



LAPEERSCHOOLS.ORG



# STUDENT HANDBOOK

## AND CODE OF CONDUCT

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2023-24

## **Mission Statement**

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

## **Vision Statement**

**Excellence in all we do for our students, our schools and our community through  
Continuous improvement;  
Diligent effort; and  
Innovative design**

## **District Profile**

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

**The District's 4,200 students are served by four elementary schools, two state-of-the-art middle schools, a nationally-recognized high school, The Center for Innovation and the Lapeer Homeschool Partnership. We are proud to be home to a pair of state-recognized Reward Schools.**

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

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## Welcome to Lapeer Community Schools

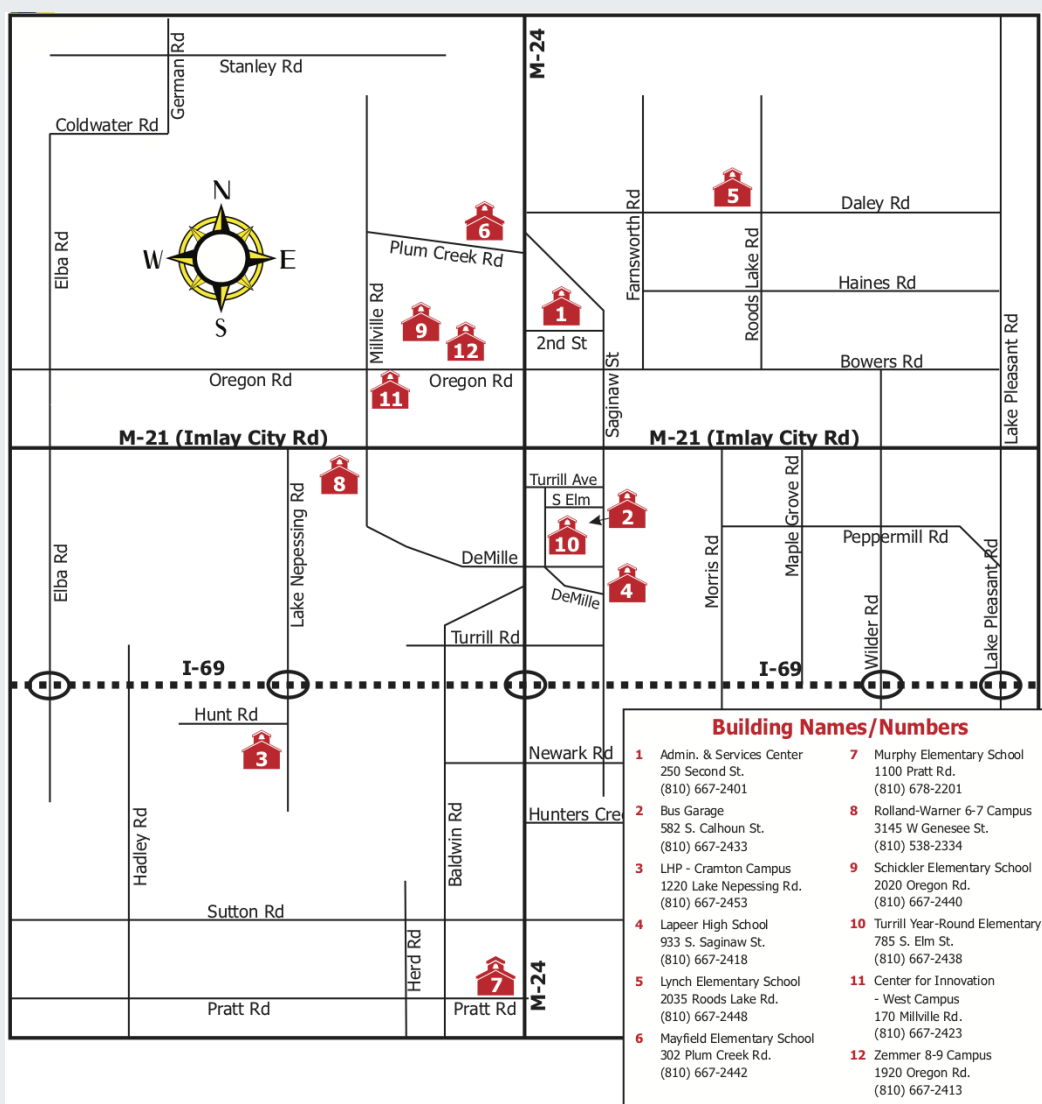
The purpose of this handbook is to acquaint parents and students with the guidelines and procedures which give basic direction and structure to the district's elementary educational program. Much of the following information is essential for students to know. Parents are encouraged to share the contents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

Please refer to this handbook as questions develop. If the answers are not included, call the principal of your elementary school or the administration building to get the information. Telephone numbers are listed on pages 2-3.

## District Map

Lapeer Community Schools / About LCS / District Map

**Update: Mayfield Elementary was closed at the end of the 2019-20 school year.**



**District Directory**  
**Lapeer Community Schools**  
**Administration & Services Center**

250 Second St, Lapeer MI 48446

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

Matthew T. Wandrie, Superintendent

Michelle Bradford, Assistant Superintendent for Curriculum and Instruction

Mark Rajter, Assistant Superintendent for Business and Finance

Kim Seifferly, Assistant Superintendent for Human Resources

Jennifer Tindall, Executive Director of Special Education

**Lynch Elementary**

*Aneta Lawrence, Principal*

*Linda Kriewall, Dean of Students*

Gr. Early Fives – 5th, 8:44 a.m. – 3:40 p.m.

2035 Roods Lake Rd., Lapeer, MI 48446

Phone: (810) 667-2448

Fax: (810) 667-2473

**Murphy Elementary**

*Stacey Webber, Principal*

*Kristen Paluch, Dean of Students*

Gr. Early Fives – 5th, 8:44 a.m. – 3:40 p.m.

1100 Pratt Rd., Metamora, MI 48455

Phone: (810) 538-2345

Fax: (810) 538-2346

**Schickler Elementary**

*Michele McKendry, Principal*

*Julie McCallum, Dean of Students*

Gr. Early Fives – 5th, 8:44 a.m. – 3:40 p.m.

2020 Oregon Rd., Lapeer, MI 48446

Phone: (810) 667-2440

Fax: (810) 667-2469

**Turrill Elementary – Year Round**

*Kelly Vangel, Principal*

*Shayna Raymond, Dean of Students*

Gr. Early Fives – 5th, 8:54 a.m. – 3:50 p.m.

785 S Elm St., Lapeer MI 48446-2499

Phone: (810) 667-2438

Fax: (810) 667-2470

**Rolland-Warner Campus 6 - 7**

*Wyatt Stevens, Principal*

*Megan Parks, Associate Principal*

*Kent Meister, Dean of Students*

Gr. 6 – 7; 7:36 a.m. – 2:17 p.m.

3145 W Genesee Rd, Lapeer, MI 48446

Phone: (810) 538-2334

Fax: (810) 538-2350

**Zemmer Campus 8 – 9**

*Jeffrey Stanton, Principal*

*Richard Cross, Associate Principal & Athletic*

*Director Middle School*

*Jack Chittle, Dean of Students*

Gr. 8 – 9, 7:45 a.m. – 2:30 p.m.

1920 Oregon Rd., Lapeer, MI 48446

Phone: (810) 667-2413

Fax: (810) 667-2483

**Lapeer High School**

*Doug Lindsay, Principal*

*Robin Caporuscio Associate Principal*

*Kevin Wenzel, Associate Principal*

*Mike Smith, Building Athletic Mgr/Dean of Students*

Gr. 10 – 12; 7:25 a.m. – 2:10 p.m.

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

Phone: (810) 667-2418

Fax: (810) 667-2422

**Center for Innovation Campus**

*Shad Spilski, CFI/LVP/High School Athletic Director*

*Bob Jannuzzi, Dean of Students*

*David Rock, Dean of Students*

Gr. 9 – 12; 7:25 a.m. – 2:10 p.m.

170 Millville Rd, Lapeer, MI 48446

Phone: (810) 667-2423

Fax: (810) 667-2428

**LAPEER VIRTUAL PARTNERSHIP**

*Shad Spilski, CFI/LVP & District Athletic Director*

*Michon Periso, LVP Director*

Gr. K – 12; 8:00 a.m. – 4:30 p.m.

1220 Lake Nepessing Rd, Lapeer, MI 48446

Phone: (810) 667-2453

Fax: (810) 667-2412

**District Directory Continued**  
**Lapeer Community Schools**  
**Administration & Services Center**

**Special Education**

*Jennifer Tindall, Executive Director*

7:30 am – 4:30 pm

250 Second St., Lapeer MI 48446

Phone: 538-1627

Fax: 667-2407

**Transportation**

*Linda Thompson, Director*

7:30 am – 4:30 pm

(Bus Garage)

582 S. Calhoun St., Lapeer, MI 48446

Phone: 667-2433

Fax: 667-2497

**Kids & Company**

*Stefanie Heddy, Child Care Site Director*

7:30 am – 4:30 pm

(Rolland-Warner Campus)

3145 W Genesee Rd, Lapeer, MI 48446

Phone: 667-2454

Fax: 245-1090

**Food Services**

*Joanne VanHouten, Director*

7:30 am – 4:30 pm

250 Second St., Lapeer MI 48446

Phone: 538-1648

Fax: 667-2407

## **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 Administration & Services Center, 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
- provide two proofs of residency (i.e. driver's license & utility bill, lease/rent agreement etc.)

## **Emergency Card Information**

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

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

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

## **Noncustodial Parents**

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

If one parent has been awarded custody of the student by the courts, that parent needs to provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent.

Without such notice, Lapeer Community Schools will presume that the student may be released into the care of either parent.

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

## **Parent Requests for Student Placement**

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

Each request will be reviewed by the appropriate school staff and honored when possible. Factors such as reading ability, class size, and behavior considerations influence the acceptance or denial of parent requests.

During the third term, each elementary principal will use the building newsletter to communicate how parents will be notified of student-teacher assignments for next school year.



## School of Choice

### In-District

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

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

### Out Of District

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

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

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

## Virtual Program

### What is virtual schooling?

Students in grades K-12 can enroll as full-time students in Lapeer Community Schools and receive their courses through online providers or with a blended schedule that includes both traditional and online courses. Virtual learning provides a student with a flexible schedule in terms of when and where learning takes place. Typically, courses are delivered via the Web, so students can work anytime and anywhere they have internet access. The district provides a computer and broadband internet access, if needed.

### Who can enroll?

Students in grades K-12 (and under 20 years old on September 1<sup>st</sup>) and residing in Lapeer, Oakland, Genesee, Tuscola, Sanilac, St. Clair and Macomb counties can enroll as full-time virtual students.

**Homeschool and Other Non-Public School Students** may enroll in the district for non-essential courses. Each course has a “teacher on the other end” – a content expert to assist the students. The district provides a local mentor – a teacher that supports the student. Students must maintain consistent participation and progress and have regular communication with their mentor and teachers.

Students taking virtual classes through LV may participate in extracurricular activities (according to rules or policies associated with the activities). LV juniors take the SAT test as part of the Michigan Merit Exam (MME). Upon graduation, students earn a Lapeer Community Schools diploma. The district provides a “learning center” with a computer lab and study area. All virtual students must participate in state and local achievement testing.

The district provides an academic advising orientation regarding program policies, guidelines, and online content. LV offers a comprehensive virtual course catalog, including core subjects as well as a wide variety of electives. Families interested in taking virtual classes may use the LV link to view classes as well as online curriculum vendors. During the registration process, families will meet with an academic advising team to ensure appropriate vendors and classes are selected to meet the learning style and educational needs for their students. The district reviews transcripts/records of work, develops a schedule of courses, and provides tuition free curriculum (up to 12 courses per year).

\*For more information visit the webpage: <http://cfi-west.lapeerschools.org/home>



## **Optional Learning Experience (OLE)**

Optional Learning Opportunities are those that provide academic enrichment or supervised activities that enhance a pupil's understanding of content provided in the traditional or virtual environment. Optional learning experiences are learning opportunities that accompany a non-essential course being claimed for state aid (FTE).

For students who are interested in participating in an OLE, students should review the district OLE offerings that are available under the parent tab of their assigned building.

The majority of the OLEs are offered during the school day and would require a scheduling meeting that would include the Director of the Center for Innovation/Designee to discuss course alignment, transportation offerings, and course make-up for assignments, quizzes and tests. Participation in an OLE will be considered as "school business" for attendance purposes.

For elementary students (K-5) who are interested in participating in an OLE, please contact your building administrator to set up a time to review the OLE request and develop a schedule with the Director of the Center for Innovation/Designee.

For secondary students (6-12) who are interested in participating in an OLE, please contact your counselor to set up a time to review the OLE request and develop a schedule with the Director of the Center for Innovation/Designee.

## **Health & Safety**

### **Breakfast and Lunch**

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school served meals. Breakfast and lunch will be free for the school year. If your student wants to purchase additional food items they will need to pay for them with their own funds. Breakfast and lunch menus are sent home with the elementary students every month. Interactive menus are also available online. Substitutions to the regular meals will be made for children who are unable to eat meals because of their disabilities, when that need is certified by a licensed physician.

It is important to remember that we continue to encourage families to complete the Free and Reduced Lunch Application that allows us to receive important federal funding for things like: instructional coaches, academic support services, before and after school intervention, additional funding for instructional supplies and materials.

