

2011-2012

Student Handbook



Rolland-Warner Middle School *Wolves*



Zemmer Middle School *Bulldogs*



Lapeer Community Schools

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

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Welcome to Middle School!!!



The staffs of Rolland-Warner and Zemmer Middle Schools wish to welcome all of our students for the 2011-2012 school year! We are happy to have you here and look forward to working with you.

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

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

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

Mr. Strump, Principal
Rolland-Warner Middle School

Mr. Olson, Principal
Zemmer Middle School

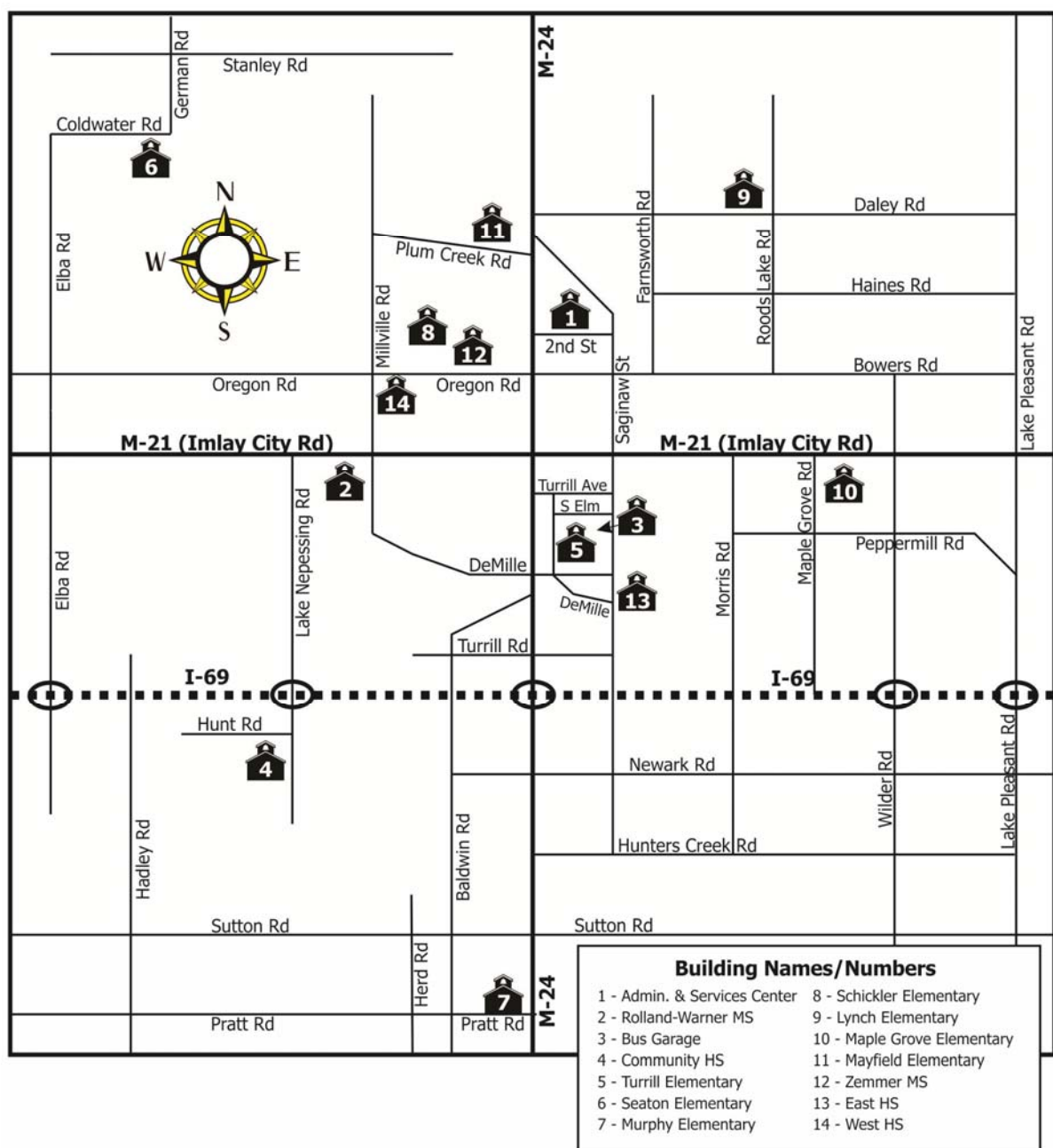
Mrs. Taylor, Assistant Principal
Rolland-Warner Middle School

Mr. Shoopman, Assistant Principal
Zemmer Middle School

Welcome to Lapeer Community Schools

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

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



DISTRICT DIRECTORY

District Administrative Services

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

Lapeer East High School

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

Lapeer Community High School

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

Special Education

Sherryl McLaughlin, Director
(7:30 am – 4:30 pm)
(A&SC)
250 Second St., Lapeer, MI 48446
538-1627
Fax: 538-1654

Food Services

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

Lapeer County Education & Technology Center

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

Lapeer West High School

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

Rolland-Warner Middle School

Tony Strump, Principal
(Gr. 6-8, 9:07 am – 3:45 pm)
333 DeMille Rd., Lapeer, MI 48446
538-2334
Fax: 538-2350

Zemmer Middle School

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

Transportation

Gail Finley, Director
(Bus Garage)
(5:00 am – 5:00 pm)
582 S. Calhoun St., Lapeer, MI 48446
667-2433
Fax: 667-2497

Kids & Company

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

REGISTER FOR SCHOOL

Students register at the school they will attend, except when schools are closed during the summer months. In the summer, please register at the LCS Administration & Services Center-205 Second St.-Lapeer, MI-48446. Call 810-667-2401 for additional information. When a student first enters Lapeer Community Schools, parents/guardians need to:

- Complete an initial Enrollment form, providing the basic information about your student
- Sign a Records Release form enabling LCS to obtain records from your student's previous school
- Provide a certified birth certificate
- Provide an immunization record
- Provide proof of residency (i.e. driver's license, building permit, utility bill, etc.)

