

**Laingsburg Early Childhood Education Center &  
Elementary Schools  
STUDENT/PARENT HANDBOOK**

**2017-18**

**Student/Parent Handbook**

for the

Laingsburg Early Childhood Education Center & Elementary Schools

*Welcome to the Laingsburg Early Childhood Education Center & Elementary Schools.  
We are pleased to have you as a student and will do our best to help make your  
educational experience safe, productive and successful.*

Karen Lockwood, Principal 517.651.5067

Julie Nosek, Guidance Counselor 517.651.5067

Sue Bates, School Secretary 517.651.5067

Matt Shastal, Superintendent of Schools 517.651.2705

Calendar  
2017-18

Aug. 21 & 22	District Professional Development Teachers
Aug. 24	First Day of School
Aug. 31 – Sept. 4	Labor Day Weekend – No School
Oct. 11	½ day students (am) – ½ day District Professional Development (pm)
Oct. 27	End of Term 1: ½ day students (am) – ½ day for Teacher Records (pm)
Nov. 22 – 24	Thanksgiving Break – No School
Dec. 20 – Jan. 2	Winter Break – No School
Jan. 15	District Professional Development Teachers – No School for students
Jan. 19	End of Term 2: ½ day students (am) – ½ day for Teacher Records (pm)
Feb. 16 – 19	Mid Winter Break – No School
Mar. 7	½ day students (am) – ½ day District Professional Development (pm)
Mar. 23	End of Term 3: ½ day students (am) – ½ day for Teacher Records (pm)
Mar. 30	Good Friday – No School
Apr. 2 – 6	Spring Break – No School
May 18	½ day students (am) – ½ day District Professional Development (pm)
May 28	Memorial Day – No School
June 6	½ day for students (am) – ½ District Professional Development (pm)
June 7	End of Term 4: ½ day students (am) – ½ day for Teacher Records (pm)

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2014. If you have questions or would like more information about a specific issue or document, contact your school principal or accessing the document on the District's website: <a href="http://laingsburg.k12.mi.us">http://laingsburg.k12.mi.us</a> and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of September 2014. If any of the policies or administrative guidelines referenced herein are revised after September 30, 2014 the language in the most current policy or administrative guideline prevails.

### **MISSION OF THE SCHOOL**

The vision of the Laingsburg Community Schools is to transmit essential knowledge and skills in a way that develops each student's ability to think clearly and solve problems while nurturing every student's potential.

#### **Belief Statements:**

All students can learn.

Every student is a unique individual.

Schools are to be a safe environment for student learning.

Proficient use of technology is a key to success.

Students should be critical thinkers.

Students should be responsible for their own learning.

Our schools will prepare students to be lifelong learners for today's workplace and that of the future.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Matthew J. Shastal  
Superintendent  
517-651-2705

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

## **SCHOOL DAY**

School hours for the Early Childhood Education Center are 7:55 a.m. – 3:00 p.m.  
School hours for the Elementary School are 8:05 a.m. – 3:10 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.



## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

### Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor or building principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Laingsburg Community Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the building principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any

questions about immunizations or waivers should be directed to the building office.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The required forms must be filed with the respective building office staff before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the building office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **Nonprescribed (Over-the-Counter) Medications**

### **Elementary (Grades K to 5)**

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### **Secondary (Grades 6 to 12)**

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in

gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: a) a student's name; b) height and weight, if member of an athletic team; c) honor rolls; d) school photographs or videos of students participating in school activities, events or programs

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the school website and upon request in any building office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES, FINES, AND SUPPLIES**

Laingsburg Community Schools charges specific fees for the some noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.



## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items may be available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

A lost and found area is located in each school building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

## **USE OF TELEPHONES**

Telephones are available in the school for students to use when they are not in class. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Except in an emergency, students will not be called to the office to receive a telephone call.

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of Board policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### **GRADES**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Letter grades begin in 4<sup>th</sup> grade. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

#### **Grading Periods**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

#### Elementary - Middle School

Promotion to the next grade level is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

According Board Policy 2330:

- a) Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.

- b) Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- c) The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
- d) As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- e) Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be available on the school website. See Board Policy 7540.03 for more information.