Paper and online applications are available for free and reduced meals, and can be completed at any point during the school year. Paper applications are available at any district building. To apply online, (preferred method) visit the Food Service Web Portal at [food.lapeerschools.org](http://food.lapeerschools.org). Your username and password are generated by the Food Service Department, and emailed at the start of each school year. If you do not have/know your login information, please contact the Food Service Secretary at (810)538-1648.

## **Communicable Disease Reference Chart**

Disease-Specific Information and Exclusion Guidelines: See pages 10 - 14

[MDE Communicable Disease Chart](#)

## **Conduct**

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

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

## **Disaster Drills**

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

## **Drug Free Schools**

Lapeer Community Schools effective October 1, 1990, in order to comply with the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226 developed and implemented Board Policy 5530-Drug Prevention. Compliance with this policy is mandatory for all students.

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

## **First Aid**

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

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

## **Illnesses and Accidents**

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

## Immunizations

Each child must be up-to-date on his/her immunization record. .

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

## Medication Reminder

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

1. Parent to complete either a Prescribed or Non-Prescribed medication form - see LCS website parent tab for forms
  - a. Authorization to Administer Prescribed Medication and/or Treatment or
  - b. Authorization for Non-Prescribed Medication and Treatment
2. If prescribed include a copy of the Physician's prescription
3. Medicine must be brought to school by parents (not sent with the child in lunch boxes, etc.) in the pharmacy bottle with the child's name, name of medication, dosage, and times to be given. We prefer a two-week supply, if appropriate.
4. Inhalers - many children with Asthma are taught to carry their own inhalers and are able to self-medicate. Students may be allowed to carry and self-medicate with an inhaler ONLY with a doctor's written prescription, written parental permission, and the principal's authorization.

## Parental Warnings

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

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

## Privacy Regulations

Each year the school district provides notice to students and their parents of its intent to make available upon request certain information known as directory information: a student's name, address, telephone number, photograph/video, gender, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas and honors received, and latest school attended. This information will be released at the discretion of the superintendent or designee without consent of the parent or eligible students unless the district receives a signed Request to Withhold Directory Information form.

## School Closings/ Delays

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

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

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

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

## Smoking - or look a likes

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

## Telephone Use

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

## Visitors

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

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

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

## **Weapons**

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

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

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

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

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

## **Home/School Connections**

### **Chain of Command**

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

### **Conferences**

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

### **Dean of Students**

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

### **Newsletters**

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

## **Open House/Meet-the-Teacher**

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

## **Parent Involvement**

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

## **Parents Right to Know**

Any parent/guardian of an LCS student may request and be provided information regarding the professional qualifications of the student's classroom teachers, including the following: qualification and licensing criteria for the grade levels and subject areas taught, the baccalaureate degree major/graduate certification and the field of discipline of the certification/degree, and information about any emergency or other provisional status through which State qualification or licensing criteria have been waived. Students will participate in statewide assessments. However, parents/guardians have the right to state whether or not they agree.

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

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

## **Parent Teacher Groups**

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

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

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

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

## **School Messenger**

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

## **School Pictures**

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

## **Statement of Compliance with Federal Law**

It is the policy of the Lapeer Community School district that no person shall, on the basis of race, creed, color, national origin, sex, marital status, or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

### **Inquiries or complaints regarding Title VI, Title IX may be addressed to:**

Assistant Superintendent for Human Resources  
Kim Seifferly Lapeer Community Schools  
Administration and Services Center  
250 Second Street, Lapeer, MI 48446  
[www.lapeerschools.org](http://www.lapeerschools.org) (click link About LCS, then Title IX)  
Kimberly.seifferly@lapeerschools.org (810) 667-2401

### **Inquiries or complaints regarding Section 504 may be addressed to:**

Executive Director of Special Education & Student Services  
Jennifer Tindall  
Lapeer Community Schools Administration and Services Center  
250 Second Street, Lapeer, MI 48446  
Jennifer.tindall@lapeerschools.org (810) 667-2401

## **Transportation**

### **Bus**

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

### **Walkers**

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

### **Bicycles**

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

### **Parking**

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

### **Volunteers**

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



## **Elementary Section Kindergarten - 5th Grade**

**The staff at Lynch, Murphy, Schickler and Turrill would like to welcome all students to our elementary buildings where we will inspire, support and cultivate all learners.**

### **Attendance**

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

#### **ATTENDANCE - po5200**

The Board of Education believes that regular school attendance is basic to much of the success students attain from their school studies. Student participation in class discussions, 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 students and their parents. One (1) of these responsibilities is regular attendance to all assigned classes. Students 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 students to gain the full significance of an educational program, parents, teachers, administrators, and other staff members must make every effort possible to ensure that each student is in regular school attendance.

The teachers and administration will maintain accurate attendance records for each student.

Revised 7/6/2000

#### **Absences**

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

#### **Assignment Makeup for Excused Absences**

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

#### **Late Arrival/Leaving Early**

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

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

#### **Vacations**

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

## **Curriculum**

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

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

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

### **Basic School Supplies**

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

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

### **Co-Curricular**

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

### **Family Life**

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

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

### **Field Trips**

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

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

### **Homework**

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

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

### Media Center

The media center is available to all students for research, use of computers, and to check out books. Students and their parents/guardians are responsible for the purchase of a new book if the checked out item is destroyed, damaged, or lost.

### Physical Education

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

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

### Report Cards

Lapeer Community Schools uses a standards-based reporting system to communicate academic progress. Using standards that are aligned to state and district curriculum, a standards-based report card lists the most important skills in each grade level and content area. Student progress is reported on specific skills within each subject to better inform parents, students, and teachers about the students' progress. In a standards-based learning environment, teachers are better able to identify the strengths and weaknesses of each student, allowing for more informed, individualized student instruction. Academic progress is communicated using a standard rating scale. The following standards codes have been revised during the summer of 2015 and will report the academic progress of all students in all content areas:

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

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

### Special Education

Our school district is committed to ensuring that students with disabilities are identified and evaluated in accordance with State and Federal laws. All children with disabilities have a right to a free, appropriate public education (FAPE). Special Education includes classroom programs and other types of services that

are designed especially for children with various types of disabilities. Rules based on these laws define each type of disability. These laws specify how each shall be evaluated. They also tell what type of services must be available.

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

If you suspect your child is experiencing a delay in some area of development (e.g. speech, motor skills, learning, social emotional skills) please contact the Special Education office. Call 810-538-1627.

### **Section 504**

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

### **Technology**

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

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

## **Testing**

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

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

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

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

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

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

## **Fountas & Pinnell Benchmark Assessments**

### **Reading**

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

### **Writing**

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

### **Math**

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

### **Year Round Calendar**

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

## **Personal Belongings**

### **Dress Code**

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

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

- hats and coats worn in school; and
- pagers and other electronic devices.

**Electronic Devices**

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

**Fundraising**

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

**Items from Home**

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

**Labeling**

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

**Lost and Found**

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

## Secondary Section

The staff of Rolland-Warner and Zemmer Campus wish to welcome all of our students! We are happy to have you here and look forward to working with you.

This student handbook is a tool meant to help you understand the expectations that we hold for all students, as well as to inform you of the opportunities that await you at Rolland-Warner and Zemmer. The information that follows is very important for you to know and understand. We encourage you to review it carefully and to share it with your parents as well.

Please keep this handbook throughout the year for reference. If you have questions about any of the information, please feel free to speak with any member of our staff or call our main office.

Again, we welcome you and wish you a fun and successful year!

### **Rolland-Warner Campus**

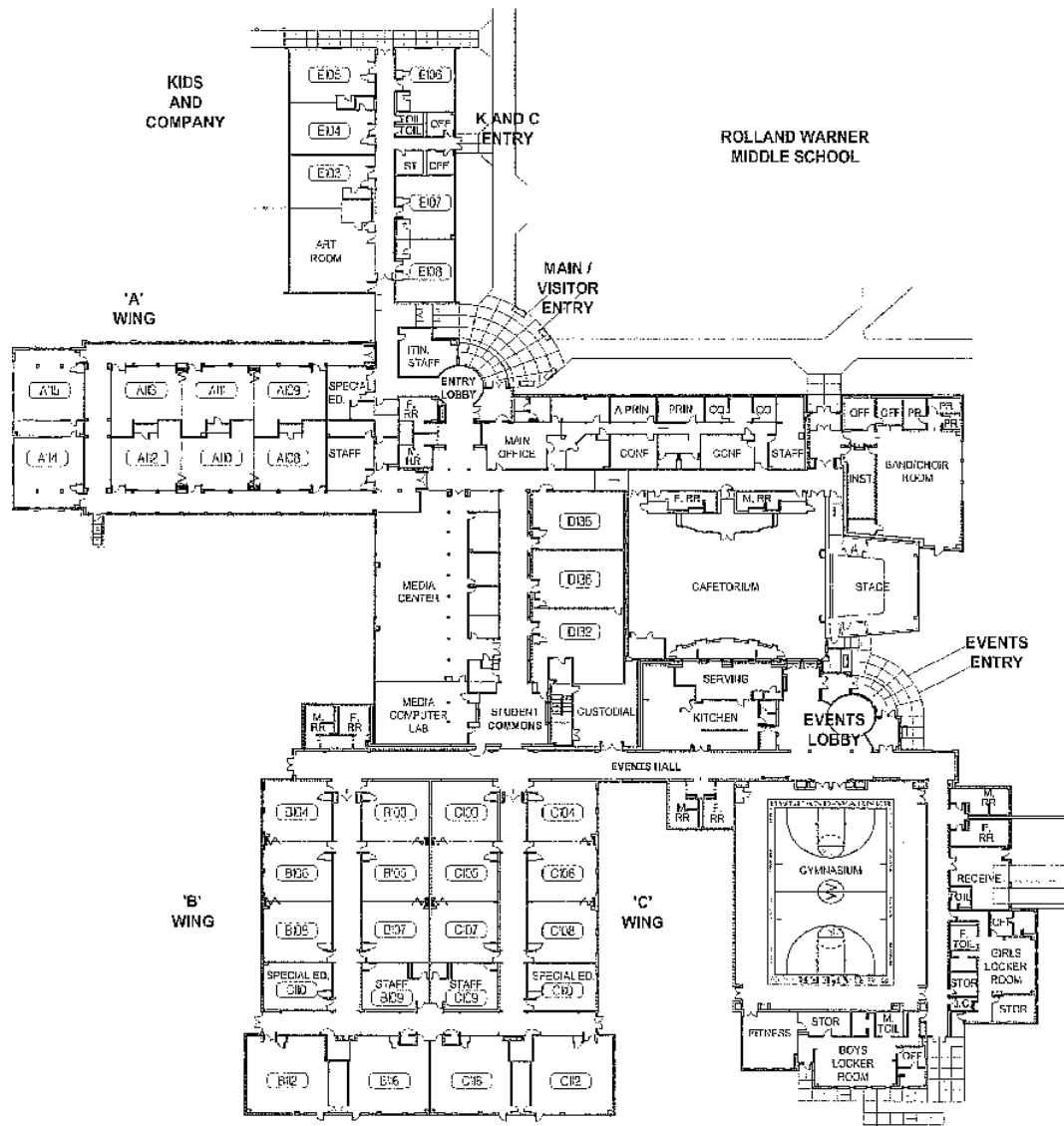
Wyatt Stevens, Principal – Rolland-Warner Campus  
Megan Parks, Associate Principal – Rolland-Warner Campus  
Kenton Meister, Dean of Student – Rolland-Warner Campus

### **Zemmer Campus**

Jeffrey Stanton, Principal – Zemmer Campus  
Richard Cross, Associate Principal & Athletic Director  
Jack Chittle, Dean of Students – Zemmer Campus