SCHOOL OF CHOICE (IN-DISTRICT)

Students will automatically attend the school assigned by their residence unless parents complete a School of Choice (In-District) form. The Schools of Choice (In-District) program allows parents to request their children attend another building in the district other than the one they are assigned to. For detailed information, see Appendix C.

Parents interested in requesting a Schools of Choice (In-District) change, should complete the Schools of Choice (In-District) form and return it to: Administration & Services Center, Attn: Enrollment, 250 Second St., Lapeer, MI 48446. This form may be picked up at any building in the district. It is also available on the district website.

NON-CUSTODIAL PARENTS

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

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

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

SCHOOL CLOSINGS/DELAYS

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

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

AM Stations

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

FM Stations

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

TV Stations

WJBK, Fox 2
WDIV, Channel 4
WNEM, Channel 5
WXYZ, Channel 7
WJRT, Channel 12
LCS-TV, Channel 99
WEYI, Channel 25

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

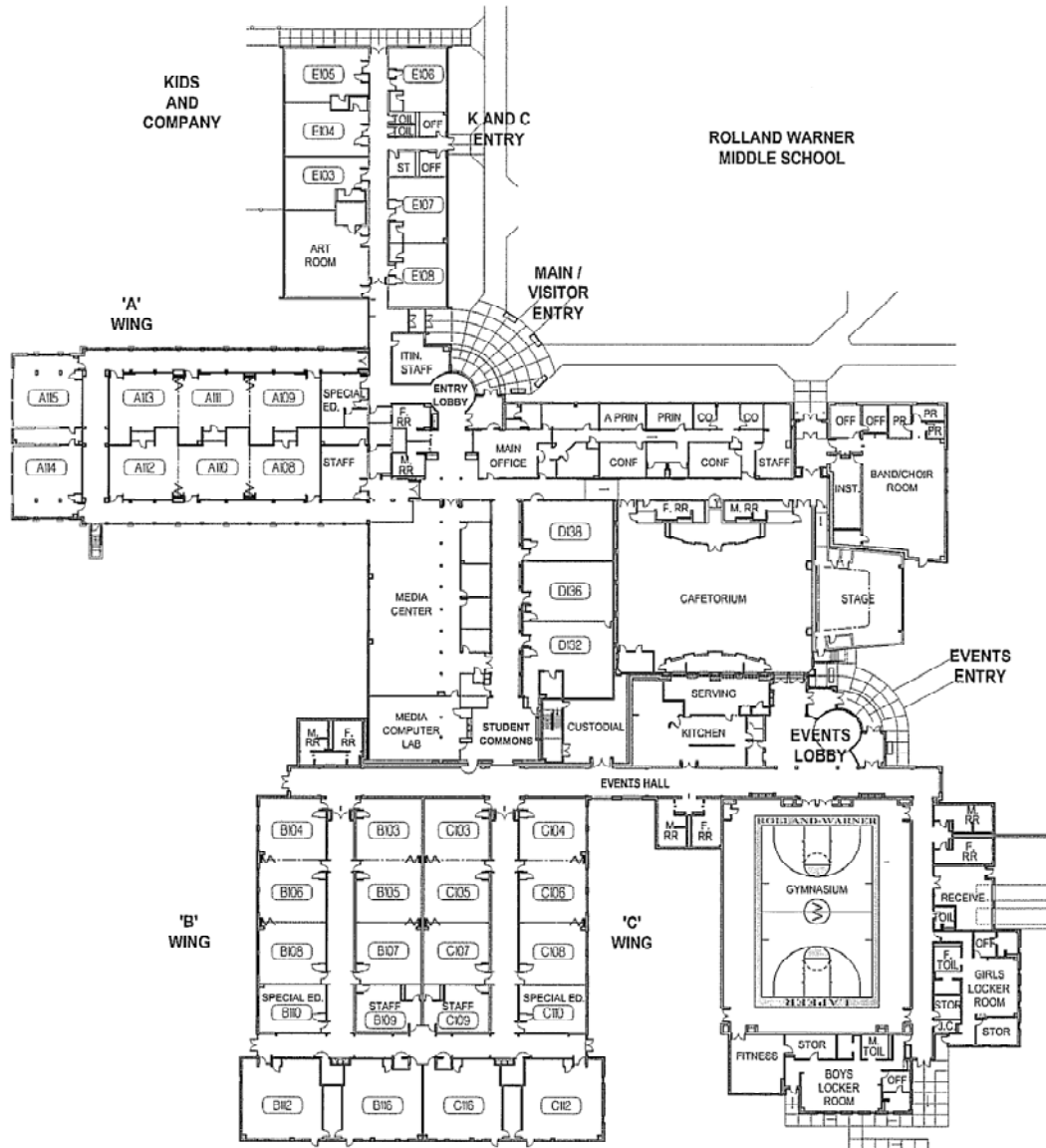
- Calling
- Visiting our website www.lapeerschools.org
- Tuning in to Cable Channel 99 on the Charter Network

LCS COMMUNICATIONS

On the main LCS website located at www.lapeerschools.org you will find useful information. Under “Schools” you will find links to Rolland-Warner and Zemmer containing specific information about the middle schools.

LCS also allows individuals to sign up to receive text and email alerts from the district. Please see the LCS home page for more information.