### **STUDENT ASSESSMENT**

Student in grades 3-8 participate in the Michigan Educational Assessment Program (MEAP). Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Laingsburg Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Laingsburg Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

Laingsburg Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the main office of each respective school building.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

#### Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 5 days of truancy in any grading period, a student may be considered an "habitual truant" which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events;
- A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

#### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 3:00 p.m. on the day of the absence or by the following day. They are to call the main office at the respective school building and explain the reason for the absence.

If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the



frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence, and disciplinary action will follow.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Picking-up of assignments may be arranged with the school principal. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

### **Excusable, Nonapproved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered truancy, and s/he may be given the opportunity to make up the schoolwork that is missed.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **Tardiness**

#### Elementary Level

A student who is not in his/her assigned location by the beginning of the school day shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

#### Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period.

Each secondary school building will establish a discipline policy regarding excessive tardiness with clear consequences. These policies will be communicated to students at the beginning of the school year.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student or parent should contact the building principal as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work. Except in special circumstances, suspended students should return to school with any make-up work already completed.

If a student misses a teacher's test due to excused absence or suspension, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the building principal to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

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

### **Expected Behaviors**

Each student shall be expected to:

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

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that significantly disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Appropriate footwear is to be worn for safety and hygiene. When a student is standing, the hemline of the shirt should meet and touch the waistband of the pants, shorts or skirt. Low cut shirts/dresses, bare back/halter style tops, tank tops, spaghetti straps, visible cleavage, visible underwear, high cut skirts, dresses and short shorts and see-through tops will not be allowed. Clothing which displays drugs, alcohol, tobacco products or which is obscene or offensive in nature, including double entendres, is prohibited. No outerwear coats, hats, hoods, earmuffs, or headgear (unless for religious or medical purposes) are to be worn during school hours.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to change their clothing or be removed from the educational setting.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures, which symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student, will be disciplined.

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

**Explanation of Infraction Levels:** Infractions are divided into four levels, with Level I infractions being the least severe and Level IV being the most severe. The examples of misconduct listed are not the only acts or conditions for which disciplinary actions may be warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed in the code are only guidelines. Actual circumstances and the severity of those circumstances may dictate actions not specifically outlined. The sanctions depend on the level of the infractions, the grade level and whether prior offenses have occurred.

**Discipline Options:** Our students may benefit from discipline in which alternative consequences may be considered. The administrator and parent may develop a discipline plan with specific student requirements and parent/guardian support to complete the consequence. In some cases, in lieu of traditional consequences, a parent/guardian and administrator may agree to alternative consequences, such as a partial suspension and community service that the parent/guardian or agency

supervises and acknowledges in writing. When a student participates in community service, the parent/guardian and student are responsible for finding the community service and monitoring its completion. Students can also benefit from the direct support and involvement of their parent/guardian. Examples of options that may be considered can include writing an apology, volunteer work, in-building volunteering, attending a class, giving a speech, etc. The building administrator has the authority to determine if alternative consequences are appropriate on a case-by-case basis dependent to some extent by the forthrightness and honesty of the student.

## **DEFINITIONS OF CONSEQUENCES**

The following are broad descriptions of concepts or vocabulary in the Code of Conduct.