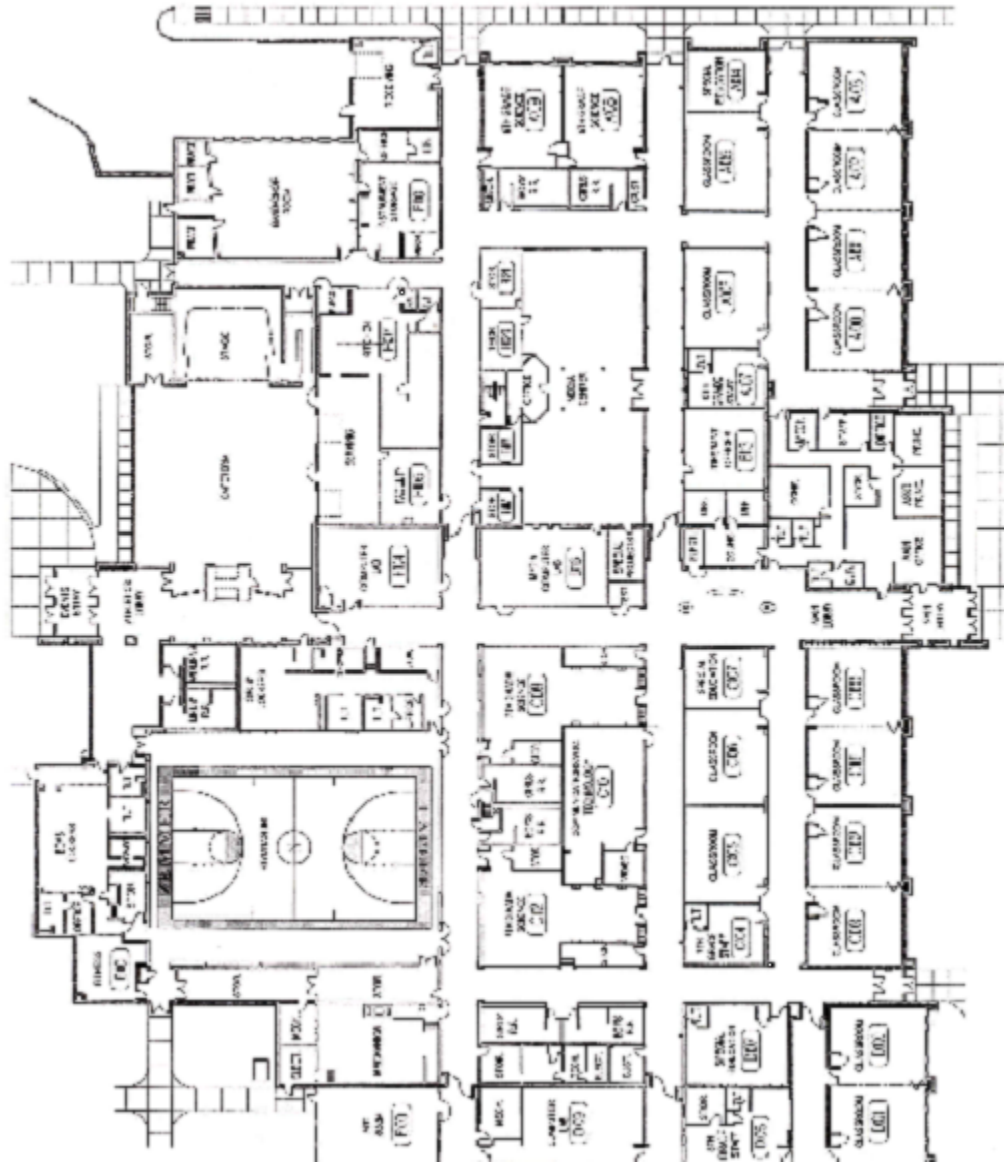


# Rolland-Warner 6 – 7 Campus Map



**Rolland-Warner Office Staff**  
**(810) 538-2334**  
 Wyatt Stevens, Principal  
 Megan Parks, Associate Principal  
 Kent Meister, Dean of Students  
 Renee Shrontz, Head Secretary  
 Amanda Turner, Attendance/Athletics Secretary

## Zemmer 8 – 9 Campus Map



### **Zemmer Office Staff**

**(810) 667-2413**

Jeffrey Stanton, Principal

Richard Cross, Associate/Athletics Principal

Jack Chittle, Dean of Students

Ann Vierk, Head Secretary

Ann Tiffany, Attendance/Athletics Secretary

## DAILY SCHEDULES

Rolland-Warner 6/7 Daily Schedule							
1st Period	2nd Period	3rd Period	iConnect	4th Period	Lunch	5th Period	6th Period
7:36-8:28	8:33-9:24	9:29-10:20	10:25-10:55	11:00-12:20	A 10:55-11:25	12:25-1:19	1:24-2:17
					B 11:25-11:55		
					C 11:55-12:25		
				* 11:20 Bell Dismisses A-Lunch			
				* 11:50 Bell Dismisses B-Lunch			
				* 12:20 Bell Dismisses C-Lunch			

Zemmer 8/9 Daily Schedule							
1st Period	2nd Period	3rd Period	iConnect	4th Period	Lunch	5th Period	6th Period
7:45-8:33	8:43-9:36	9:41-10:34	10:39-11:09	10:14-12:34 4	A 11:09-11:39	12:39-1:32	1:37-2:30
					B 11:39-12:09		
					C 12:09-12:39		
				* 11:34 Bell Dismisses A-Lunch			
				* 12:04 Bell Dismisses B-Lunch			
				* 12:34 Bell Dismisses C-Lunch			

### **VISITOR INFORMATION**

Office check-in is required for all visitors. Please enter through the doors leading into the main office.

**Rolland-Warner**—parking lot on M-21/Genesee Road

**Zemmer**—front parking lot on Oregon Rd

### **VOLUNTEERING**

Parent volunteers make their school a better place for all students. Please visit our LCS website or come to the main office to obtain the proper documentation and procedures for becoming a volunteer. This must be done at least one month prior to an event to allow processing time. The approval may take up to 30 days and must be completed every year. Volunteer forms can be found at the following website:

<http://www.lapeerschools.net/LCSvolunteers.htm>

### **COMMUNICATIONS**

Information regarding upcoming events, extracurricular activities and athletic information will be communicated to students via daily announcements, as well as posted on the electronic display sign in front of each building and via the internet PowerSchool bulletin.

1. School Bulletin on PowerSchool with PowerSchool Account
2. Monthly newsletter at website
3. School Messenger at the building and district level
4. Note with student
5. Email scheduling
6. Athletic website
7. Zemmer/RW website
8. Social media: Facebook at the building and district level
9. LA View/The County Press

### **Year-Round Middle School Program 6<sup>th</sup> & 7<sup>th</sup> Grades**

#### **Dates/Times:**

Wednesday, July 26th - August 27, 2023, in order to share transportation with Turrill Elementary, students will attend school from 8:53 am - 3:34 pm.

Starting on Monday, August 28th, the daily schedule will go back to the traditional Rolland-Warner Campus start times of 7:36 am - 2:17pm.

#### **Enrichment:**

Students who are not taking PLTW will attend 1 hour of enrichment programming that will include PE and Outdoor Education.

#### **Calendar:**

The calendar of school days is different from the traditional calendar to accommodate fewer weeks off during the summer, allowing several week-long breaks during the school year. For that reason, the marking period and semester start/end dates differ from the traditional schedule.

## **SECTION I: School Services & Communications**

### **TRANSPORTATION**

Students should arrive no earlier than 7:00 a.m. at Zemmer and 7:20 a.m. at Rolland-Warner with parent drop-off unless they have a scheduled practice, meeting, or other pre-planned event with a teacher, administrator, or a coach.

Students should plan on leaving the building no later than 2:30 pm at Zemmer and 2:45 pm at Rolland-Warner unless they have a scheduled practice, meeting, or other pre-planned event with a teacher, administrator, or a coach.

### **WALKERS/BICYCLE RIDERS**

Walkers are reminded to follow all pedestrian laws/rules that apply on the routes to and from school. In addition, please remember that inclement weather may adversely affect your travel conditions. Dress appropriately for the weather and plan to arrive at school no earlier than 7:10 a.m. at Zemmer and 7:20 a.m. at Rolland-Warner. We have a bike rack at each building.

### **PARKING**

Parents are to drop off and pick up students in the North/Events parking lot (facing Schickler—use the easternmost access drive) at Zemmer and in the Events parking lot off DeMille Blvd. at Rolland-Warner. Please follow the signage and be mindful of students and other pedestrians.

Visitor parking is located in the south lot (Oregon Rd.—west drive) at Zemmer and in the north lot (Genesee Rd./M-21) at Rolland-Warner.

Staff Parking is designated in the north/Events parking lot at Zemmer and in the Events lot at Rolland-Warner.

### **BUSING**

Students ride the assigned bus unless approval is given prior to lunch of that day. Bus loop is to be used for buses only during morning drop off and afternoon pick up. This is especially true at the times mentioned above.

- Bus drop off time is approximately 7:00 a.m. at Zemmer and 7:07 a.m. at Rolland-Warner.
- Bus pickup time is approximately 2:10 p.m. at Zemmer and 2:27 pm at Rolland-Warner.

**NOTE** that 7:00-7:30 am at Zemmer and 6:50-7:10 am at Rolland-Warner will be especially heavy with bus traffic. Near the end of the day, heavy bus traffic will again occur from 2:30-2:37 pm at Zemmer and 2:17-2:27 pm at Rolland-Warner.

## CAFETERIA SERVICES

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school served meals. Breakfast and lunch will be free for the school year. If your student wants to purchase additional food items they will need to pay for them with their own funds. Breakfast and lunch menus are sent home with the elementary students every month. Interactive menus are also available online. Substitutions to the regular meals will be made for children who are unable to eat meals because of their disabilities, when that need is certified by a licensed physician.

It is important to remember that we continue to encourage families to complete the Free and Reduced Lunch Application that allows us to receive important federal funding for things like: instructional coaches, academic support services, before and after school intervention, additional funding for instructional supplies and materials.

Paper and online applications are available for free and reduced meals, and can be completed at any point during the school year. Paper applications are available at any district building. To apply online, (preferred method) visit the Food Service Web Portal at [food.lapeerschools.org](http://food.lapeerschools.org). Your username and password are generated by the Food Service Department, and emailed at the start of each school year. If you do not have/know your login information, please contact the Food Service Secretary at (810)538-1648.

The following rules are necessary so that all students may enjoy lunch in a well-organized and orderly atmosphere. Students are expected to report to the cafeteria during their scheduled lunch hour and leave the cafeteria neat and clean for the students in the next lunch period. Adult supervisors are responsible for monitoring student conduct in the cafeteria.

Students are to:

- Consume all food and drinks in the cafeteria
- Have pass to leave the cafeteria and sign in/out
- Clean up tables and return trays
- Remain seated until dismissal

### **Breakfast & Lunch**

LCS provides a Universal Breakfast & Lunch .....free of charge.

Breakfast is served from 7:20-7:40 am at Zemmer and 7:05 - 7:25 am at Rolland-Warner.

### **Lunch Schedules**

Students will be assigned to lunches accordingly:

#### **Rolland-Warner**

- A) 10:55-11:25
- B) 11:25-12:55
- C) 11:55-12:25

#### **Zemmer**

- A) 11:09-11:39
- B) 11:39-12:09
- C) 12:09-12:39

Extra items can be purchased and prepaid in advance (preferred method) or send a check made out to Lapeer Community Schools. Your child can give it to the cafeteria personnel and his/her account will be credited. Students will be able to use these funds for extra food purchases.

## **COUNSELING SERVICES**

The middle school counseling office provides a safe and welcoming environment where students are able to come in and discuss a variety of concerns, whether school related or personal. Academic planning, scheduling questions, personal issues, problem solving and organizational strategies are some of the areas in which counselors most frequently work with students.

Counselors are also available to assist families with concerns they may have regarding their children's middle school experience. When students and their families have questions and are unsure who to turn to, the middle school counseling team is an excellent resource.

### **Rolland-Warner Campus Counselors – (810) 538-2334**

Larry Hochman – [larryhochman@lapeerschools.org](mailto:larryhochman@lapeerschools.org)

John McCreedy – [johnmccreedy@lapeerschools.org](mailto:johnmccreedy@lapeerschools.org)

### **Zemmer Campus Counselors – (810)667-2413**

Amane Isa - [amane.isa@lapeerschools.org](mailto:amane.isa@lapeerschools.org)

Robin Spisz – [robin.spisz@lapeerschools.org](mailto:robin.spisz@lapeerschools.org)



## SECTION II: School Policies & Procedures

### **ACADEMIC PROGRAM STRUCTURES & GRADING**

**Semester Schedule Structure** The middle school program is on a semester schedule structure. All courses in the core instructional block are full year courses with grades being reported at the end of each semester. Elective courses are generally one or two semesters and change throughout the year.

**I-Connect/Silent Sustained Reading** All students in grades 6-9 will participate in an I-Connect session two days per week for 30 minutes. The focus of the I-Connect program is to establish relationships; promote communication between students, home and school; develop leadership and citizenship skills –all of which contribute to students’ academic and social success. During the other 3 days per week, students will take part in Silent Sustained Reading or intervention as needed.

**Grading** Our school uses a SEMESTER grading system with report cards issued to students twice per year. The report cards will be supplemented by PowerSchool reports which are available to all students and their parents via the Internet. 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. Students and parents are encouraged to monitor academic progress on PowerSchool.

**Awards Ceremonies** Lapeer Community Schools encourages and recognizes academic excellence. Awards ceremonies recognizing student's academic accomplishments will be held in the fall of the following school year to ensure that students are recognized for their entire school year. Students who earn an award or honors recognition will receive an invitation in the mail near the start of the school year, inviting students and parents to this event. Students may be recognized for outstanding citizenship, academic achievement, or various other accolades.

### **Grades 6 – 8**

- Earn a junior varsity academic letter in the first grade of middle school 6 – 8 to obtain honors (3.500 or higher)
- Earn a lamp pin for each additional year of honors in grades 7 – 8

### **Grades 9 – 12**

- Earn a varsity academic letter in the first grade of high school 9 – 12 to obtain honors (3.500 or higher)
- Earn a lamp pin for each additional year of honors in grades 10 – 12

### **Senior Awards and Recognitions**

- Department awards are selected by the staff and presented at the senior honors assembly.
- Senior honor convocation will be held during the week of commencement. Seniors will be awarded cords and stoles to wear with their graduation gown. The three levels of recognition are listed based on the senior's cumulative academic performance.
  - Scholars of Highest Distinction  
(**Gold Stole**)
    - o Cumulative GPA of 4.000 and above (5.0 scale for AP)
    - o ACT 30 and above **OR** SAT 1390 and above
  - Scholars of Distinction  
(**Gold Cord**)
    - o Cumulative GPA of 3.750 and above (5.0 scale for AP)
  - Scholars of Achievement  
(**Silver Cord**)
    - o Cumulative GPA of 3.500 and above (5.0 scale for AP)

## **EXTRA CURRICULAR PROGRAMS & CLUBS**

### **Grade 6-8**

Rolland-Warner and Zemmer are currently working to provide many extracurricular activities based upon student interest. These activities will be communicated throughout the school year. Students are encouraged to listen to announcements about these exciting offerings.

