s) for the one-day suspension.
2. The student is sent immediately to the building administration for continued supervision.
3. The teacher must immediately report the suspension and the reason for the action to the building administration.
4. The teacher shall notify the parents/guardians of the suspension.
5. The teacher shall ask the parent/guardian to attend a conference regarding this suspension.
6. "Whenever practicable," a counselor, school psychologist, or school social worker shall attend the conference.

7. A building administrator shall attend the conference if the teacher or parent/guardian so requests.
8. During the suspension the pupil shall not be returned to class, subject, or activity from which he or she was suspended without the concurrence of the building principal and the teacher of the class, subject, or activity.
9. The teacher is responsible for adhering to all state and federal laws regarding the student's rights. This includes, but is not limited to: functional behavior assessments, behavior intervention plans, manifestation determination reviews, etc.

C. IN-SCHOOL SUSPENSION PROCEDURES

1. The student shall be informed of the reasons for his/her separation from the normal school program and subsequent assignment to In-School Suspension.
2. The parent will be notified that the student has the opportunity to be assigned to the in-school suspension room instead of an out-of-school suspension and, if necessary, must provide transportation to a district site.
3. Students assigned to In-School Suspension are marked as "school-related absence" and have the opportunity to earn all credit and grades by satisfactory completion of assigned work.
4. Inappropriate behavior during the in-school suspension will lead to further disciplinary actions.

D. SUSPENSION PROCEDURES FOR WEAPONS VIOLATIONS

A student will be suspended from school while an investigation is conducted. The investigations will determine whether or not there was intent to inflict harm and/or whether the weapon falls under federal or state guidelines. If there was no intent there shall be an administrative hearing conducted by the superintendent. If there was intent to inflict harm and/or the weapon fell under state or federal definitions of dangerous weapons the case will be referred to the Board of Education for an expulsion hearing.

For an administrative hearing:

1. The Board discipline officer will inform the student and his/her parent or guardian in writing that the case is being referred to the superintendent for an administrative hearing. The student will be indefinitely suspended pending the outcome of the hearing.
2. Written notice of the charges against the student shall be supplied to the student and his/her parents or guardian. Included within this notice shall be a statement of the date, time, and place for the hearing.
3. The parents or guardian and student are expected to be present at the hearing.
4. The superintendent shall preside over the hearing and shall make a determination based upon the evidence presented. At the hearing, the building administration shall present the results of the investigation, the student, his/her parents, and/or counsel, on behalf of the student, shall have the right to present information pertinent to the case. The superintendent retains the right to:
 - a) recess the hearing if evidence presented at the hearing requires further investigation
 - b) make a determination as well as imposing a consequence based upon the evidence presented
 - c) forward the case to the Board of Education
5. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
6. A record shall be kept of the hearing.
7. Within five school days of the hearing the superintendent shall render a decision and notify the student and the parent or guardian in writing of the decision. The Board shall also be notified of the decision.
8. A student voluntarily withdrawing from Lapeer Community Schools before a hearing does not terminate the process.
9. The decision of the superintendent is final.

E. SUSPENSION PROCEDURES FOR VIOLATIONS EXCEPT FOR WEAPONS AND/OR TEACHER SNAP SUSPENSIONS

A student may be suspended from class or the school premises while an investigation is being conducted.

1. The student shall be informed of the specific charges and given an explanation of the evidence causing the basis for disciplinary action to be taken against him or her.
2. The student shall have the right to present to the appropriate school administrator any relevant information that will support his or her defense.
3. When a student is suspended from school, the administrator will:
 - a. For Suspension 1-3 School Days –
 - notify the parents by telephone of the suspension,
 - the reason for it, and
 - the steps necessary to effectuate the student's return.
 - b. For Suspension 4-10 School Days –
 - notify the parents by telephone and by writing of the suspension,
 - the reasons for it,
 - the steps necessary to effectuate the student's return,
 - meet with the parents or guardian and the student to plan the satisfactory return of the student to school, and
 - parent conferences should be held during the period of suspension.
4. Parents or guardians may appeal the action taken by the administrator. This appeal is to the next administrative level (principal or superintendent). The decision by that administrator is final. The student will attend school while the appeal is being heard.
5. When the principal recommends a suspension of more than 10 school days, the matter will be referred to the superintendent or designee.