- **Behavior Plan** – A written document outlining expectations for behavior and the related timelines or duration and the potential consequences if the misbehavior occurs again.
- **Building Administrator** – Assigned principal, an acting principal, an assistant principal or any other individual so designated by the building administrator or central administration.
- **Consequence/Discipline/Sanction** – The action taken following an infraction of the Code of Conduct.
- **Detention** – A period of time other than regular instructional school hours. This period of time may be used to help students understand the consequences of their behavior.
- **Expulsion** – An expulsion occurs when the school board or its designee terminates the student's rights and privileges to attend school, including extracurricular activities or practices.
- **Infraction** – A student's misbehavior that is in violation of the Code of Conduct.
- **In-School Suspension** – Removal of the student from the regular school routine while remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges, and hall passing. During the In-School Suspension it is expected that the student will be engaged in doing schoolwork.
- **Loss of Extracurricular Privileges** – Extracurricular activities are for the enjoyment of all students. These privileges enable students to attend after school events and participate in dances, intramural activities, field trips, clubs, etc. It is important that every student understand that participation and attendance in such activities is a privilege, not a right. Students may lose these privileges for extended periods of time as part of their consequence for a violation of the student Code of Conduct. Loss of privileges related to participation in interscholastic athletics is addressed in the Athletic Penalties.
- **Long Term Suspension (Long Term More than 10 days)** – A long term suspension is a formal discipline for a violation of the Code of Conduct of a severe and/or persistent nature. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are suspended by the superintendent. The suspension may be in or out of school.
- **Parent/Guardian Conference** – A scheduled meeting of the building administrator, parent/guardian, and possibly the student or other staff members.
- **Parent/Guardian Notification** – Staff member notifies parents/guardians of student behavior.
- **Saturday School** – Arranged by building administration for disciplinary infractions of a more serious nature (less than suspension). Students will be

scheduled for a two-or four-hour Saturday School where individuals will work with a staff member on homework assignments, silent reading or other productive activity.

- **Self Disclosure** – When a student/athlete approaches a district staff person and seeks assistance for a substance/alcohol problem.
- **Short Term Suspension (10 School days or Less)** – During a short-term suspension, the student’s rights and privileges of attending school, including extracurricular activities or practices, are suspended by a building administrator for both on campus and off campus school related events. During out-of-school suspension it is expected that the student will be engaged in doing school work. The suspension may be in or out of school
- **Student Conference** – A meeting between the student and teacher, counselor and/or building administrator.
- **Time Out** – Student is removed from an activity.
- **Warning** – A verbal or written warning delivered by a school staff member to the student.

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **REPORTING CERTAIN OFFENSES TO LOCAL POLICE**

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, Laingsburg Public Schools reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed are examples of offenses that must be reported to police and other offenses that may be reported depending on individual circumstances.

In judging whether to report an offense to local police, administrators consider multiple criteria, including current law, severity of the incident, pattern of the student’s behavior over time, school safety and the specific context of each incident. Whenever police are contacted, central administration is notified, and a record of the contact is kept.

## **Definitions**

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

- "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- "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.
- The District has adopted the Olweus Bullying Prevention Program. This program defines bullying as "an aggressive behavior that is intentional and involves an imbalance of power. Most often, it is repeated over time."
- "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
- "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.

## Reporting Certain Offenses to Local Police

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In judging whether to report an offense to local police, administrators consider multiple criteria, including current law, severity of the incident, pattern of the student’s behavior over time, school safety and the specific context of each incident. Whenever police are contacted, central administration is notified, and a record of the contact is kept.

<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>
<p><b>Under MCL 380.1308, the School System Must Report to the Local Police</b></p>	<p><b>Under MCL 380.1308, the School System May Report to the Local Police. Administrative discretion is used on a case-by-case basis</b></p>	<p><b>Other offenses that Laingsburg Schools May Report to Local Police pursuant to district policies. Administrative discretion is used on a case-by-case basis</b></p>
<ul style="list-style-type: none"> <li>• Minor in possession (MIP)</li> <li>• Alcohol, tobacco products; include under influence</li> <li>• Possession, use, dealing drugs or other controlled substances Reportable Weapons: “firearms, bombs, silencers, double-edged, non-folding stabbing instruments,</li> <li>• A switchblade, a blackjack, a</li> <li>• Slingshot, a billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a taser or stun gun, a gas ejecting device that is not a self- defense spray device or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense.”</li> <li>• Arson</li> <li>• Explosion</li> <li>• Vandalism – over \$100 (intentional destruction of property)</li> </ul>	<ul style="list-style-type: none"> <li>• Physical assault verbal assault</li> <li>• Theft – under \$100 vandalism – under \$100 (intentional destruction of property)</li> <li>• Bus with students involved in accident or incident</li> </ul>	<ul style="list-style-type: none"> <li>• Gang or other hate-related activity hazing</li> <li>• Demonstrations/strikes</li> <li>• Other weapons (not shown in previous columns)</li> </ul>



## **LCS DISCIPLINE CODE – LEVEL ONE**

The following consequences are considered Level I. If a student commits a violation, discipline will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic Penalties will be in addition to these. More than three (3) offenses will result in ever-increasing consequences. Following the chart, level one infractions are listed and defined.