### **Grade 9**

Refer to Section IV: Extra-Curricular Policies & Procedures in High School section.

### **Grades 6 - 12**

Optional Learning Experience (OLE) are those that provide academic enrichment of supervised activities that enhance a student's understanding of content provided in the traditional or virtual environment. For more information, the student should contact their school counselor and/or administrator to discuss available OLE's.

## **ATHLETICS**

Lapeer Community Schools believes that athletics are an important part of developing the whole student.

### **Grades 6-8**

Sixth graders can participate in cross country, wrestling, and track.

Fall:	Sideline Cheerleading, Cross-Country, Football, Girls' Basketball
Late Fall:	Wrestling, Volleyball
Winter:	Boys' Basketball, Competitive Cheerleading
Spring:	Track, Softball, Club Baseball

### **Grade 9**

Refer to Section IV: Extra-Curricular Policies & Procedures in High School section.

Lapeer Schools currently has a pay-to-participate fee. In addition, student athletes must meet initial and in-season academic eligibility requirements as well as abide by Athletic Code guidelines throughout the year.

Student athletes must also have a physical on file signed by a physician and by their parent/guardian. Physicals for one school year may be conducted no earlier than April 15th of the preceding school year. (For example, a physical conducted after April 15, 2019 is good for the 2019-20 school year).

## **POLICIES & PROCEDURES**

### **ATTENDANCE**

Excused absences are for legitimate reasons such as, but not limited to, illness, medical appointments, and other obligations that can only be met during the school day. We encourage parents to call and inform the office of student absences prior to the absence or at the earliest convenience.

- Unexcused absences are those for which no legitimate reason is recorded. Multiple unexcused absences may result in a truancy referral and/or progressive school discipline.
- If students arrive late for the school day, they should check in to the main office and present a note upon arrival.
- Tardy (to class): Students are expected to arrive on time for classes. Excessive tardies may result in disciplinary action.
- Leaving Early: When the need arises that a student must leave school early, a contact must be made with the main office in the form of a parent note or phone call with a reasonable amount of lead time. (Please call or send a note 2-3 hours in advance.)

### **MEDICATIONS**

Students are permitted to take medication at school, as long as there is a medical authorization form on file in the office. Medication must be kept in the office in its original container with the student's name on it. At no time is a student to have medication in his or her locker, pockets, backpack/bag or purse. Medication brought to school in a baggie or other container will be confiscated and parents will be notified. Office staff will dispense all medication, including aspirin and Tylenol. Please see the office for specific information regarding the use of inhalers and epi-pens. Please refer to Appendix D for more information regarding Medication/Illness while at school.

### **OFFICE PHONES, CELLULAR PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Per Board of Education policy, a student may possess a cellular telephone or other electronic communication device (ECD) during the school day for **data usage only** at the discretion of teacher and/or school facilitator.

Cell phones may also be used during passing time and in the cafeteria during breakfast and assigned lunches.

In addition, students who bring cellular phones and/or other ECDs to school shall adhere to the following rules and guidelines:

- During school activities, when directed by the administrator or sponsor, cellular phones and other ECDs shall be turned off and stored out of sight.
- Should there be a need during the school day for the student to contact his/her parent to communicate school-related information (athletic cancellation, extra-curricular activity cancellation, etc.), the student may be permitted to use his/her cell phone in the presence of a staff member to contact the parent.
- The use of cellular phones and ECDs in the locker rooms and restrooms is prohibited at all times.
- Exceptions may be made for students needing accommodations recognized through an IEPC or 504 plan.

Possession of a cellular phone and/or other ECDs by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of the policy, or otherwise engages in misuse of this privilege. Any misuse of cellular phones and/or ECDs is to be reported to administration immediately.

In all violations of this policy, the student will be asked to take the cellular phone/ECD to the office where the device will remain until a parent is able to pick it up.

Continued violations of the cell phone policy will result in further disciplinary action.

The student who brings a cellular phone and/or ECD on school property shall assume responsibility for its care. At no time shall Lapeer Community Schools be responsible for preventing theft, loss or damage to cellular phones and/or ECDs brought onto its property.

During normal school hours, students are encouraged to use the phone in the main office to call home, in the event of illness and/or other emergency situations.

### **GUIDELINES FOR USE OF TECHNOLOGY FACILITIES**

At Lapeer Community Schools, we believe that the use of technology and Internet online services is a privilege extended to students and staff to enhance learning and information exchange. It is for this reason that all students at Rolland-Warner and Zemmer will have Internet access unless a parent/guardian fills out a Parent Waiver Form for Non-Internet Use, which can be obtained in the office or media center. See Appendix C for the district policy.

**LOCKER POLICY**

Lockers are the property of Lapeer Community Schools. Students are assigned a specific locker. Unless specifically directed to do so, locker combinations and locker space are not to be shared amongst students. Lockers cannot be guaranteed to be secure. Do not leave valuables inside the locker.

Students are responsible for the contents of their locker. Items that are prohibited by law and/or the LCS Student Code of Conduct are not to be stored in lockers. LCS reserves the right to inspect lockers and all Issues with lockers are to be reported to the office.

**LOST AND FOUND**

Both Rolland-Warner and Zemmer will establish areas in or near the main office for lost items.

**SCHOOL PROPERTY**

Students are responsible for returning items such as books, athletic equipment, and other materials in a manner similar to which it was issued. Normal wear and signs of usage are acceptable.

**PUBLIC DISPLAYS 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 during school events. Students who do not use mature judgment and do not cooperate with this policy will be subject to disciplinary action.

## Secondary Section Lapeer High School

Students, Parents and Community Members,

It is truly a pleasure to welcome you back to the start of an exciting school year at Lapeer High School. I hope that this letter finds you in good health after a relaxing and enjoyable summer.

This school year, we will continue to focus on the strong academic traditions at Lapeer High School as we strive to incorporate more opportunities for students to be successful in preparation for their future. Working within our school improvement plan, we will focus heavily on academic improvements in the areas of mathematics, reading and writing. In working to accomplish this endeavor, we will be offering pre-AP courses through the Springboard program, expanding our AP offerings and incorporating additional dual enrollment opportunities for students to challenge themselves academically through traditional dual enrollment opportunities as well as our Early College Program.

We look forward to working with students, parents, and community members to provide the students at Lapeer High School a wonderful educational experience both in and out of the classroom. With hard work, determination, and collaboration, we will accomplish great things for the students at Lapeer High. Go Lightning!

### **Administration**

**Doug Lindsay, Senior High Principal**

**Robin Caporuscio, Associate Principal**

**Kevin Wenzel, Associate Principal**

**Mike Smith, Building Athletic Manager/Dean of Students**

**Shadwin Spilski, Athletic Director**

### **Counselors**

**Karen Logan**

**Jeff Lorenz**

**Julie Pecore**

### **Secretaries**

**Amanda Smith, Head Secretary**

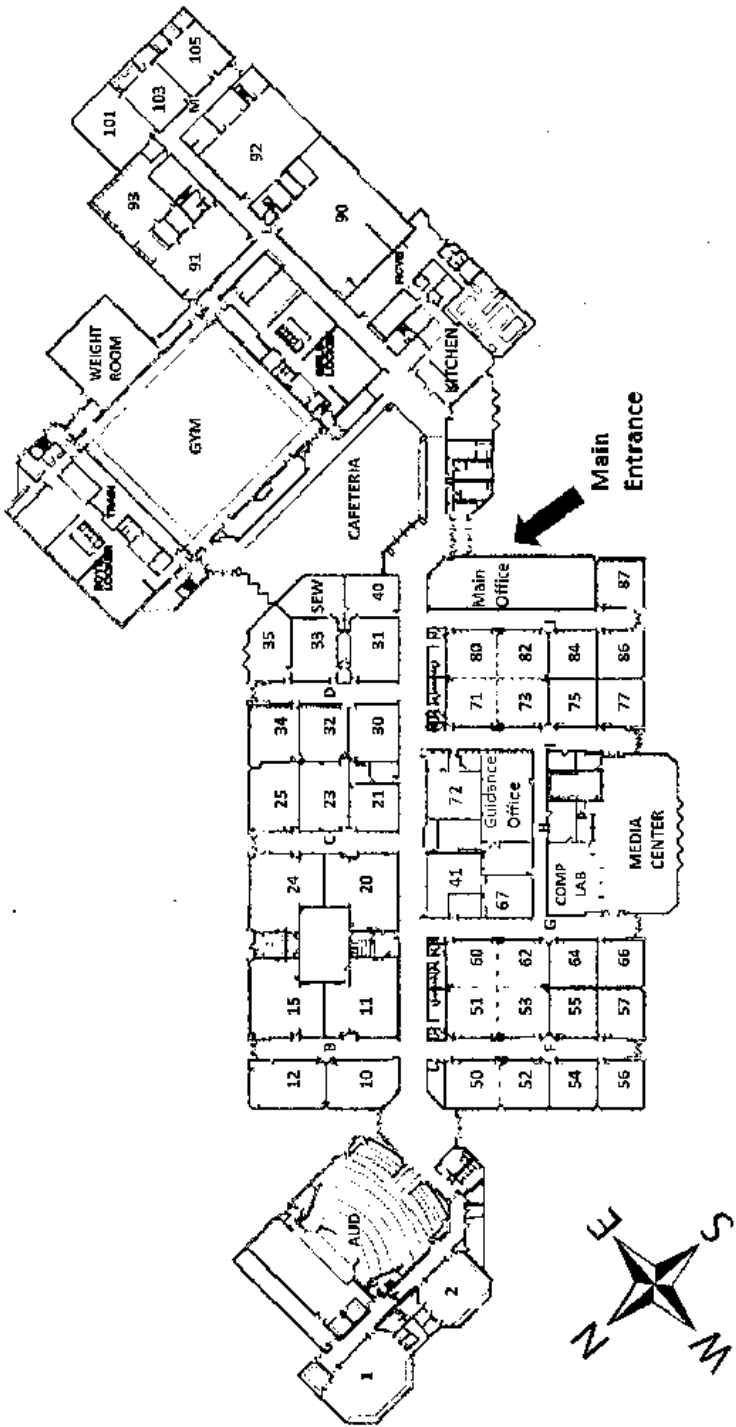
**Molly Boyd, Attendance Secretary**

**Holly Grzyb, Counseling Secretary**

**Lisa Huff, Athletics Secretary**

**LAPEER HIGH SCHOOL BUILDING MAP**

LAPEER HIGH SCHOOL  
933 S. SAGINAW STREET  
LAPEER, MI 48446  
PHONE 810-667-2418





**SCHOOL DAY SCHEDULE &  
SCHOOL SPECIFIC INFORMATION  
LAPEER HIGH SCHOOL**

(810)667-2418

Fax (810)667-2422

**ATTENDANCE**

(810)667-2417 ext. #2

**COUNSELING**

(810)667-2418 ext. #4

Fax (810)667-2455

**ATHLETICS**

(810)667-2418 ext. #3

**DAILY SCHEDULE**

LHS Daily Schedule								
0 Period	1st Period	2nd Period	iConnect	3rd Period	4th Period	Lunch	5th Period	6th Period
6:25-7:15	7:25-8:18	8:23-9:16	9:21-9:51	9:56-10:49	10:54-12:14	<b>A</b> 10:49-11:19 <b>B</b> 11:19-11:49 <b>C</b> 11:49-12:19 * 11:14 Bell Dismisses <b>A-Lunch</b> * 11:44 Bell Dismisses <b>B-Lunch</b> * 12:14 Bell Dismisses <b>C-Lunch</b>	12:19-1:12	1:17-2:10
CFI Daily Schedule								
1st Period	2nd Period	iConnect	3rd Period	Lunch	4th Period	5th Period	6th Period	
7:31-8:21	8:26-9:18	9:23-9:53	9:58-10:50	10:50-11:20	11:25-12:17	12:22-1:14	1:19-2:10	

## **HALL PASSES**

To pass through the halls during class time, a student must have a pass in from an authorized staff member. Students are expected to obtain their classroom materials and utilize the drinking fountains/lavatories during the passing time between classes. Students will be given a pass when leaving class for the locker, restroom, or office.

## **SCHOOL SECURITY PROCEDURES**

A safe, secure learning environment is a priority at Lapeer High School. Strict procedures are enforced to promote safety for all students and staff. Students will not be allowed in the halls during class 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 the first hour until the end of the school day. For extenuating circumstances, backpacks may be used, but their use must be authorized by the office (PASS). We encourage students to keep house keys, car keys, and important phone numbers with you 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.

## **DETENTION ROOM RULES AND REGULATIONS**

1. Only the administration will assign students for disciplinary reasons to the detention room.
2. When a student is assigned detention, he/she will be allowed "one day of grace."
3. At the time a student is given detention, he/she must make the decision then whether he/she will report to the detention room that day or the following day.
4. Students will report to detention prepared to do school work.
5. Detention must be made up at the rate of one hour per day on consecutive days until the detention penalty is completed.
6. Students who report late for detention will not be admitted to the detention room.
7. Assignment to the detention room is a form of discipline for deviation from acceptable school standards, therefore, acceptable classroom behavior must be maintained by the student while in detention or the student will be given additional detention time or suspended from school.
8. Detention time not completed by the end of the school year will be carried over and completed at the beginning of the following year.
9. Excessive accumulation of detention time may lead to a school suspension in lieu of serving the assigned detention.