Rolland-Warner Middle School

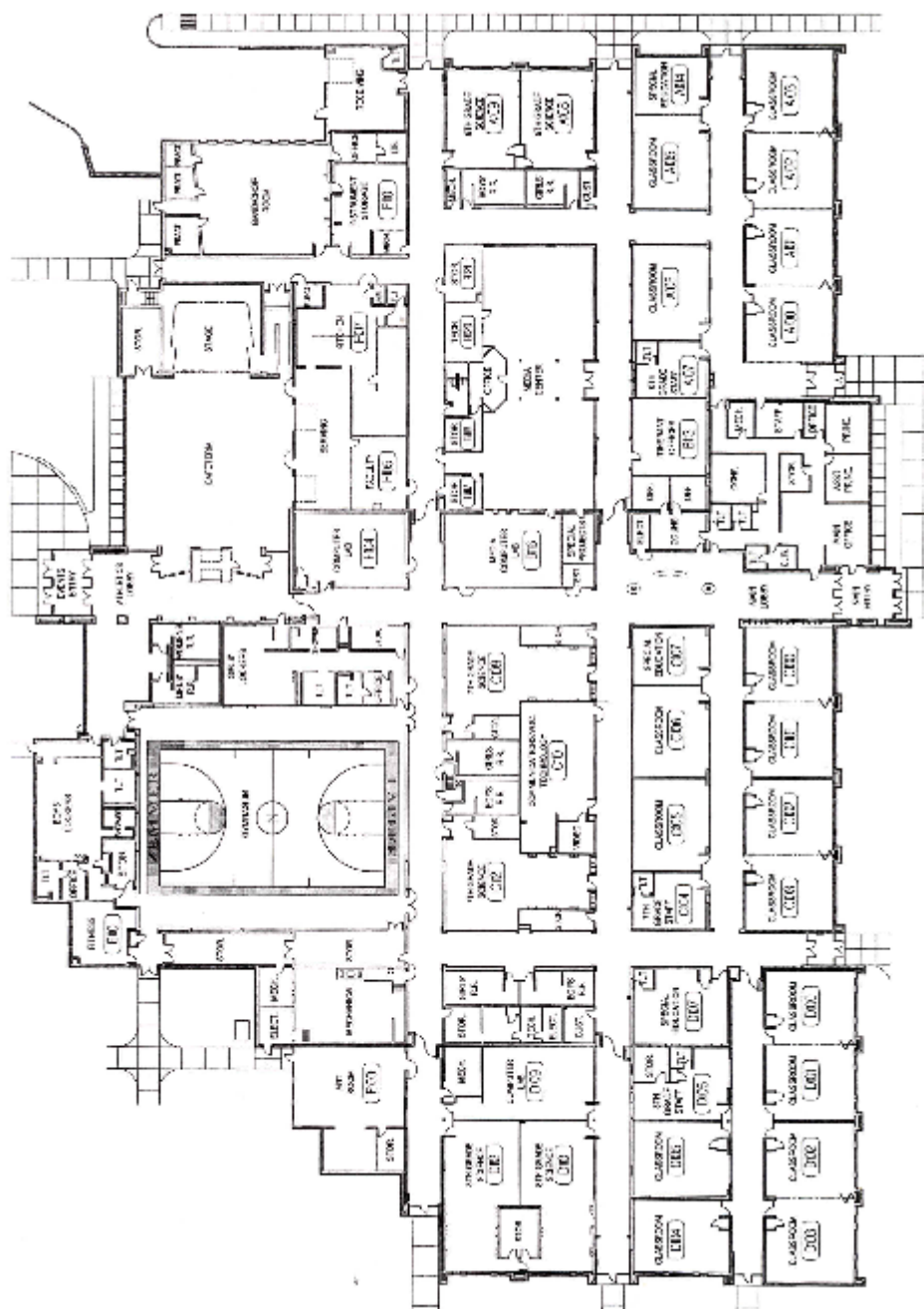


Rolland-Warner Office Staff (810) 538-2334

Tony Strump, Principal
Jennifer Taylor, Assistant Principal
Bob Collins, Dean of Students
Jan Hart, Secretary
Jackie Deane, Secretary

Zemmer Middle School

Zemmer Middle School



Zemmer Office Staff (810) 667-2413

Matt Olson, Principal
Joe Shoopman, Assistant Principal
Phil Widzinski, Dean of Students
Barb Westerfield, Secretary
Ann Tiffany, Secretary

DAILY SCHEDULE**Middle School Daily Schedule
2011-2012
9:07-3:45**

6 th Grade		7 th Grade		8 th Grade	
61	9:07 – 9:47 Elective Class	71	9:07 – 10:47 Core Content (100 minutes)	81	9:07 – 10:02 Core Content (55 minutes)
62	9:52 – 11:42 iConnect (15 minutes) Core Content (95 minutes)	72		82	10:07 – 10:47 Elective Class
63		73	10:52 – 12:47 iConnect (15 minutes) Core Content (100 minutes)	83	
11:47 – 12:20 Lunch		74		84	
64	12:20 – 1:00 Elective Class	12:17 – 12:50 Lunch		12:47 – 1:20 Lunch	
65	1:05 – 1:45 Elective Class	75	12:55 – 3:00 iConnect (15 minutes) Core Content (110 minutes)	85	1:25 – 2:15 Core Content (50 minutes)
66	1:50 – 3:45 Core Content (105 minutes)	76		86	2:20 – 3:00 Elective Class
67		77	87	3:05 – 3:45 Elective Class	

VISITOR INFORMATION

Office check-in is required for all visitors. Please enter through the doors leading into the main office.
Rolland-Warner—parking lot off of M-21
Zemmer—front parking lot on Oregon Rd.

Volunteering – Volunteers are encouraged. Please visit our LCS website or come to the main office to obtain the proper documentation and procedures for becoming a volunteer. This must be done at least one month prior to an event. Volunteer forms can be found at the following website:

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

EMERGENCY CONTACT INFORMATION

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

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

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

COMMUNICATIONS

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

1. Monthly newsletter at website
2. School Messenger at the building and district level
3. LA View/The County Press
4. Note with student
5. Student Planner
6. e-mail scheduling
7. Athletic website
8. Zemmer/RW website

TRANSPORTATION

Students should arrive no earlier than 8:45 with parent drop-off unless they have a scheduled practice, meeting, or other pre-planned event with a teacher, administrator, or a coach.