<b>LEVEL 1 DISCIPLINE GUIDELINES</b>			
<b>Grade Level</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>K-5</b>	Warning Student conference	Student conference Parent/Guardian conference or notification Time out	Parent/Guardian conference Behavior plan Time out
<b>6-8</b>	Warning Student conference	Parent/Guardian notification Warning and up to 2 hours detention	Parent/guardian notification Up to 2 hours detention
<b>9-12</b>	Parent/Guardian notification Detention	Parent/Guardian conference Detention	Parent/Guardian conference Detention or suspension
<b>Bus K-12</b>	Warning Student conference	Student conference Incident Report Parent/Guardian notification	Student conference Parent/Guardian notification Moved to front seat

- **Persistent absence or tardiness**

- Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

- **Unauthorized use of school or private property**

- Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

- **Dress Code**

- The type of clothing worn is primarily the responsibility of the parent and the student as long as the attire does not interfere with the normal

education process. In general, students should dress in such a manner that they do not violate any health or safety standards or disrupt the educational environment. Due to the various activities of our program, such as sitting on floors, physical education, labs, and other activities, students are encouraged to wear appropriate clothing. Appropriate footwear is to be worn for safety and hygiene. When a student is standing, the hemline of the shirt should meet and touch the waistband of the pants, shorts or skirt. Low cut shirts/dresses, bare back/halter style tops, tank tops, spaghetti straps, visible cleavage, visible underwear, high cut skirts, dresses and short shorts, and see-through tops will not be allowed. Clothing which displays drugs, alcohol, tobacco products or which is obscene or offensive in nature, including double entendres, is prohibited. No outerwear coats, hats, hoods, earmuffs, or headgear are to be worn during school hours.

- Students who must return unacceptable clothing and other personal items to their lockers may be given a tardy if they are late for class. Students may be sent home to change inappropriate clothing at any time. This decision is at the discretion of the adult in charge (teachers, administrator, aides, secretaries, etc.). Parents will be notified if the student is sent home.
- **Food**
  - Due to the potential damage to school property, misuse of food items is not allowed.
- **Loitering**
  - Loitering is when students are in the building, or on school property without a valid pass and/or not in their regularly scheduled classes.
- **Rowdiness/Horseplay**
  - A student will refrain from any activity that is potentially harmful or destructive to others or their property, including games, tackling, or horseplay that are likely to lead to injury.
- **Safety Concerns Regarding Personal Transportation Devices**
  - Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **LCS DISCIPLINE CODE – LEVEL TWO**

The following infractions are considered Level II. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents or guardians. Students may be asked to make restitution. Athletic Penalties will be in addition to these. Students may additionally lose extracurricular privileges. More than three (3) offenses will result in ever increasing consequences. Following the chart, level two infractions are listed and defined.

<b>LEVEL 2 DISCIPLINE GUIDELINES</b>			
<b>Grade Level</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>K-5</b>	Student conference and parent/guardian notification Time out	Student conference and parent/guardian notification Time out Suspension of up to 2 school days	Parent/Guardian conference and behavior plan Suspension of up to 3 days
<b>6-8</b>	Parent/guardian Notification and up to 2 hours detention	Parent/guardian notification and up to 3 days in-school suspension Loss of extra-curricular privileges - 2 weeks	Parent/guardian conference and up to 3 days out-of-school suspension Behavior contract Loss of extra-curricular privileges - 4 weeks
<b>9-12</b>	Parent/Guardian notification and Saturday school Up to 3 days out-of-school suspension	Parent/guardian conference and up to 5 days out-of-school suspension Loss of extra curricular privilege	Parent/guardian conference and up to 10 days out-of-school suspension Loss of extra curricular privileges
<b>Trans. K-12</b>	Warning Student conference Incident Report Parent/guardian notification	Student conference Parent/guardian notification Suspension of riding privileges up to 2 school days	Student conference Parent/guardian notification Suspension of riding privileges up to 3 school days

- **Student disorder/demonstration**

- Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.