## **LOCKER ACCESS AFTER SCHOOL**

When the general office closes at 3:30 p.m. each day, the central part of the building will be closed at that time for supervision and security reasons.

Athletes and other students involved in extracurricular activities should take all personal belongings and study materials needed after 4:00 p.m. with them to their after-school activity.

## **ELECTRONIC COMMUNICATIONS**

Students are only allowed to play iPods, CD players, MP3 players, or other electronic devices in the classrooms or on school buses if they have the permission of the teacher(s) or bus driver(s). "Non-disruptive" personal portable music players may be used in the hallways, but students need to be responsive to school personnel. Because of the difficulty in securing this type of valuable, students are strongly discouraged from bringing these electronic devices to school. Lapeer High School assumes no responsibility for lost or stolen items.

## CELL PHONES

Cell phones may only be used during passing time and in the cafeteria during assigned lunches unless their use has been approved by school personnel.

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:

- **1<sup>st</sup> offense** – parents must pick up the phone
- **2<sup>nd</sup> offense** – student is on a five (5) day phone contract (phone must be in office from the beginning of the school day to the end of the school day for five consecutive school days) - parents must pick up the phone
- **3<sup>rd</sup> offense** – student is on a ten (10) day phone contract (phone must be in office from the beginning of the school day to the end of the school day for ten consecutive school days) - parents must pick up the phone
- **4<sup>th</sup> or more offense** – suspension (number of days will increase with the number of offenses) - parents must pick up the phone

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.

## SECTION I: SCHOOL SERVICES & FACILITIES

### Cafeteria

The cafeteria is open each school day for students use. Prior to school, breakfast is served. All students must report to the cafeteria during lunch. 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 until released unless they have an authorized pass to leave early.

### FOOD SERVICES

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 school year, all breakfast meals are free. To receive the student lunch rate, students must take all components of the meal; otherwise students will be charged ala carte. 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. Interactive menus are also available online.

Applications for the Free and Reduced Program can be picked up in school offices or during summer registration. Paper and online applications are available for free and reduced meals, and can be completed at any point during the school year. To apply online, (preferred method) visit the Food Service Web Portal at [food.lapeerschools.org](http://food.lapeerschools.org). Your username and password are generated by the Food Service Department, and emailed at the start of each school year. If you do not have/know your login information, please contact the Food Service Secretary at (810)538-1648. LCS provides a Universal Breakfast free of charge to all students.

### 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 1400 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 buildings 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 C 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 (yellow lines are not to be used by students). Student spots are assigned in either the North or South lot and students must park in spots with white lines.

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**

Glass containers are prohibited from school. Teachers will define what types of containers are acceptable in their respective classrooms. With the exception of the computer labs and the media center, water bottles are acceptable.

## **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 2:10 p.m.

- All empty cans and wrappers are to be placed in the designated containers.
- 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 that 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 that is hazardous or injurious to the minor's health or personal wellbeing 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**

#### **Age of Attendance**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147].

#### **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. People should 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.

**States Standardized Testing**

A student must complete all parts of the States Standardized Testing.

**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 semester. A full schedule consists of six classes. Exceptions to this policy are made for 5<sup>th</sup> year students needing less than one semester of credit in order to meet the graduation requirements for their class. These students are allowed to be scheduled for the number of credits needed for graduation without applying for an academic exception.

**Total Credits Required**

One credit will be awarded for each successfully completed class each term. Following are the Board of Education graduation requirements for each class:

<b>Credits Required for Graduation</b>	<b>Total Credits Possible</b>
45	48

Lapeer Community Schools recognizes that students striving to reach their maximum potential may be allowed to design unique, flexible, comprehensive programs of study which meet their needs. Exceptions to the Lapeer Community Schools graduation requirements that may still lead to earning a Lapeer Community Schools diploma are considered through the Academic Exceptions Process. This includes students seeking to modify the four year attendance requirement in order to graduate early. Students interested in completing academic exceptions should contact their counselor.

## PERSONAL CURRICULUM



### Annual Notice of the Right to Request a Personal Curriculum (PC)

## Modifying Michigan Merit Curriculum (MMC) requirements for Graduation with a Regular High School Diploma

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation.

The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum.

Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC, or a school counselor.

According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil.

A personal curriculum may be requested prior to 9<sup>th</sup> grade for a student with an Individualized Education Program (IEP), with the earliest implementation at the start of 9<sup>th</sup> grade. For students without an IEP, a request for a PC is allowable after the student has completed 9<sup>th</sup> grade. To request a Personal Curriculum, please contact your local high school.

Graduation Requirements include the following (plus any additional local requirements):

Mathematics	
Michigan Merit Curriculum	Personal Curriculum Options
4 credits of mathematics, including: 380.1278a (1,a,i)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II <b>or</b> <ul style="list-style-type: none"><li>Algebra II over 2 years for 2 credits</li><li>Algebra II over 1.5 years for 1.5 credits</li><li>A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test</li></ul>	Algebra II may be modified if the student meets <b>one or more of the following</b> : <ul style="list-style-type: none"><li>One semester of algebra II</li><li>Algebra II over two years for 2 credits</li><li>MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment</li><li>One semester of statistics, functions and data analysis or technical mathematics</li></ul>
An additional district-approved math credit (trigonometry, statistics, pre- calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her <b>final 2 years</b> of high school
English Language Arts (no modifications)	
At least 4 credits of <b>English Language Arts</b> MCL 380.1278b (1,a)	
Science (no modifications)	
At least 3 credits of <b>science</b> , including: MCL 380.1278b (1,b)	
Biology	
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	
One additional science credit or MDE-approved computer science or CTE program	
Social Studies	
At least 3 credits in <b>Social Studies</b> , including: MCL 380.1278a (1,a,ii)	At least 2 credits of Social Studies, including ½ credit of civics MCL 380.1278b (5, h) and



1 credit I United States history and geography	1 additional credit in ELA, mathematics, science, world language, or a CTE program
1 credit in world history and geography	
½ credit in economics	
½ Credit in civics	
<b>Health and Physical Education</b>	
At least 1 credit that includes both <b>health and physical education</b> MCL 380.1278a (I,a,iii)	May substitute an additional credit in ELA, mathematics, science, world language, or a CTE program MCL 380.1278b (5, i)
<b>OR</b> ½ credit in health, plus ½ credit for district-approved participation in extracurricular athletics or activities involving physical activity	
<b>Visual, Performing or Applied Arts</b>	
At least 1 credit of <b>visual, performing, and applied arts</b> MCL 380.1278a (1,a,iv)	May substitute an additional credit in ELA, mathematics, science, world language, or a CTE program MCL 380.1278b (5, j)
<b>World Languages</b>	
Two <b>world language</b> credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. MCL 380.1278a (2)	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language “counts” as a world language	
May be an online world language course	
<b>Sub-section K – Students with Disabilities</b>	
	<b>Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5, k)</b>
<b>Sub-section L – Transfer Students</b>	
	Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5, l)
	The Personal Curriculum includes as much of the subject content as practicable.
	Must include at least 1 math class during final year of HS.
	If the transfer student is enrolled for at least one full school year: <ul style="list-style-type: none"> <li>· Must take at least algebra I <b>or</b></li> <li>· Must take a course normally taken after algebra I</li> </ul>
	Must include civics course
<b>Online Learning Requirement</b>	
A separate online course or learning experience OR integrated online experience throughout each MMC course MCL 380.1278a (1, b)	LCISD PC Annual Notice 2018

## **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.

## **GRADUATION REQUIREMENTS**

**Departmental Requirements:** Students must fulfill all department requirements listed below for graduation.

English	4 years <input type="checkbox"/> English 9 <input type="checkbox"/> English 10 <input type="checkbox"/> English 11 <input type="checkbox"/> English 12
Math	4 years and must include: <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Additional Math or Math related credits must be earned (at least two semesters of which is earned during the senior year).
Science	3 years and must include: <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry or Physics <input type="checkbox"/> Additional year of science credit must be earned during high school
Social Studies	3 years must include: <input type="checkbox"/> World History <input type="checkbox"/> Civics/Economics <input type="checkbox"/> US History
PE/Health	<input type="checkbox"/> (1) credit Physical Education (PE) <input type="checkbox"/> (1) credit Health
World Language	2 years in the same World Language. <input type="checkbox"/> Beginning with the class of 2016 students must obtain credit for 2 years of the same World Language.
Visual, Performing, Applied Arts	1 year <input type="checkbox"/> Courses meeting this requirement are designated in course descriptions.
Online Learning Experience	<input type="checkbox"/> This experience will be required for all Lapeer Community Schools students during their senior year English experience.

Department	State Graduation Requirement	Additional Lapeer Courses Meeting State Requirements with Different Course Titles
English	English 9	Springboard English 9
	English 10	Springboard English 10
	English 11	Springboard English 11
	<b>Any English (9-12) Requirement</b>	AP English Language & Composition AP English Literature & Composition AP Research AP Seminar
Science	Biology	AP Biology Life Science PLTW-Principles of Biomedical Sciences
	Chemistry	AP Chemistry Forensic Chemistry
	Physics	AP Physics Conceptual Physics PLTW-Principles of Engineering
Social Studies	Civics	AP Government
	Economics	Marketing
	US History	AP US History
	World History	AP World History
Physical Education	Physical Education	All Physical Education Courses 9-12

\*This course is used to meet MMC requirements. Successful completion of both semesters is required to fulfill MMC requirements in the content area.

### Courses Meeting Visual, Performing, Applied Arts Credit - Courses noted with (VPA) in Catalog

Department	Course Title	Department	Course Title
Art	Advanced Graphic Design	<b>Skilled Trade @ Ed-Tech Center</b>	Agriscience/Horticulture
	AP Studio Art		Automotive Mechanics
	Art I		Careers in Education
	Graphic Design		Collision Repair
	Drawing		Computer Aided Drafting
	Painting		Construction Trades
	Pottery		Cosmetology
	Printmaking		Culinary Arts
	Sculpture		Diesel Technology
	Studio Art		Digital Media Arts
	Two-Dimensional Art		Health Occupations
Industrial Arts	Advanced Mechanical Drafting		Health Science Professions
	Architectural Drafting		IT Net (Computer Networking)
	Drafting I		Marketing & Entrepreneurship
	Drafting – Independent Study		Mechatronics
	Metals I		Public Safety/Protective Services
	Metals II		Recreational Vehicle Repair
	Metals III		Residential Electrical, Plumbing, & HVAC
	Robotics		Welding and Machining Technology
	Woods I	<b>English</b>	AP Seminar
	Woods II		Argumentation & Debate
	Woods III		Speech and Communication
	Woodworking Techniques		Concert Band

<b>Life Management</b>	Clothing Construction I	<b>Music</b>	Concert Choir
	Clothing Construction II		Jazz Band
<b>Business</b>	Computer Apps for Desktop Pub.		Mixed Chorus
	Creative Writing		Music Theory and History
	Photo Editing I		Symphony Band
	Photo Editing II		Treble Choir
	Publications	<b>Dual Enrollment</b>	Baker: Computer, Engineering, Health, CNC
<b>Social Studies</b>	Humanities I		Mott: Business, C J
	Humanities II		U M Flint: Humanities
<b>Yearbook</b>	Student Publications		

### Courses Meeting Visual, Performing, Applied Arts Credit

Courses noted with (VPA) in Catalog

Department	Course Title	Department	Course Title
<b>Art</b>	Advanced Graphic Design	<b>Music</b>	9 <sup>th</sup> Grade Advanced Choir
	AP Studio Art		9 <sup>th</sup> Grade Concert Band
	Art I		9 <sup>th</sup> Grade Symphony Band
	Graphic Design		Choir
	Photo Editing I		Concert Band
	Photo Editing II		Honors Choir
	Pottery		Jazz Band
	Sculpture		Music Exploration
	Studio Art		Music Theory and History
	Two-Dimensional Art		Show Choir
<b>Business/Computer</b>	AP Computer Science		Symphony Band
	Marketing		Treble Choir
	Multimedia Production		Wind Ensemble
<b>Dual Enrollment</b>	Baker: Computer, Engineering, Health	<b>Skilled Trade @ Ed-Tech Center</b>	Agriscience/Horticulture
	Mott: Business, Criminal Justice		Automotive Mechanics
	U M Flint: Humanities, MCAP, Pre-Engineering		Careers in Education
<b>English</b>	AP Seminar		Collision Repair
	Argumentation & Debate		Computer Aided Drafting
	Creative Writing		Construction Trades
	Speech and Communication		Cosmetology
<b>Family &amp; Consumer Science</b>	Clothing Construction I		Culinary Arts
	Clothing Construction II		Diesel Technology
	Foods & Nutrition I		Digital Media Arts
	Foods & Nutrition II		Health Occupations
<b>Industrial Arts</b>	Advanced Mechanical Drafting		Health Science Professions
	Architectural Drafting		IT Net (Computer Networking)
	Drafting I		Marketing & Entrepreneurship
	Drafting – Independent Study		Mechatronics
	Metals I		Public Safety/Protective Services
	Metals II		Recreational Vehicle Repair
			Residential Electrical, Plumbing, &

			HVAC
	Metals III		Welding and Machining Technology
	Robotics	<b>Social Studies</b>	Humanities I
	Woods I		Humanities II
	Woods II		French Culture
	Woods III	<b>World Language</b>	Spanish and Latin American Culture
	Woodworking Techniques	<b>Yearbook</b>	Student Publications

### Courses Meeting Math-Related Credit

These courses are in addition to all courses listed in the Math Department. Courses noted with (MathR) in Catalog.