Students should plan on leaving the building no later than 3:53pm unless they have a scheduled practice, meeting, or other pre-planned event with a teacher, administrator, or a coach.

WALKERS/BICYCLE RIDERS

Walkers are reminded to follow all pedestrian laws/rules that apply on the routes to and from school. In addition, please remember that inclement weather may adversely affect your travel conditions. Dress appropriately for the weather and plan to arrive at school no earlier than 8:45 A.M. We have a bike rack at each building.

PARKING

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

Arrival/Pick-up times are commonly established for both middle schools. Buses will arrive by 8:45 A.M. and all students on all buses will be released under supervision into the schools at the same time. Note that 8:30-8:50 A.M. will be especially heavy with bus traffic at both schools. Near the end of the day, heavy bus traffic will again occur from 3:30-4:00 P.M.

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

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

BUSING

Students ride assigned bus unless approval is given prior to lunch of that day.

Bus loop is to be used for buses only during morning drop off and afternoon pick up. This is especially true at the times mentioned above.

Bus drop off time is approximately 8:50 am.

Bus pickup time is approximately 3:45-3:50pm.

CAFETERIA SERVICES

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

Applications for the Free and Reduced Program can be picked up in school offices, or during summer enrollment. To apply, simply fill out the form and return it to the school office, or mail the completed form to the Administration Building. Applications can be made anytime during the school year. To request an application, contact the school office or LCS Food Services.

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

Students are to:

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

Breakfast

LCS provides a *Universal Breakfast*free of charge.

Breakfast is served from 8:45-9:05.

Lunch

6th grade 11:47-12:20

7th grade 12:17-12:50

8th grade 12:47-1:20

Cost:

Lunch prices are:

\$2.50 at the crisp station

\$2.25 at the three other food stations

Free and reduced forms are available at the information and schedule pick-up or in the main office. This form must be completed yearly to determine qualification. Even if you do not qualify for the assisted lunch program, each family is urged to fill out this form. Lunches can be prepaid on a weekly or monthly basis. For security purposes, please send a check made out to Lapeer Community Schools. Your child can give it to the cafeteria personnel and his/her account will be credited.

COUNSELING SERVICES

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

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

Rolland-Warner Counselors – 538-2334

Mrs. Gloria Sherman – gsherman@lapeerschools.org

Mrs. Kim VanOoteghem – kvanooteghem@lapeerschools.org

Zemmer Counselors – 667-2413

Mrs. Lauren Daley – ldaley@lapeerschools.org

Mrs. Rachel Henderson – rhenderson@lapeerschools.org

ACADEMIC PROGRAM STRUCTURES and GRADING

Trimester Schedule Structure The middle school program is on a trimester schedule structure containing three (3) terms in the academic year. All courses in the core instructional block are full year courses with grades being reported at the end of each term (November, March and June). Elective courses are generally one term in length and change throughout the year.

Flexible Core Block Scheduling For instruction in core content areas, students will be assigned to their team in a flexible block schedule. Content teachers will establish a daily and weekly schedule based on instructional needs.

I-Connect All students in grades 6-8 will participate in an I-Connect session each day during their core instructional block. The focus of the I-Connect program is to establish relationships; promote communication between students, home and school; develop leadership and citizenship skills –all of which contribute to students' academic and social success.

Grading Our school employs a TRIMESTER grading system with report cards issued to students three (3) times during the course of the school year. A term will be approximately twelve (12) weeks, or 60 school days in length. Final grades will be given at the end of each trimester. The three (3) report cards will be supplemented by PowerSchool reports which are available to all students and their parents via the Internet. The following district grading scale will be utilized to determine and communicate student progress.

Letter Grade Percentage Range

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

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

Grades represent the teacher's personal evaluation of a student's progress during a given period of time. Comments from each teacher may accompany the letter grade to denote a student's effort, attitude, and/or citizenship. "Plus", or "minus" signs may be issued after a grade to indicate a student's nearness to a change in grade. Students and parents are encouraged to monitor academic progress on PowerSchool.

EXTRA CURRICULAR PROGRAMS and CLUBS

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

ATHLETICS

Lapeer Community Schools believes that athletics are an important part of developing the whole student. There are four seasons of athletics in our middle schools. They include:

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

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

MHSAA prohibits 6th graders from participating on school-sponsored athletic teams, regardless that they are part of the middle school configuration. Lapeer City Recreation has many opportunities for 6th graders, however, and there are many non-athletic clubs and organizations in which 6th graders can be full, contributing members.

Student athletes must also have a physical on file signed by a physician and by their parent/guardian. Physicals for one school year may be conducted no earlier than April 15th of the preceding school year. (For example, a physical conducted after April 15, 2011 is good for the 2011-12 school year).

POLICIES and PROCEDURES

ATTENDANCE

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

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

MEDICATIONS

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

OFFICE PHONES. CELLULAR PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may bring a cellular phone and/or other electronic communication devices (ECD – iPods, cameras, MP3 players, radios, recorders, etc.) to school for use on school property, at after school activities and at school-related functions, provided that during school hours (9:07am - 3:45pm) the cellular phone and/or other ECDs remain off and out of sight.

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

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

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

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

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

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

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

GUIDELINES FOR USE OF TECHNOLOGY FACILITIES

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

DRESS CODE

Rolland-Warner and Zemmer Middle Schools are first and foremost institutions of learning and it is our goal to provide a safe and orderly environment. We believe that student dress contributes to that environment. Students are expected to dress and groom appropriately and in a way that reflects personal and school pride.

Student clothing needs to be clean and appropriate for school. Shoes must be worn at all times (state law). Students cannot wear attire which interferes with the operation of the school or which impinges upon the general health, safety and welfare of the district, students or employees. Hair is to be groomed in a manner that does not disrupt the school environment. The dress code is to be followed during the school day as well as at before/after school functions.