Students who disrupt the school may be subject to suspension or expulsion.

- **Knowledge of Dangerous Weapons or Threats of Violence**
  - Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
- **Gambling**
  - Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
- **Falsification of school work, identification, forgery**
  - Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.
  - Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
- **Trespassing**
  - Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
- **Theft**
  - When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization. The school is not responsible for personal property. Theft may result in suspension or expulsion.
- **Disobedience/Insubordination**
  - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
- **Vandalism**
  - Vandalism is the act of willful destruction, damage or defacing of school property or property of others. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books; writing on desks or wall; carving into woodwork, desks, or tables; and spray-painting surfaces are acts of defacement.

- If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. When a student is caught damaging school or someone's property, s/he will be disciplined and may be reported to law enforcement officials.
- **Refusing to accept discipline**
  - The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
- **Aiding or abetting violation of school rules**
  - If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- **Displays of affection**
  - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
- **Misuse of Wireless Communication Devices (WCDs)**
  - A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.
  - Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.
- **Violation of individual school/classroom rules**
  - Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
- **Disruption of the educational process**
  - Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
- **Leaving without Permission**
  - A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- **Obscene Language, Actions, or Gestures**
  - A student will not orally, in writing, electronically, or with photographs or drawing, direct profanity or insulting, obscene gestures toward any other person.

- **Snowballs/Projectiles**

- Students shall refrain from throwing any object or projectile. These may include rocks, stones, snowballs, sticks, etc.

## **LCS DISCIPLINE CODE – LEVEL THREE**

The following infractions are considered Level III. If a student commits a violation, consequences will be imposed based on the discipline guidelines at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents or guardians. Students may be asked to make restitution. Athletic Penalties will be in addition to these. Students may additionally lose extracurricular privileges. More than three (3) offenses will result in ever increasing consequences. Following the chart, level three infractions are listed and defined.

<b>LEVEL 3 DISCIPLINE GUIDELINES</b>			
<b>Grade Level</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>K-5</b>	Student conference Parent/guardian conference Time out Suspension of up to 2 school days *Grade 6 and above-any mandated expulsion	Student conference Parent/guardian conference Time out Suspension of up to 5 school days *Grade 6 and above-any mandated expulsion	Parent/guardian conference Behavior plan Time out Suspension of up to 8 school days *Grade 6 and above-any mandated expulsion
<b>6-8</b>	Parent/guardian conference Up to 5 days out-of-school suspension and/or student assessment in lieu of 5 additional days Chemical Assessment and follow up of counselor recommendation Loss of extra-curricular privileges – 4 weeks	Up to 10 school days out-of-school suspension and/or student assessment in lieu or 10 additional days Chemical assessment and follow up of counselor recommendation Loss of extra-curricular privileges – 4 weeks	10 school days out-of-school suspension and referral to superintendent for long term suspension or expulsion Loss of extra-curricular privileges – 4 weeks

<p><b>9-12</b></p>	<p>Student/Parent/guardian conference Up to 10 days out-of-school suspension and/or recommendation for long term suspension up to 9 weeks And/or Chemical Assessment and follow up of counselor recommendation Loss of extra curricular privileges</p>	<p>Student/Parent/guardian conference Up to 10 school days out-of-school suspension and/or recommendation for long term suspension up to 9 weeks And/or Chemical Assessment and follow up of counselor recommendation</p>	<p>Student/Parent/guardian conference 10 days school out-of-school suspension and/or recommendation for long term suspension up to 9 weeks Expulsion Loss of extra curricular privileges</p>
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• **Use of drugs**

- A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.
- The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.
- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

• **Use of tobacco**

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

• **Use of an object as a weapon**

- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

- **Verbally threatening a staff member/student/person associated with the District**
  - Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
  
- **Extortion**
  - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
  
- **False alarms and false reports**
  - A false emergency alarm, report or threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
  
- **Major Theft**
  - Theft is the act of taking or having in one's possession without permission any items valued at more than \$100.00 belonging to another student, the school district or an employee, agent, contractor, or volunteer of the school district. All violations could result in restitution and possible referral to legal authorities in addition to Discipline Code consequences.
  