Department	Course Title	Department	Course Title
<b>Business/ Computer</b>	Accounting I	<b>Skilled Trade @ Ed-Tech Center</b>	Agriscience/Horticulture
	Accounting II		Automotive Mechanics
	AP Computer Science		Careers in Education
	Building Wealth		Collision Repair
	Marketing		Computer Aided Drafting
	Personal Money Management		Construction Trades
<b>Dual Enrollment</b>	Baker: Computer, Engineering, CNCB		Cosmetology
	U M Flint: MCAP, Pre-Engineering		Culinary Arts
<b>Industrial Arts</b>	Advanced Mechanical Drafting		Diesel Technology
	Architectural Drafting		Digital Media Arts
	Drafting I		Health Occupations
	Drafting – Independent Study		Health Science Professions
	Metals I		IT Net (Computer Networking)
	Metals II		Marketing & Entrepreneurship
	Metals III		Mechatronics
	Woods I		Public Safety/Protective Services
	Woods II		Recreational Vehicle Repair
	Woods III		Residential Electrical, Plumbing, & HVAC
	Woodworking Techniques		Welding and Machining Technology
<b>Family &amp; Consumer Science</b>	Consumer Education		
<b>Science</b>	AP Physics		
	Conceptual Physics		
	Forensic Physics		
	Physics		
	PLTW – Intro. to Engineering Design		
	PLTW – Principles of Engineering		

## 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 his/her counselor.

- **After-School Campus:** A student may enroll in one to three classes after school each term. Students should 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.
- 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 Lapeer High School or enroll in an alternative program at the CFI 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 has a weighted grade system for college equivalent classes. Students transferring from schools with a weighted grade system may have their GPA recomputed.

## Teacher/Course Expectations

For students to receive credit for a subject, they must complete all required course/attendance expectations.

## 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**

The final GPA and scholastic ranking will be based on all final grades earned during the eight or more terms of high-school attendance.

### **ACADEMIC RECOGNITION PROGRAM**

Lapeer Community Schools encourages and recognizes academic improvement and excellence. 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.

### **AWARDS CEREMONIES**

Lapeer Community Schools encourages and recognizes academic excellence. Awards ceremonies recognizing student's academic accomplishments will be held in the fall of the following school year to ensure that students are recognized for their entire school year. Students who earn an award or honors recognition will receive an invitation in the mail near the start of the school year, inviting students and parents to this event. Students may be recognized for outstanding citizenship, academic achievement, or various other accolades.

#### **Grades 6 – 8**

- Earn a junior varsity academic letter in the first grade of middle school 6 – 8 to obtain honors (3.500 or higher)
- 2 Levels of Awards
  - o Achievement 3.500 – 3.749
  - o Distinction 3.750 – 4.000
- Earn a lamp pin for each additional year of honors in grades 7 – 8

#### **Grades 9 – 12**

- Earn a varsity academic letter in the first grade of high school 9 – 12 to obtain honors (3.500 or higher)
- Earn a lamp pin for each additional year of honors in grades 10 – 12

To qualify for honors, a student must maintain a 3.500 or greater cumulative GPA. Certificates are distributed during the assemblies for all honor students.

### **Senior Awards and Recognitions**

- Department awards are selected by the staff and presented at the senior honors assembly.
- Senior honor convocation will be held during the week of commencement. Seniors will be awarded cords and stoles to wear with their graduation gown. The three levels of recognition are listed based on the senior's cumulative academic performance.
  - Scholars of Highest Distinction  
(**Gold Stole**)
    - o Cumulative GPA of 4.000 and above (5.0 scale for AP)
    - o ACT 30 and above **OR** SAT 1390 and above
  - Scholars of Distinction  
(**Gold Cord**)
    - o Cumulative GPA of 3.750 and above (5.0 scale for AP)
  - Scholars of Achievement  
(**Silver Cord**)
    - o Cumulative GPA of 3.500 and above (5.0 scale for AP)

## **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 registering for NCAA clearance through the Eligibility Center and 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.

Make up work for "excused" absences will be graded. Make-up work for "unexcused" absences will be recorded as zeroes.

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 semester grading system with report cards issued to students two (2) times during the course of the school year. A term will be approximately eighteen (18) weeks, or 85 school days in length. After week 6 and week 12 of the term, a progress report will be administered to update parents on student grades. Final grades will be given at the end of each semester.

The two (2) 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 and 20% final summative.

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

- **TRADITIONAL GRADING SCALE –**

<b>Grade</b>	<b>GPA</b>
A	4.0
A-	3.667
B+	3.333
B	3.0
B-	2.667
C+	2.333
C	2.0
C-	1.667
D+	1.333
D	1.0
D-	0.667
F	0.0

- **5.0 GRADING SCALE: AP and Dual Enrollment receiving high school credit only –**  
Lapeer High School recognizes the advanced rigor involved in completing some of the courses



offered. Those courses that have been deemed College Equivalent have been placed on the 5.0 GPA Scale and are marked as such in this catalog. All students enrolled in these classes will have their GPA calculated using the following scale.

<b>Grade</b>	<b>GPA</b>
A	5.0
A-	4.667
B+	4.333
B	4.0
B-	3.667
C+	3.333
C	3.0
C-	2.667
D+	1.333
D	1.0
D-	0.667
F	0.0

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 ensure that maximum attention can be devoted to the teaching/learning process. For the complete student Code of Conduct, please see Appendix L at the end of this document. The ideal school setting is relaxed and friendly with pupils and teachers working cooperatively. Distractions and disturbances must be eliminated.

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

- To create an environment for learning free of disruptions so that the efforts of teachers 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.

## **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.

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 L of this handbook.

## SECTION IV: EXTRA-CURRICULAR POLICIES & PROCEDURES

### ACADEMIC ATHLETIC ELIGIBILITY

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 5 out of 6 classes at the high school or middle school during the previous term.

An athlete is not eligible to participate in athletic competition for a period of 90 school days (1 semester) if he/she has not received credit (**passed**) in at least 5 out of 6 classes 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 six (6) classes **OR** passing at least five (5) high school classes or 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 third week of the semester. 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 six (6) classes but G.P.A. is below a 2.0

If at the end of the week, the athlete is meeting the previously mentioned standard, he/she is ineligible and 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) class
- ✓ Failing one (1) 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 (Level Two), 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 overall 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, 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 fundraising, 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, athletics, events 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, and others.

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# **Appendix A**

## **Elementary Attendance Guideline**

**ag5200 - ELEMENTARY ATTENDANCE**

### **PHILOSOPHY**

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

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

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

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

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

### **Attendance and Tardiness**

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

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

### **Student/Parent Responsibilities**

- A. Students must realize that success in school is related to regular and punctual attendance. Parents are expected to see that their children attend school continuously and consecutively until they have completed high school.
- B. Regular and punctual attendance is required by law. Michigan School Law requires that all students between the ages of six (6) and sixteen (16) attend school on a regular and consecutive basis. Regular and consecutive has been defined by the court as meaning every day, on time, unless excused for medical reasons.
- C. Whenever a student is absent, parents are asked to call the school office or write a note of explanation to the student's teacher. There are three (3) types of absences:
  1. 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, verified court dates, suspension, illness with medical documentation, and professional appointments.

2. All verified absences from school are counted in determining if a student has exceeded the attendance guideline. Verified absences include reasons such as illness, family trips, including hunting, religious holidays and obligations, etc.
  3. 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.
- D. It is the responsibility of students who miss school to make arrangements with their teachers for make-up work immediately after the absence.
  - E. Whenever a student will be absent from school for reasons known in advance such as medical appointments and vacations, parents are asked to notify the school office in advance of the absence. Families are encouraged to make medical and dental appointments outside of school hours whenever possible.
  - F. Students who arrive late for school must report to the office to "check-in" before going to class.
  - G. No student will be released early from school unless signed out in the office by a parent or other responsible adult listed on your child's emergency card. Parents will be responsible to update any changes on the emergency card throughout the year.

### **Perfect/Exemplary Attendance**

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

### **Absences**

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

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

### **Tardiness**

- A student is marked "Missed Instruction" if he/she arrives at school between 8:24 and 9:24 am. (8:44 am – 9:44 am Year Round Calendar)
- A student is marked absent a half-day in the morning if he/she arrives at school after 9:24 am. (after 9:44 am Year Round Calendar)
- A student is marked absent a half-day in the afternoon if he/she leaves school before 2:20 pm. (before 2:40 pm Year Round Calendar)
- A student is marked "Missed Instruction" if he/she leaves between 2:31 – 3:20 pm. (2:41 – 3:40 Year Round Calendar).

Revised 10/30/17

## **Appendix B**

### **Secondary Attendance Guideline**

#### **ag5200.01 - SECONDARY ATTENDANCE**

##### **PHILOSOPHY**

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

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

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

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

For secondary students in grades 6-12, attendance letters are mailed no later than following the 6th & 9th absence for a school year. A referral to truancy may be made following the 10th absence in a school year. A referral to truancy may be made earlier for a student with a previous history of attendance issues.

##### **ATTENDANCE PROCEDURES (Grades 6 – 12)**

###### **Students**

- A. Sign in/out through the Attendance Office when arriving late or leaving early. Students must have parent permission in order to leave school early.
- B. Students are responsible and have the same number of days without penalty to seek and make up work for all absences.

###### **Parent Responsibilities**

- A. Notify the Attendance Office of every absence. Notification can be in the form of a phone call, written notice, or email to the attendance secretary.
- B. To work with the school if the student has a serious attendance problem.

##### **EXCEEDING ATTENDANCE GUIDELINES (Grades 9-12 Only)**

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

- A. An accumulation of ten (10) or more unexcused absence days calculated through whole or partial day absences. In addition, no student may have ten (10) or more absences in any one class.
- B. Seven (7) or more tardies at school.
- C. Tardies are accumulated separately from absences.

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

Extra-curricular activities including clubs and athletics that meet after school

All school dances including the Homecoming and Prom

- A. Attendance at home sporting events
- B. Field trips
- C. Parking privileges

The response to student tardiness includes the following (Grades 10 – 12 only):

- A. **2nd Tardy** – Student meets with the teacher.
- B. **3rd Tardy** – Teacher communicates with parent/guardian via phone or email and informs assistant principal.
- C. **4th Tardy** - Teacher sends referral to office for administrator meeting with the student.
- D. **5th Tardy** – Students lose privileges.
- E. **6th Tardy and any after to follow** – Results in detention. Any missed detentions will result in suspension until detention(s) is (are) served.

After a student loses his or her privileges as a result of violating the attendance policy, he or she may elect to perform two (2) 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 semester 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.

Students who have Perfect Attendance and zero (0) tardies through a semester can qualify for the following:

- A. Reimbursement of Parking Fee
- B. Entered into a drawing for: A Free Prom Ticket, A Free Yearbook, A Designated/Reserved Parking Spot for School and Events, Gift Card, etc.

### **ABSENCES (Grades 9-12 only)**

#### **A. 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, verified court dates, suspension, illness with medical documentation, professional appointments, and approved military leave. A student absent from school for any reason in this category must contact the attendance office. 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.

#### **B. VERIFIED ABSENCES**

All verified absences from school are counted in determining if a student has exceeded the attendance guideline. Verified absences include reasons such as illness, family trips, including hunting, religious holidays and obligations, etc., must be verified by contacting the attendance 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 extracurricular activities scheduled on that day. Exceptions to this rule and special arrangements for absences must be approved in advance by the building administration.

### **C. 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 are responsible for making up work missed in class in a timely manner.

### **ABSENCE DEFINITIONS (Grades 9-12 only)**

**Attendance Requirement:** Having no more than nine (9) absences in a single term. Waived absences are not charged against the nine (9) 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 nine (9) day limit. Immediate family is defined as parents, brothers, sisters, 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 nine (9) 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 nine (9) absences per term. Students are responsible for making up work missed in classes while on suspension.

### **TARDINESS (Grades 6-12)**

- A. Being up to ten (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 are expected to be in the classroom before the tardy bell rings. Students arriving after the bell will be marked tardy. In addition, a cumulative tardiness record for all classes will be maintained by the administration.
- B. Arriving late for school: Students arriving within the first ten (10) minutes of the school day should report directly to the attendance/main office and will be marked tardy. Students arriving more than ten (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.
- C. Missing more than ten (10) minutes of class, whether at the beginning or end of the hour, will result in an absence.
- D. 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 his/her tardy problem.

Revised 10/30/17

## **Appendix C**

### **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.

## **1-1 Device Agreement - Grades 6-12**

### **Introduction:**

The following refers to the use of an individual student-computing device, in this particular case, a district-assigned Chromebook, and a TI-84 calculator. Students will take their assigned Chromebook home and bring it to school DAILY. Responsibilities include bringing the device daily to school, charged and ready to be used. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology. By signing the student verification sheet both parent/guardian and student agree to this device agreement.

### **Devices:**

We are excited to offer students a Chromebook device as part of our initiative to make learning possible anywhere, and anytime. Many of our students have already had extensive use of the Chromebook since their introduction in our district several years ago. A Chromebook is a different breed of computer. It runs on Google's web-based Chrome OS, which is designed to be used primarily while connected to the Internet, with most applications and documents available online. Google automatically provides cloud storage for every educational Google account.