Students who are not dressed appropriately will be asked to solve the problem as soon as possible. Disciplinary action may be taken for students who chronically abuse the dress code policy.

Coats and/or other outerwear are to be kept in the student's locker during the school day. Clothing shall not convey messages (writing, pictures, symbols or logo) that are crude, suggestive or promote alcohol, drugs, tobacco, gang activity or other things that may be deemed inappropriate for the school setting. The dress code is clarified in Board Policy 5511 which is at the latter part of this handbook.

LOCKER POLICY

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

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

LOST AND FOUND

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

SCHOOL PROPERTY

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

PUBLIC DISPLAYS OF AFFECTION

There is a proper time and place for expressing affection between two persons. The school day and work environment are not considered proper places for this type of expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection, such as embracing and kissing, during the school day and during school events. Students who do not use mature judgment and do not cooperate with this policy will be subject to disciplinary action.

APPENDIX A

Attendance and Tardiness

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

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

Student/Parent Responsibilities

1. Students must realize that success in school is related to regular and punctual attendance. Parents are expected to see that their children attend school continuously and consecutively until they have completed high school.
2. Regular and punctual attendance is required by law. Michigan School Law requires that all students between the ages of 6 and 16 attend school on a regular and consecutive basis. Regular and consecutive has been defined by the court as meaning every day, on time, unless excused for medical reasons.
3. Whenever a student is absent, parents are asked to call the school office or write a note of explanation to the student's teacher.
4. It is the responsibility of students who miss school to make arrangements with their teachers for make-up work immediately after the absence.
5. Whenever a student will be absent from school for reasons known in advance such as medical appointments and vacations, parents are asked to notify the school office in advance of the absence. Families are encouraged to make medical and dental appointments outside of school hours whenever possible.
6. Students who arrive late for school must report to the office to "check-in" before going to class.
7. No student will be released early from school unless signed out in the office by a parent or other responsible adult listed on your child's emergency card. Parents will be responsible to update any changes on the emergency card throughout the year.

APPENDIX B

ACCEPTABLE USE OF TECHNOLOGY GUIDELINES

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

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

1. Use of the School District's network must be consistent with the School, and the School District's primary goals.
2. The School District network will not be used for inappropriate or illegal purposes of any kind, or for activities that could be dangerous to myself or to others.
3. The School District network will not be used to send or receive threatening, obscene, or harassing materials. The District will not be held responsible if the user participates in such activities.
4. The School District network will not be used to interfere with, disrupt, or cause damage to network users, services, software, equipment, or files that do not belong to the student.
5. User of the School District network will respect copyright and fair use practices as is appropriate, legal, and ethical. The user will not use the network for financial or commercial gain without the written consent from Lapeer Community Schools.
6. Students will not access multi-user talk sites (chat rooms) and Internet games, except those designated as permissible.
7. Students are prohibited from gaining or attempting to gain unauthorized access to resources or data.
8. Students are prohibited from posting anonymous messages including using the District technology to send messages to other District computers. Students are also prohibited from using the identification or name of another to access another person's account, programs, or files.
9. Students are prohibited from distributing personal information without consent of that individual.
10. Students are not to tamper with technology equipment except when authorized.
11. Students are not to use District Technology or District network without adult supervision or permission.

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

APPENDIX C

BUS RULES FOR STUDENTS

General Information

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

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

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

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

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

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

Passenger Safety

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

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

- e. Once you are on the bus, go promptly to your seat and settle in so the driver can proceed.
 - f. When exiting the bus, remain seated until the bus comes to a complete stop.
- 5. Passengers should not run, jump or fight on the school bus.
 - 6. Passengers should not throw anything at the bus, at others, or inside or outside the bus.

Passenger Rules & Regulations

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

- 1. Bus drivers have complete control and responsibility for the safety and well being of their passengers. Bus drivers are to be treated with respect and courtesy. Passengers are expected to do as the driver requests.
- 2. Passengers should be at the designated stop five minutes before the scheduled arrival of the school bus. Drivers may not wait for tardy passengers. Once the door is closed and the red flashing lights are deactivated it is illegal for the driver to board additional passengers at the stop.
- 3. Passengers boarding will locate a seat promptly and remain seated until the bus arrives at the final destination, or the driver gives permission to move.
- 4. Passengers cannot deny another passenger access to a seat. Passengers may be required to sit up to three in a seat.
- 5. The driver reserves the right to assign seats for passenger well being, behavior management, or loading control.
- 6. Passengers should keep the noise to a reasonable level and avoid inappropriate language as determined by the driver.
- 7. Passengers shall not eat or drink on the school bus.
- 8. Passengers are prohibited from use and/or possession of tobacco products, drugs and/or alcohol in any form on the school bus.
- 9. Passengers are prohibited from carrying or concealing guns, knives, explosives or other objects that could be used as a weapon on the school bus.
- 10. Passengers are prohibited from bringing animals of any kind or size on the school bus.
- 11. Passengers may not bring roller skates or skateboards on the bus.
- 12. Passengers will not tamper with any equipment mechanisms, switches, handles or doors inside the bus.
- 13. Passengers may open windows with the driver's permission.
- 14. Passengers are expected to keep the inside of the bus clean and sanitary.

15. Passengers may use cell phones or other electronic communication devices (ECD) while on the bus provided they adhere to district policy. If the bus driver determines that a passenger is causing disruption or is disturbing other passengers they may direct the passenger to shut off and put the device away or they may confiscate the device.
16. Passengers shall not extend anything outside a bus window including objects or body parts.
17. In addition to disciplinary action passengers may be billed for damage due to their vandalism.
18. Passengers are prohibited from use of the emergency exits except when appropriate during cases of emergency or emergency drills.
19. Sports equipment that can be safely held should be in an appropriate bag or carrying case.
20. Passengers need to follow any rules posted on the school bus.