F. EXPULSION PROCEDURES

1. The principal will inform the student and his/her parent or guardian in writing that the case is being referred to the superintendent for expulsion. The student will be indefinitely suspended pending the outcome of the hearing.
2. The superintendent will determine if an expulsion procedure is warranted. If the situation warrants a hearing, the case may be referred to the Board of Education for expulsion or retained at the superintendent's level for disposition.
3. Written notice of charges against the student shall be supplied to the student and his parents or guardian. Included within this notice shall be a statement of the date, time, and place for the hearing. The student will be indefinitely suspended until the hearing.
4. The student and parents or guardian are expected to be present at the hearing.
5. The parents/guardian may request a closed hearing if the matter is referred to the Board of Education.
6. Legal counsel may represent a student, parent, or guardian. When 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.
7. Legal counsel or a resource person of its choosing may represent the Board of Education or superintendent.
8. The hearing shall be conducted by the Board of Education or superintendent. A determination shall be made solely upon the evidence presented at the hearing. At the hearing, the administration shall present information pertinent to the violation of the Student Code of Conduct. The Board or superintendent retains the right to recess the hearing if evidence is presented which requires further investigation.
9. A student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
10. A record shall be kept of the hearing.

11. Within five school days of the hearing the Board of Education or superintendent shall render a decision and notify the student and the parent or guardian in writing of the decision.
12. A student voluntarily withdrawing from Lapeer Community Schools before an expulsion hearing does not terminate the process of expulsion.
13. The district shall notify the proper legal authorities in all cases of expulsion.
14. Expulsions will be noted on the student's permanent record.

G. READMITTANCE

1. Parent/Guardian is to secure proper paperwork from the administration at least two weeks prior to a scheduled Board of Education meeting.
2. This paperwork is to be completed and returned to the administration one week prior to the Board meeting.
3. The student and parents or guardian are expected to be present at the hearing.
4. The parents/guardian may request a closed hearing.
5. Legal counsel may represent the student, parent, or guardian. When there is legal representation, the Board or administrator shall be notified at least two business days prior to the hearing. If notice is not given, the hearing may be postponed.
6. Legal counsel or a resource person of its choosing may represent the Board of Education.
7. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the materials presented at the hearing. The Board retains the right to recess the hearing.
8. The student shall be given an opportunity to present any evidence that would assist the Board of Education in making a decision.
9. A record of the hearing shall be kept.

Revised 11/03/05

BULLYING AND OTHER AGGRESSIVE BEHAVIOR 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.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is 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 is perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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

"Bullying" is conduct that meets all of the following criteria:

- A. Is directed at one (1) or more students;
- B. Adversely affects 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 emotional distress; and,
- C. Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. 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 aggressive behavior 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.

All complainants about aggressive behavior that may violate this policy shall be promptly investigated, and documented. The investigation should be completed within three (3) school days after a report or complaint is made.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior 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 aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Revised April 3, 2008

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cell phone or other ECD remains off. Generally, a student may not use a cellular telephone or electronic communication device (ECD) 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

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: on-the-spot verbal corrections; a conference with the student; a parent conference; loss of privileges; referral to the principal; detention; reimbursement for damages; separation from class; suspension; 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.

Revised 010203

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: spandex clothing and leotards; tube tops; halters; items which bare the child's back to the waistline or bare the midriff; mesh tops; tops that have plunging necklines and/or arm holes; clothing with obscene, offensive, or inappropriate statements and/or graphic designs; bikings shorts; 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 (68⁰) to reduce energy costs.
- F. Students may wear 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 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. **DRESS 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.**