TI-84 calculators are used extensively at the secondary level and are checked out to students so they are able to utilize them for homework assignments.

### **Chromebook Program Key Points:**

Students will be assigned a Chromebook device. Families are welcome to purchase additional soft cases/sleeves that may further prevent weather and drop damage but we request that you not use anything adhesive on the device as it may be assigned to a different student in the future. This device will be used for everything from in-class work to state testing.

### **Student Expectations and Care:**

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Lapeer Community Schools.
- I will follow the policies outlined in the Student Handbook and the District Acceptable Use Policy.
- I understand my parent/guardian and I are responsible for any damage to or loss of my Chromebook.

- I will keep the Chromebook and power cord/charger in good working condition and report damage and repairs needed immediately to my school's library.

#### **Cost of Chromebook and Accessories/Damage and Theft Replacement Costs for Device:**

The replacement cost of the Chromebook is \$220 and \$25 for the device charger. The calculator replacement cost is \$120.

#### **Repair Procedures:**

A device repair ticket will be filled out and the device will be sent to the technology department for repair. Non-malicious/accidental damage repairs will be fixed at no cost to the user. If repair is needed due to malicious or intentional damage, the school may refuse to provide a loaner device, until damage or replacement cost has been paid.

#### **Screen Care:**

The Chromebook screen can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on top of the Chromebook. Do not carry the Chromebook by the screen. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything between the case and cover, especially something that will press against the cover. Do not poke or write on the screen. Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks, earbuds. Clean the screen with a soft, dry anti-static or microfiber cloth. **Do not use window cleaner or any type of liquid or water on the Chromebook** as that can damage the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

#### **Using Your Chromebook at Home:**

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day.

#### **Printing at School:**

Printing functionality will be available on a very limited basis at school in the Media Center from a desktop computer. The use of 1:1 devices greatly reduces the need to print as most assignments will be turned in digitally.

#### **Managing Files and Saving Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the files accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files.



**Chromebook Identification Labels:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways: Record of serial number and Lapeer asset tag and barcode. Students are not to modify, remove, or destroy identification labels.

**Internet Filtering:**

All Chromebook devices will be set up to filter inappropriate content. Filters, while extremely accurate, will never filter 100% of inappropriate content. Inappropriate content including games, images, etc. are added just about every second of the day and a filter can only update so fast. Please supervise your student and set up expectations with them prior to the device being used. This is a great time to sit down and talk with your child about Internet safety and good digital citizenship.

07/2022

## **Appendix D**

### **Use of Medications**

#### **po5330 - Use Of Medications**

The Board of Education shall 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 which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the 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 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.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

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:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)  
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian  
and
- C. 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 meet 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.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

Revised 8/3/2006

## Appendix E

### Home/School Compact

“Passport to Success”

Together we can make a difference

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

### Parent Involvement Plan

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

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

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

## **APPENDIX F VOLUNTEERS**

### **PO4120.09 - VOLUNTEERS**

#### **VOLUNTEERS**

THE BOARD OF EDUCATION RECOGNIZES THAT CERTAIN PROGRAMS AND ACTIVITIES CAN BE ENHANCED THROUGH THE USE OF VOLUNTEERS WHO HAVE PARTICULAR KNOWLEDGE OR SKILLS THAT WILL BE HELPFUL TO MEMBERS OF THE SUPPORT STAFF RESPONSIBLE FOR THE CONDUCT OF THOSE PROGRAMS AND ACTIVITIES.

THE SUPERINTENDENT SHALL BE RESPONSIBLE FOR RECRUITING COMMUNITY VOLUNTEERS, REVIEWING THEIR CAPABILITIES, AND MAKING APPROPRIATE PLACEMENTS. S/HE SHALL NOT BE OBLIGATED TO MAKE USE OF VOLUNTEERS WHOSE ABILITIES ARE NOT IN ACCORD WITH DISTRICT NEEDS.

THE SUPERINTENDENT IS TO INFORM EACH VOLUNTEER THAT S/HE:

- A. SHALL AGREE TO ABIDE BY ALL BOARD POLICIES AND DISTRICT GUIDELINES WHILE ON DUTY AS A VOLUNTEER;
- B. WILL BE COVERED UNDER THE DISTRICT'S LIABILITY POLICY BUT THE DISTRICT CANNOT PROVIDE ANY TYPE OF HEALTH INSURANCE TO COVER ILLNESS OR ACCIDENT INCURRED WHILE SERVING AS A VOLUNTEER, NOR IS THE PERSON ELIGIBLE FOR WORKERS COMPENSATION;
- C. WILL BE ASKED TO SIGN A FORM RELEASING THE DISTRICT OF ANY OBLIGATION SHOULD THE VOLUNTEER BECOME ILL OR RECEIVE AN INJURY AS A RESULT OF HIS/HER VOLUNTEER SERVICES;
- D. ANY PERSON WHO VOLUNTEERS TO WORK WITH THE DISTRICT SHALL BE SCREENED THROUGH THE INTERNET SITES FOR THE SEX OFFENDERS REGISTRY (SOR) LIST, THE INTERNET CRIMINAL HISTORY ACCESS TOOL (ICHAT) CRIMINAL HISTORY RECORDS CHECK AND THE OFFENDER TRACKING INFORMATION SYSTEM (OTIS), PRIOR TO BEING ALLOWED TO PARTICIPATE IN ANY ACTIVITY OR PROGRAM.

THE SUPERINTENDENT SHALL ALSO ENSURE THAT EACH VOLUNTEER IS PROPERLY INFORMED OF THE DISTRICT'S APPRECIATION FOR HIS/HER TIME AND EFFORTS IN ASSISTING THE OPERATION OF THE SCHOOLS.

**7/7/2007**

## **Appendix G**

### **Bus Rules for Students**

#### **General Information**

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

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

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

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

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

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

#### **Passenger Safety**

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

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

## **Appendix G Continued**

### **Bus Rules for Students**

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

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

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

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

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

## **Appendix G Continued**

### **Bus Rules for Students**

#### **Bus Student Discipline**

**When students are found to be in violation of the previously listed bus rules, the following steps will be applied to address student behavior.**

Drivers will notify parents when they are having a student issue. Our goal is for parents and drivers to work together to support positive bus behavior. If behavior does not improve the following discipline steps will start. Please remember our goal is to work together so everyone has a safe bus ride.

#### **Step 1 – First Bus Issue Notice**

- ☐ Drivers will notify parents when behaviors have not improved.
  - Driver will continue working with parent on behavior concerns
  - First Bus Issue Notice will be sent home

#### **Step 2 – Second Bus Issue Notice**

- ☐ Drivers will notify parents when behaviors have not improved.
  - Driver will continue working with parent on behavior improvements and suggestions
  - Assigned seat adjustment
  - Seat belt or harness will be discussed

#### **Step 3 – Bus Suspension - Temporarily – Ass. Director/Director Level**

- ☐ When students' behaviors have not improved for the safety of all our riders our last recourse would be to remove a student from the bus. This will be our last option and our hope is that if we work together on the importance of safe bus riders we shouldn't get to this point. But if we do this will be the process.
  - Supervisor will reach out to parent and discuss safety concerns and suspension steps
  - Student will be suspended from the bus
  - Bus Suspension Notice will be sent home
  - Notification will be sent to the student's school

#### **Step 4 – Bus Suspension – Permanent for the Remainder of the year – Director Level**

- ☐ When students' behaviors have not improved for the safety of all our riders our last recourse would be to remove a student from the bus for the remainder of the year.
  - Student will be removal from bus transportation for the remainder of the school year after a full review of the student discipline records, conversation with students' school and parent
  - Bus Removal Notice will be sent home to parents. Student may return to bus transportation the next school year starting the first day of school
  - Notification will be sent to the student's school and the administration office

***(If any injuries, fights, acts of violence against any rider or staff member occur discipline steps will be skipped and bus suspension will take place. Our SRO's (Law Enforcement) & Building Administrators will be involved and a formal investigation will be completed.***



## Appendix H

### Lapeer Area Community Services

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

✓ **Alcoholics Anonymous**  
**(810) 667-5641 or**

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

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

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

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

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

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

Schedule all appointments through Lapeer office.

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

United Way Information & Referral Service

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

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

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

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

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

**(810) 667-0341**

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

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

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

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

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

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

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

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

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

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

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

# **Appendix I**

## **Schools of Choice**

ag5113 - Schools of Choice

### **In-District**

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

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

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

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

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

### **Inter-District**

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

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

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

regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act is directed to contact the Executive Director for Human Resources who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing the above statutes.

- L. District Transportation is not provided for non-resident students.

However, non-resident students currently enrolled in a District building may utilize established student pick-up/drop-off locations when space is available.

- M. Schools of Choice acceptance does not guarantee an 8-12 grade student's athletic eligibility. MHSAA rules must be followed in all situations. Any questions on this matter should be directed to the building athletic director.
- N. Applications are available on line for any building in the District.
- O. Parents/Guardians interested in requesting schools of choice (inter-district) placement should complete the schools of choice for non-resident students (105 of 105c) and return it to any building office or send to the Administration and Services Center, 250 Second Street, Lapeer, MI 48446, Attention: Enrollment.

Revised 12/6/12

## Appendix J

### UNDERSTANDING CONCUSSIONS

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

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

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

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

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

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

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

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

## **Appendix J Continued UNDERSTANDING CONCUSSIONS**

### **SIGNS OBSERVED BY PARENTS:**

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

### **CONCUSSION DANGER SIGNS:**

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

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

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

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

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

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

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

## **Appendix K**

### **COVID-19 Student Procedures**

#### **ag8460B - COVID-19 STUDENT PROCEDURES**

Board Policy 8460 describes the COVID-19 "Workplace Plan" which complies with current requirements related to workplace environments and staff members. This procedure is designed to mirror the staff requirements contained in Policy 8460 but describes how those requirements apply to students. This plan shall be followed so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors.

#### **Proactive Measures**

- A. **Vaccination** - In accordance with CDC guidelines, people are considered fully vaccinated for COVID-19, 2 weeks (14 days) after they have received all recommended doses.
- B. **Daily Screening**
  - 1. Parents will be encouraged to monitor their children daily and exclude their children from school when:
    - a. a temperature of 100.4 or higher is registered;
    - b. any of the following symptoms are present: atypical cough, atypical shortness of breath, fever over 100.4, sore throat, diarrhea, vomiting/ abdominal pain, new onset of severe headache.
  - 2. Parents will be encouraged to report to the school and seek testing if primary symptoms of COVID-19 are present and students have had possible exposure.
  - 3. A daily screening tool will be provided to parents to assist in the monitoring of COVID-19 symptoms and provide details regarding when to keep students home from school.
- C. **Face Coverings**

Face coverings are recommended, but not required, for individuals inside K-12 buildings.
- D. **Social Distancing**

There are no required social distancing protocols for schools. When possible,

  - 1. Individuals who are in a District building or on District property will be encouraged to maintain a distance of at least six (6) feet from one another.
  - 2. Locations throughout school buildings will be reviewed and reorganized to promote social distancing. The District will use signs and physical barriers as appropriate and practicable to promote social distancing.
- E. **Hygiene**
  - 1. Students will be encouraged to use the proper techniques for hand washing and covering coughs.

Proper hand washing technique includes soap and water for at least 20 seconds and safe techniques for using hand sanitizer.
  - 2. All hallways/common areas will be equipped with sanitization stations. Teachers will encourage students to frequently sanitize throughout the day.
- F. **Routine Cleaning**

Classrooms and common areas such as restrooms will be regularly cleaned and disinfected.
- G. **Riding a School Bus**
  - 1. Students who become sick during the day will NOT be allowed to ride the bus home from school.
  - 2. All school buses will be cleaned and disinfected regularly.

#### **Protocol for responding to potential infections**

For all situations described in 1-2 below, the following procedures will apply:

- A. Office staff receiving the possible infection information will collect and record information on the COVID-19 Infection Report and forward it to the Superintendent's Office for Notice of positive student.
- B. When applicable, the District Office will contact the health department.
- C. The student will receive written communication from the District Office regarding CDC and health department recommended exclusion requirements listed below and return to school requirements (if applicable). Students may be required to communicate with the school prior to returning.
- D. The District will maintain a record that it has completed all notice requirements.

**Positive COVID-19 TEST** - If a student or staff member tests positive for COVID-19, s/he will be informed they are prohibited from entering District property until:

- A. Five(5) days have passed since symptoms first appeared, or since the date of positive test if asymptomatic; AND
- B. Twenty-four (24) hours with no fever (without the use of fever-reducing medication); AND
- C. All symptoms have improved.

**Onsite or Reported Symptoms** - If a student or staff member displays one or more of the following symptoms of COVID-19:

Temperature 100.4 or above; Atypical cough; Atypical shortness of breath; Sore throat; Diarrhea; Vomiting; Abdominal pain; New onset of severe headache, and student or staff has had NO known exposure,

The student or staff will be informed that s/he must remain out of school/work until:

- A. At least twenty-four (24) hours with no fever, without the use of fever-reducing medicine;
- B. Improvement of symptoms related to sore throat, cough, shortness of breath, severe headache;
- C. Twenty-four (24) hours with no diarrhea, vomiting, or abdominal pain;
- D. If strep throat, do not return until at least two (2) doses of antibiotic have been taken;
- E. Although testing is not required, if testing is done, student/staff are to exclude until test results are available.