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

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

APPENDIX D

LAPEER AREA COMMUNITY SERVICES

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

Alcoholics Anonymous (810) 234-0815

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

Alcohol Information and Counseling Center (810) 667-0243

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

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

Individual, marital, adult, adolescent, and family counseling. Fees based on ability to pay. Blue Cross and other insurance accepted. Counseling also available at Imlay City office. Schedule all appointments through Lapeer office.

First Call For Help (810) 667-3114

United Way Information & Referral Service The one number to call for finding help with any type of human services need. Anyone can get information regarding help with counseling services, financial problems, health, clothing, food, housing, recreation, runaway children, transportation, and utilities.

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

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

K-12 Service Learning Center - Lapeer County MSU Extension (810) 667-0341

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

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

Individual, family, marital counseling, children's play therapy, geriatric therapy, crisis assessment and evaluation. All insurance plans accepted. Other fees based on ability to pay. Also, the Center provides EARS (Emergency and Referral Service) 365 days a year, 24-hour service at no charge.

Lapeer County Health Department (810) 667-0448

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

Narcotics Anonymous (Flint) (810) 238-3636

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

Vail Center (810) 667-5641

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

APPENDIX E

MEDICATION/ILLNESS WHILE AT SCHOOL POLICY 5330

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

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

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

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

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

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

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

APPENDIX F

SCHOOLS OF CHOICE

Administrative Guideline 5113.01 Schools of Choice (In-District)

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

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

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

Parents interested in requesting a Schools of Choice (In-District) change, should complete the Schools of Choice (In-District) form (located on back) and return it with schedule request form, enrollment form, or bring it to a building counseling office or send to **Administration & Services Center, Attn: Enrollment, 250 Second St., Lapeer, MI 48446.**

APPENDIX G

Communicable Disease Reference Chart

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

Communicable Disease Reference Chart

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

APPENDIX H

Immunization Schedule

IMMUNIZATIONS	AGES 4-6	AGES 7-18
DIPHTHERIA, TETANUS & PERTUSSIS	<i>4 doses are required.</i> If a dose was not given on or after the 4 th birthday, a booster dose of DTP is required. Most children will have 5 doses.	<i>4 doses are required.</i> If a dose was not given in the last 10 years, a booster doses of Td is required.
POLIO	<i>3 doses are required.</i> If the last dose was not given on or after the 4 th birthday, a booster dose is required. Most children will have 4 doses.	<i>3 doses are required.</i>
MEASLES, MUMPS & RUBELLA	<i>2 doses are required.</i> The 1 st dose must be given on or after the 1 st birthday. The 2 nd dose must be given at least 28 days from the 1 st dose.	<i>2 doses are required.</i> The 1 st dose must be given on or after the 1 st birthday. The 2 nd dose must be given at least 28 days from 1 st dose.
HEPATITIS B	<i>3 doses are required.</i>	<i>3 doses are required.</i>
VARICELLA (CHICKENPOX)	<i>1 dose required</i> on or after 1 st birthday.	<i>1 dose required</i> if received on or after the 1 st birthday but prior to the 13 th birthday OR <i>2 doses required</i> , administered at least 28 days apart, if the child received the 1 st dose on or after the 13 th birthday.

APPENDIX I

Board Policy on Volunteers

Volunteers

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

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

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

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. shall be required to undergo a "name-check only" criminal history records check.

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

STUDENT CODE OF CONDUCT

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

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

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

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

PART ONE:
BOARD OF EDUCATION POLICIES

BOARD OF EDUCATION
LAPEER COMMUNITY SCHOOLS

STUDENTS
Policy 5600

STUDENT DISCIPLINE

I. Philosophy of Discipline

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

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

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

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

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

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

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

II. General Discipline Policies

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

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

Rules and regulations established to govern student behavior apply to students in the school buildings, on school grounds, students traveling between school buildings, or en route to or from

school, students on field trips or other off premises school-sponsored activities, students attending school programs provided in building(s) not operated by the school district, and students truant from school engaging in activities which would have been discipline violations if they had been in attendance.

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

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

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

The board grants five methods of student separation.

III. Separation, Suspension, or Expulsion of Students

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

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

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

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

- The rules, procedures, and use of In-School Suspension for disciplinary action shall be dictated by Administrative Regulations.
- The determination to use In-School Suspension must be mutually agreed by the parent and the administration.

- Parents must commit to a specific, appropriate family contribution to the disciplinary action, including responsibility for transporting the student to a district center.

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

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

Expulsion is permanent separation of a student from school.

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

Student Status During Suspension/Expulsion

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

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

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

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

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

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

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

IV. Readmittance of Expelled Students

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

V. Responsibilities of the Discipline Process

A. STUDENTS

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

B. PARENTS

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

C. TEACHERS

1. Are responsible for the discipline of students for the entire day whether in the classroom, in the halls, or on the school grounds.
2. Will inform the administration of all cases of student misbehavior where there is
 - a. danger of bodily injury to other students or staff;
 - b. outright defiance of the authority of the teacher; or
 - c. a violation of a specific item of the Student Behavior Codes which requires suspension from school or other administrative action.
3. Will be involved when necessary at all levels of administrative action to settle discipline cases.
4. Will try to adhere to the following order of disciplinary actions to settle problems in the classroom:
 - a. Individual conferences and, where necessary, parent contacts will be used at the earliest sign of behavior problems in order to deter more serious or persistent misbehavior.
 - b. Reasonable detention after school is permissible as a means of discipline. It is important to notify parents of the detention and reasons for it. Students cannot be made to miss their regular transportation without an opportunity to arrange alternative transportation. At the elementary level, principals shall establish guidelines for teachers to use detention, loss of recess, and other disciplinary measures as steps in the disciplinary process.

- c. Separation of a pupil from class is permissible after all other methods by the teacher have failed and is to be used in cases of persistent and willful disturbance of the classroom routine. It is the responsibility of the teacher to contact parents and to work with the parents and student to resolve the conflict and provide for the student's return to class.
 - d. Where a problem persists beyond the actions noted above the case should be referred to the administration for assistance.
5. Are expected to establish and maintain rules of conduct for the classroom.