- **Major Vandalism**
  - A student will not intentionally destroy, damage, or deface property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of vandalism. Violations could result in suspension or expulsion.
  
- **Major Misuse of Wireless Communication Devices (WCDs)**
  - The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.
  - "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
  - Taking or transmitting images or messages during testing is also prohibited. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an



accompanying penalty, and expulsion is a possibility, even on the first offense.

- **Harassment**

- a) Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.
- b) Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.
- c) Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.
- d) Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or building administrator. Complaints will be investigated in accordance with AG 5517.
- e) Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.
- f) If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.
- g) Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
- h) The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.
- i) Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- j) Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- k) The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or

otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications;
- d. Unwelcome touching;
- e. Sexual jokes, posters, cartoons, etc.;
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

• **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 – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
  1. illegal activity, such as drinking or drugs;
  2. physical punishment or infliction of pain
  3. intentional humiliation or embarrassment;
  4. dangerous activity;
  5. activity likely to cause mental or psychological stress;
  6. forced detention or kidnapping;
  7. undressing or otherwise exposing initiates.

• **Bullying and Other Aggressive Behavior**

- It is the policy of the District to provide a safe and nurturing educational environment for all of its students.
- This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.
- Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.
- Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of

administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

- **Assault**

- Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3], MCL 380.1311a[12][b]). Physical assault includes causing physical harm to a student, staff member, volunteer, or other person associated with the district, which may or may not cause injury. An incident of this nature may result in charges being filed with a law enforcement agency. Should the action be determined to be an assault and if a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).
- Verbal assault is a communicated intent to inflict physical or other harm to another person. (Policy # 5610.01). If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, on school property or any school related event against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

- **Possession Drug Paraphernalia**

- Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments include hash pipes, water pipes, cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, electronic cigarettes and related equipment, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use, or possession is prohibited.

- **Possession of Dangerous Devices**

- Knives of any sort and/or lighters do not typically have any educational value and students should not bring these items to school. These items may give the administration reasonable suspicion to conduct a search, may be confiscated and may be considered dangerous weapons or drug paraphernalia and result in disciplinary consequences.

## **LCS DISCIPLINE CODE – LEVEL FOUR**

The following infractions are considered Level IV. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic and extracurricular consequences will be in addition to these. More than three (3) offenses will result in ever increasing consequences. Following the chart, level four infractions are listed and defined.

<b>LEVEL 4 DISCIPLINE GUIDELINES</b>			
<b>Grade Level</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>K-5</b>	Student conference Parent/guardian conference Time out Suspension of up to 5 school days *Grade 6 and above- any mandated expulsion	Student conference Parent/guardian conference Time out Suspension of up to 8 school days *Grade 6 and above- any mandated expulsion	Parent/guardian conference Behavior plan Time out Suspension of up to 10 school days *Grade 6 and above- any mandated expulsion
<b>6-8</b>	1-10 school days out-of-school suspension and/or expulsion and loss of extra curricular privileges		
<b>9-12</b>	1-10 school days out-of-school suspension and/or expulsion and loss of extra curricular privileges		
<b>Trans. K-12</b>	Should a student commit a violation on a school bus, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines for that grade level. In general, an out-of-school suspension will be a suspension of bus riding privileges		

- **Sale of drugs**

- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

- **Possession of a weapon**

- A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal

charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

- State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
  - A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
  - B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
  - C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

- **Purposely setting a fire**

- Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

- **Physically assaulting a staff member/student/person associated with the District**

- Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

- **Bomb Threats**

- Bomb threats endanger the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

- **Explosives**

- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

- **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

- In compliance with State law, the Board will permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.
- A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed

to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

- Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).
- Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

- **Criminal acts**

- Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.
- Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

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## **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the 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 aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any 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, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified within one (1) day of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:



- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The District makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search

may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students residing within the boundaries of the school district. The transportation schedule and routes are available by contacting the superintendent's office.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the driver signals it is safe to cross;
6. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student shall:

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

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students shall complete the Student Vehicle Form provided by the high school office.
- The student must obtain a permit from the high school office and return the permit at the end of the school year.
- Parking lot speed limit is 5 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.