If onsite, the student or staff member will be moved to an identified isolation area in the building and arrangements made for the employee to go home or receive medical attention (as applicable).

If a student or staff member is having symptoms AND has had a known exposure, it is recommended that they seek testing and follow quarantine guidelines for known exposure.

### **Confidentiality**

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

Revised 8/29/22



## **Appendix L Student Code of Conduct**

### **Part One: Board of Education Policies**

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<b>Student Discipline (Board Policy 5600)</b>	<b>84</b>
I Philosophy of Discipline	
II General Discipline Policies	
III Responsibilities of the Discipline Process	
<b>Due Process Rights (Board Policy 5611)</b>	<b>88</b>
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### **Part Two: Administrative Guidelines**

<b>Student Code of Conduct (Administrative Guideline – Students 5500)</b>	<b>104</b>
A. Guidelines	
B. Student Violations and Penalties	

## **PART ONE: BOARD OF EDUCATION POLICIES**

### **STUDENT CONDUCT po5500 - STUDENT CONDUCT**

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

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

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

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

**7/6/2000**

## **STUDENT DISCIPLINE**

### **I. Philosophy of Discipline**

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

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

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

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

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

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

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

### **II. General Discipline Policies**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **A. STUDENTS**

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

**B. PARENTS**

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

**C. TEACHERS**

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

**D. BUILDING ADMINISTRATORS**

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

9. Assure that students are appropriately informed of the various expectations for their behavior.
10. Inform the superintendent whenever a student is suspended from school for 10 days.

**E. SUPERINTENDENT**

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

**F. BOARD OF EDUCATION**

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

Revised: October 5, 2017

### **DUE PROCESS RIGHTS**

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

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

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

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

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

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

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

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

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

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

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

Revised 10/5/17

## **BULLYING TOWARD STUDENTS**

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

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

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

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

### **Implementation**

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

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

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

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

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



### **Procedure**

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

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

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

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

If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials

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

### **Non-retaliation/False Reports**

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

### **Prevention**

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

### **Definitions**

The following definitions shall apply for purposes of this Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised September 2, 2015

**CELL PHONES AND ELECTRONIC  
COMMUNICATION DEVICES**

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

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

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

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

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

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

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

Revised 8/1/13

### **CORPORAL PUNISHMENT**

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

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

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

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

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

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

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

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

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

- A. on-the-spot verbal corrections;

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

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

Revised 12/2/18

**DRESS AND GROOMING**

**5511 – DRESS AND GROOMING**

The Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to other in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own educational objectives.

The Superintendent shall develop administrative guidelines to implement this policy which include instructing staff members to demonstrate by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and will be subject to the discipline policy.

Revised 9/5/18

**5610.01 - SUSPENSIONS AND EXPULSIONS**

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

**WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT**

In compliance with State and Federal law, including MCL 380.1310d and MCL 380.1311, the Superintendent shall expel any student who possesses a firearm in a weapon-free school zone in violation of State law. The Superintendent may also consider discipline, consistent with State law, for students who possess a dangerous weapon, or who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A "dangerous weapon" shall include a firearm (including a starter gun or pistol) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles, martial arts weapon, ammunition or, any other weapon as set forth in 18 U.S.C. 921. Also, any device that is capable of causing property damage, endangering the health and safety of persons, inflicting serious bodily harm or causes pain or suffering is likewise considered a weapon.

The Superintendent need not expel for possession of a firearm if the student can establish in a clear and convincing manner to the satisfaction of the Superintendent that:

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

For all other dangerous weapons, as well as other offenses not involving a firearm, there is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

**PHYSICAL AND VERBAL ASSAULT**

The Board or the Superintendent shall permanently expel a student in grade six or above if that student commits a 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.

**FACTORS TO BE CONSIDERED BEFORE SUSPENDING OR EXPELLING A STUDENT**

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Superintendent shall consider the following factors:



- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a **rebuttable presumption that a suspension or expulsion is not justified** unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider the factors.

Exception: If a student possesses a firearm in a weapon-free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

### **LONG-TERM SUSPENSION AND EXPULSION**

If, as required by statute, the alleged infraction warrants a long-term suspension or expulsion, the administrator shall refer the case to the Superintendent and submit the following documentation contained in the "Administrative Hearing Packet" to be presented at the administrative hearing.

- A. the rule(s) alleged to have been violated
- B. Form 5610 F1 Consideration of Section 1310d Disciplinary Factors
- C. the charges against the student
- D. approximate date of the violation
- E. copy of suspension
- F. chronology of disciplinary/corrective actions and witness statements
- G. transcript of grades
- H. attendance records
- I. letter to parents

### **NOTICE OF ADMINISTRATIVE HEARING**

The notice sent by the Superintendent's office must be provided to the student and the student's parent and shall contain the information below. The student shall remain on suspension until after the administrative hearing.

- A. The rule(s) alleged to have been violated.
- B. The charges against the student.
- C. The time and place for the administrative hearing;
- D. A statement of the student's and parents' Due Process Rights (Policy 5611).
- E. A statement of the student's hearing rights to: Counsel; a translator; appear on his/her own behalf and for parents or guardians to appear; a transcript of the hearing upon student's or parent's request, and Board/hearing officer approval.
- F. Cost of the transcript may be the responsibility of the student/parent.

## **ADMINISTRATIVE HEARING**

The parents or guardian and student are expected to be present at the hearing.

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:

- A. recess the hearing if the evidence presented at the hearing requires further investigation
- B. make a determination as well as imposing a consequence based upon the evidence presented

The student shall be given an opportunity to give his/her version of the facts and their implications. S/he shall be allowed to offer the testimony of other witnesses and other evidence.

A record shall be kept of the hearing.

Within five (5) 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 decision of the Superintendent is final.

A student voluntarily withdrawing from Lapeer Community Schools before a hearing does not terminate the process.

## **STUDENT WORK AND STATUS DURING LONG-TERM SUSPENSION OR EXPULSION**

During the time that a student is expelled or on long-term suspension from school the student:

- A. will not attend classes
- B. will not participate in or attend any activities sponsored by the school
- C. will not be present on school property except by permission of the administration
- D. 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
- E. will have access to the district's guidance services by appointment for determining educational alternatives

### **Alternative Services**

An expelled or long-term suspended student may be enrolled in one of the District's Alternative Education Programs upon the Superintendent's recommendation. Students who are expelled for dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605 and Federal due process rights appropriate to these students.

## **REQUIRED NOTIFICATIONS**

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer, or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a weapon in a weapon-free school zone together

with the name of the school, the number of students so expelled, and the types of weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.

## **STUDENT RECORDS**

A record of a student's suspension or expulsion is to be made a part of his/her permanent record until s/he leaves the school and released in accordance with AG 8330 - Student Records. Days of absence shall be noted in the student's permanent attendance record as an authorized absence because of suspension or expulsion.

## **REINSTATEMENT FOR STUDENTS EXPELLED BY DISTRICT**

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents or legal guardian, may submit a request for reinstatement after sixty (60) school days from the date of the expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents or legal guardian may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the "Petition for Reinstatement" to the Superintendent on District Form 5610.01 F2.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  1. the extent to which reinstatement would create a risk of harm to students or school personnel;
  2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  3. the age and maturity of the student;
  4. the student's school record before the expulsion incident;
  5. the student's attitude concerning the expulsion incident;
  6. the student's behavior since the expulsion and the prospects for remediation;
  7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;

- b. participate in an anger management program or other counseling activities;
- c. cooperate in processing and discussing periodic progress reviews;
- d. meet other conditions deemed appropriate by the committee;
- e. accept the consequences for not fulfilling the agreed-upon conditions.

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

#### **ADMITTANCE FOR STUDENTS EXPELLED BY ANOTHER DISTRICT**

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board appointed committee shall, in making its decision, follow the same procedure it has established in paragraphs A-F above for the reinstatement of a District student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition a Board appointed committee for reinstatement. The Superintendent may, at his/her discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

Revised 10/5/17

## **SEARCH AND SEIZURE**

### **5771 - SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### **School Property**

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.

In the interest of students' safety, random searches of student lockers, parking lots, exterior of vehicles, and/or desks may be conducted and trained animals may be used to conduct such searches. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations.

#### **Student Person and Possessions**

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. "Strip" searches will not be allowed. 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.

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.

Revised 6/28/23

## **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**

### **Lapeer Community Schools Administrative Guideline STUDENT CODE of CONDUCT (Authorization: Board Policy 5500) Student Code of Conduct**

#### **ag5500 - Student Code of Conduct**

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. GUIDELINES**

1. 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.
2. Administrators 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.
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. 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.
5. 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.
6. 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. 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.

Penalty: Administrative Intervention up to **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 have 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. Penalty: Administrative Intervention up to suspension.
  - b. **Second Violation** - A law enforcement agency will be notified. A ten (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. Penalty: Administrative Intervention up to **Suspension or Expulsion.**
  - c. **Third Violation** - An expulsion hearing will occur and a law enforcement agency will be notified. Penalty: Administrative Intervention up to **Suspension or 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. Penalty: Administrative Intervention up to **Suspension or 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. Penalty: **Expulsion from school permanently.** Readmittance subject to provisions of M.C.L. 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** (M.C.L. 380.1310 and 380-1311a)  
**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.). Penalty: Administrative Intervention up to **Suspension or Expulsion and report to local police for grades 6-12. Administrative Intervention up to Suspension for grades K-5.**
4. **BOMB THREATS** (M.C.L. 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. Penalty: Administrative Intervention up to **Expulsion 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 cyberbullying, hazing, stalking, intimidating, menacing,



coercion, name-calling, taunting, and making threats. Penalty: Administrative Intervention up to **Suspension 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. Penalty: Administrative Intervention up to **Suspension 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. Penalty: Administrative Intervention up to **Suspension 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). Penalty: Administrative Intervention up to **Suspension.**
8. **DRESSING AND GROOMING** – Not adhering to the dress and grooming policies established in the Student Handbook and as implemented by the building administration. Every school shall have the same policy. Penalty: Administrative Intervention or 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). Penalty: Administrative Intervention up to **Suspension or Expulsion.**
10. **FALSE ALARMS** - Issuing by word or act a false or misleading report of a fire, other emergency, or calling 911. Penalty: Administrative Intervention up to **Suspension. Notification of police authorities.**
11. **FIGHTING** (M.C.L. 380.1310 and 380-1311a)  
**FIGHTING** -- Involving two (2) or more students in bodily contact, verbal, or written abuse, in school buildings, around school property, on school buses, at any school-sponsored activity or at a bus stop. Penalty: Administrative Intervention up to **Suspension or Expulsion.**
12. **FIREARMS/WEAPONS/EXPLOSIVES** - Students are strictly prohibited from the possession or use of weapons Penalty: Administrative Intervention up to **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, pocket knife 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. Penalty: Administrative Intervention up to **Suspension**.
14. **GAMBLING** -- Any illegal game of chance which involves the exchange of money and/or personal property. Penalty: Administrative Intervention up to **Suspension**.
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. Penalty: Administrative Intervention up to **Suspension or Expulsion**.
16. **GROSS MISBEHAVIOR** - Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship. Penalty: Administrative Intervention up to **Suspension or Expulsion**.
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. Penalty: Administrative Intervention up to **Suspension 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, or 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 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. Penalty: Administrative Intervention up to **Suspension 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. Penalty: Administrative Intervention up to **Suspension**.
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. Penalty: Administrative Intervention up to **Suspension**.
21. **LYING/PROVIDING MISINFORMATION** – Knowingly providing false or misleading information to school administration. Penalty: Administrative Intervention up to **Suspensions**.
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. Penalty: Administrative Intervention up to **Loss of technology use privileges, restitution for losses, suspension, or expulsion.**
23. **INSUBORDINATION** - The failure to respond to or carry out a reasonable request by a staff member. Penalty: Administrative Intervention up to **Suspension 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. Penalty: Administrative Intervention up to **Suspension.**
25. **PERSISTENT DISOBEDIENCE** - Repeated misbehavior in complying with the rules and regulations of the school and instructional staff. Penalty: Administrative Intervention up to **Suspension or Expulsion.**
26. **PHYSICAL THREATS** (M.C.L. 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. Penalty: Administrative Intervention up to **Suspension or expulsion 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. Penalty: Administrative Intervention up to suspension.**
- **Physical interference, force, or violence. Penalty: Administrative Intervention up to suspension or expulsion.**

#### **Grades 6 – 12**

- **Verbal threats. Penalty: Administrative Intervention up to suspension or expulsion;**
- **Physical interference, force, or violence: Penalty: Administrative Intervention up to 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. **Penalty: Administrative Intervention up to Suspension.**
28. **SEXUAL ASSAULT (Criminal Sexual Conduct)** - On school grounds and school activities and as determined by the local police department. **Penalty: Administrative Intervention up to 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. **Penalty: Administrative**

**Intervention up to Suspension up to five (5) school days first violation and ten (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. **Penalty: Administrative Intervention up to Suspension.**
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. **Penalty: Administrative Intervention up to Suspension.**
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. **Penalty: Administrative Intervention up to Confiscation of the device and/or 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. **Penalty: Administrative Intervention up to Suspension.**
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. **Penalty: Administrative Intervention up to Suspension 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. **Penalty: May include detention, denial of transportation privileges, parent conferences, and Administrative Intervention up to suspension from school.**

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