D. BUILDING ADMINISTRATORS

1. Are responsible for the general control of the school and the supervision of teachers in the disciplinary process.
2. Act in discipline cases which are referred by teachers and in all instances requiring direct involvement of the principal.
3. Play a supportive role with teachers in settling disciplinary problems. Teachers may look to the principal for counsel and advice concerning matters of classroom management and control.
4. Have the power of suspension and authorization for the re-admission to school.
5. Have the responsibility for referring unresolved discipline cases to the office of the superintendent.
6. Monitor and approve individual teacher classroom rules of conduct.
7. Establish rules for general student behavior in the building and on the building grounds and attendance rules to supplement the district Behavior Codes.
8. Coordinate and support the Rules of Bus Behavior established by the Transportation Department.
9. Assure that students are appropriately informed of the various expectations for their behavior.
10. Inform the superintendent whenever a student is suspended from school for 10 days.

E. SUPERINTENDENT

1. Act in all cases referred by a principal and in accordance with the procedures of this Code.
2. Expel a student from school in accordance with the procedures of this Code unless the proceeding is referred to the Board of Education.

F. BOARD OF EDUCATION

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

Revised: November 3, 2005
March 5, 2009

DUE PROCESS RIGHTS

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

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

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

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

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

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

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

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

A. SEPARATION FROM CLASS(ES) PROCEDURES

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

B. SNAP SUSPENSION PROCEDURES

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

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

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

C. IN-SCHOOL SUSPENSION PROCEDURES

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

D. SUSPENSION PROCEDURES FOR WEAPONS VIOLATIONS

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

For an administrative hearing:

1. The Board discipline officer will inform the student and his/her parent or guardian in writing that the case is being referred to the superintendent for an administrative hearing. The student will be indefinitely suspended pending the outcome of the hearing.
2. Written notice of the charges against the student shall be supplied to the student and his/her parents or guardian. Included within this notice shall be a statement of the date, time, and place for the hearing.
3. The parents or guardian and student are expected to be present at the hearing.
4. The superintendent shall preside over the hearing and shall make a determination based upon the evidence presented. At the hearing, the building administration shall present the results of the investigation, the student, his/her parents, and/or counsel, on behalf of the student, shall have the right to present information pertinent to the case. The superintendent retains the right to:
 - a) recess the hearing if evidence presented at the hearing requires further investigation
 - b) make a determination as well as imposing a consequence based upon the evidence presented
 - c) forward the case to the Board of Education

5. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
6. A record shall be kept of the hearing.
7. Within five school days of the hearing the superintendent shall render a decision and notify the student and the parent or guardian in writing of the decision. The Board shall also be notified of the decision.
8. A student voluntarily withdrawing from Lapeer Community Schools before a hearing does not terminate the process.
9. The decision of the superintendent is final.

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

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

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

F. EXPULSION PROCEDURES

1. The principal will inform the student and his/her parent or guardian in writing that the case is being referred to the superintendent for expulsion. The student will be indefinitely suspended pending the outcome of the hearing.
2. The superintendent will determine if an expulsion procedure is warranted. If the situation warrants a hearing, the case may be referred to the Board of Education for expulsion or retained at the superintendent's level for disposition.
3. Written notice of charges against the student shall be supplied to the student and his parents or guardian. Included within this notice shall be a statement of the date, time, and place for the hearing. The student will be indefinitely suspended until the hearing.
4. The student and parents or guardian are expected to be present at the hearing.
5. The parents/guardian may request a closed hearing if the matter is referred to the Board of Education.

6. Legal counsel may represent a student, parent, or guardian. When there is representation, the superintendent shall be notified at least two business days prior to a hearing. If notice is not given, the hearing may be postponed.
7. Legal counsel or a resource person of its choosing may represent the Board of Education or superintendent.
8. The hearing shall be conducted by the Board of Education or superintendent. A determination shall be made solely upon the evidence presented at the hearing. At the hearing, the administration shall present information pertinent to the violation of the Student Code of Conduct. The Board or superintendent retains the right to recess the hearing if evidence is presented which requires further investigation.
9. A student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
10. A record shall be kept of the hearing.
11. Within five school days of the hearing the Board of Education or superintendent shall render a decision and notify the student and the parent or guardian in writing of the decision.
12. A student voluntarily withdrawing from Lapeer Community Schools before an expulsion hearing does not terminate the process of expulsion.
13. The district shall notify the proper legal authorities in all cases of expulsion.
14. Expulsions will be noted on the student's permanent record.

G. READMITTANCE

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

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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

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

- A. Is directed at one (1) or more students;
- B. Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- C. Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Confidentiality

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on

discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Revised April 3, 2008

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cell phone or other ECD remains off. Generally, a student may not use a cellular telephone or electronic communication device (ECD) during school hours. However, each school within the District may establish designated times and places for such use in conformance with this policy.

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

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

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

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

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

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

Adopted May 5, 2005
Revised January 8, 2009

CORPORAL PUNISHMENT

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

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

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

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

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

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

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

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

Some discipline alternatives to the use in lieu of corporal punishment are: on-the-spot verbal corrections; a conference with the student; a parent conference; loss of privileges; referral to the principal; detention; reimbursement for damages; separation from class; suspension; expulsion.

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

Revised 010203

DRESS AND GROOMING

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

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

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

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

- A. Students are expected to dress in a neat, clean, and modest manner that does not detract from the educational purposes of the school. Hats are not to be worn in the building.
- B. To maintain this standard, students are not to wear the following types of apparel: spandex clothing and leotards; tube tops; halters; items which bare the child's back to the waistline or bare the midriff; mesh tops; tops that have plunging necklines and/or arm holes; clothing with obscene, offensive, or inappropriate statements and/or graphic designs; bikings shorts; slashed or torn clothing.
- C. At the elementary level, because of wet and muddy playground conditions, children are expected to have two (2) pairs of footwear at school. Either boots or shoes specifically to be worn outside and slippers or shoes for inside are recommended. This will ensure that your child will not need to be in school in wet shoes. Shoes with cleats or spikes cannot be worn.
- D. For safety considerations, sandals, particularly without socks or hosiery, are not recommended.
- E. During winter months children should be dressed in warm clothes. Building temperatures are kept at sixty-eight degrees (68⁰) to reduce energy costs.
- F. Students may wear shorts that are neat, clean, and modest. Cut-offs, athletic shorts, and biking shorts will not be acceptable.
- G. At the elementary level students are not allowed to wear make-up.
- H. The wearing or display of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or groups which advocate drug use, violence, illegal substances, or disruptive behavior is prohibited.
- I. Building principals shall advise students on the application of this policy in respect to length of shorts and other interpretations on particular items of dress and shall make determinations in specific circumstances when necessary.
- J. Students not respecting the dress and appearance expectations may be subject to the Student Code of Conduct's insubordination penalties.

PHYSICAL ASSAULT

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

The Board or the superintendent shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another pupil. Suspensions ten days or less may be delegated to the building administration. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. (MCL 380.1310)

SEARCH AND SEIZURE

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

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

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

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

M.C.L.A. 380.1306

U.S. Constitution, 4th Amendment

Adopted: July 6, 2000

Revised: April 5, 2001

Revised: November 3, 2005

STUDENT HAZING

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, coaches, volunteer coaches, and other employees who fail to abide by this policy may be subject to disciplinary action.

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

Adopted May 5, 2005

PART TWO: ADMINISTRATIVE GUIDELINES

ADMINISTRATIVE GUIDELINES: STUDENT CODE of CONDUCT (Authorization: Board Policy 5500)

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

A. SECONDARY ADMINISTRATIVE GUIDELINES

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

B. ELEMENTARY ADMINISTRATIVE GUIDELINES

1. Principals shall be expected to consider the specific circumstances, the student's level of maturity, and the degree of consequence to other students and staff in their handling of individual misbehavior problems.
2. Students are expected to learn as soon as they begin school that certain behaviors pose a serious threat to the well being of other students and will result in serious consequences initiated by the building principal.
3. This Code provides a direction to students and parents as to specific behaviors that will require the attention of the principal. The types of misbehavior delineated under Student Violations and Penalties shall be grounds for suspension or expulsion from school or other appropriate administrative action. These categories are general in nature and are not deemed to be all-inclusive. The administration will exercise latitude and judgment in periods of suspension, except where specifically noted otherwise.
4. In cases where state statutes have been violated, the administration will advise the local police authorities for possible legal action. In cases where another student violates a student's personal rights, the student whose rights were violated has the right to pursue private legal action. All cases involving drugs, alcohol, tobacco, or weapons will be reported to the local police authority.

5. In all cases where students have items that are a violation of the Code: the items will be confiscated. These items are to be destroyed, personally picked up by the parent, or turned over to the police as appropriate.

C. STUDENT VIOLATIONS AND PENALTIES

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

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

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

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

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

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

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

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

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

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

- 3) **Physical Contact**
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced physical contact with a fellow student, staff member or other person associated with the District.
- b. **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT –**
Unwelcome conduct based upon gender, ethnicity, disability and religion is also prohibited. Examples of conduct which may constitute such harassment are as follows:
 - 1) **Verbal**
Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning, but not limited to, a person's gender, national origin, religious beliefs, to a fellow student, staff member or other person associated with the District.
 - 2) **Nonverbal**
Placing objects, pictures, or graphic commentaries in the school environment or the making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.
 - 3) **Physical**
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.

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

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

18. **HAZING** -- Performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Hazing involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; and undressing or otherwise exposing initiates. **Suspension up to 10 or expulsion.**
19. **INDECENCY** -- Offensive behavior, which includes (1) acts of immoral conduct against commonly recognized standards of propriety or good taste

and (2) comments that are derogatory and disparaging to any particular race, religion, or sex as interpreted by the administration and teaching staff.

Suspension up to and including 10 school days.

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

Grades K – 5

Verbal threats will result in suspension up to and including 10 school days.

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

Grades 6 – 12

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

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

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

the administration. **Suspension up to and including ten school days.**

33. **UNAUTHORIZED ELECTRONIC COMMUNICATION DEVICES** – Unauthorized use of any electronic communication devices (ECD) during the school day, at any school function, or on school property. Students possessing an ECD must turn the device off during the school day and on school vehicles. **When directed by administration or staff during school activities, ECDs must be turned off and stored out of sight.** Use of ECDs in locker rooms and restrooms is prohibited. **Confiscation of device. Suspension. Repeated violations would constitute persistent disobedience.**
34. **UNAUTHORIZED PRINTED MATERIAL** -- The act of printing and distribution of printed matter that is unauthorized by the school administration. The principal reserves the right to refuse authorization for the printing or distribution of materials that could materially disrupt the normal school activities and /or violate current legal standards of obscenity or libel. Distribution will be confined to periods of time that will not interfere with classroom activities or inhibit the movement of students. **Suspension up to and including ten school days.**
35. **VANDALISM/MALICIOUS MISCHIEF** -- The act of willful destruction of school property and property belonging to another or others including off-premises vandalism of property belonging to employees; defacing school property. **Suspension up to and including 10 school days or expulsion. Restitution for losses. (Board of Education Policy 5513)**
36. **VIOLATION OF BUS RULES AND BUILDING RULES** -- Students shall be responsible for being knowledgeable of the district rules for student behavior related to district transportation and such other special building rules as may be established by the principal. Violations of these rules, not otherwise covered in the Student Code of Conduct, shall be appropriately handled by the building administration. **Penalties may include detention, denial of transportation privileges, parent conferences, and suspension from school.**