LAPEERSCHOOLS.ORG

2022-23 SECONDARY STUDENT HANDBOOK

LAPEER COMMUNITY SCHOOLS
District of Choices

Mission Statement

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

Vision Statement

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

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

District Profile

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

The District's 4,700 students are served by four elementary schools, two state-of-the-art middle schools, a nationally-recognized high school, The Center for Innovation and the Lapeer Homeschool Partnership. We are proud to be home to a pair of state recognized Reward Schools.

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

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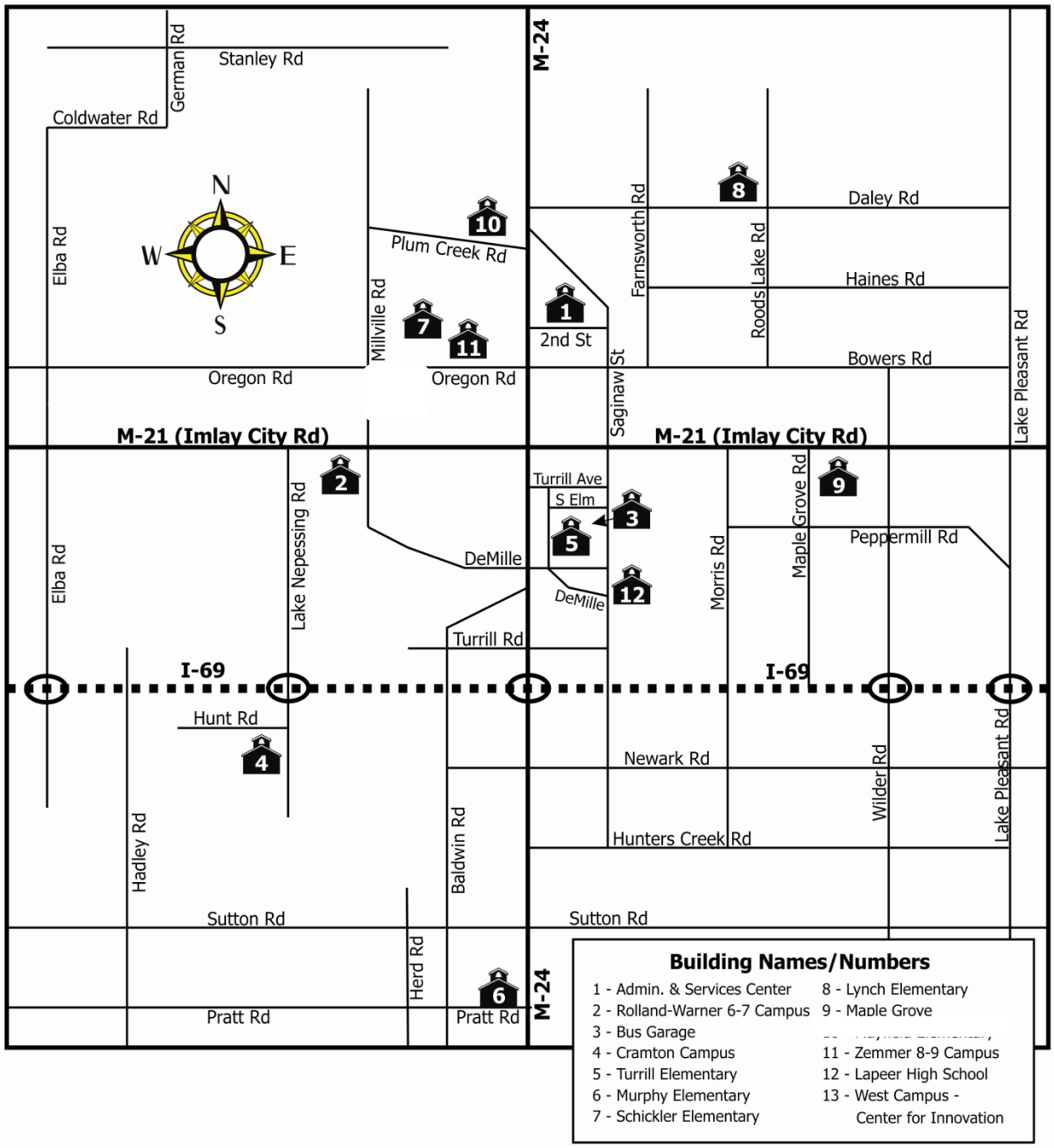
DISTRICT BUILDING LOCATIONS

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

BUILDING LOCATIONS:



DISTRICT DIRECTORY

District Administrative Services
250 Second St, Lapeer MI 48446
Phone: (810) 667-2401, Fax: (810) 667-2411, Web: www.lapeerschools.org
Matthew T. Wandrie, Superintendent
Michelle Bradford, Assistant Superintendent for K – 12 Curriculum and Instruction
Mark Rajter, Assistant Superintendent for Business and Finance
Kim Seifferly, Assistant Superintendent for Human Resources
Jennifer Tindall, Executive Director of Special Education

Rolland-Warner Campus 6 - 7
Wyatt Stevens, Principal
Richard Cross, Associate Principal
Kent Meister, Dean of Students
Gr. 6th & 7th; 7:46 am – 2:27 pm
3145 W Genesee Rd, Lapeer, MI 48446
Phone: (810) 538-2334
Fax: (810) 538-2350

Zemmer Campus 8 – 9
Jeffrey Stanton, Principal
Kevin Wenzel, Associate Principal
Jack Chittle, Dean of Students
Gr. 8th & 9th, 7:25 am – 2:10 pm
1920 Oregon Rd., Lapeer, MI 48446
Phone: (810) 667-2413
Fax: (810) 667-2483

Lapeer High School
Doug Lindsay, Principal
Megan Parks, Associate Principal
Robin Caporuscio, Associate Principal
Mike Smith, Athletic Manager/Dean of Students
Gr. 10th – 12th; 7:25 am – 2:10 pm
933 S. Saginaw St., Lapeer, MI 48446-2698
Phone: (810) 667-2418
Fax: (810) 667-2422

Center for Innovation Campus
Shad Spilski, CFI/LVP & District Athletic Director
Bob Jannuzzi, Dean of Students
Melissa Anglebrandt, Dean of Students
Gr. 9th – 12th; 7:31 am – 2:10 pm
170 Millville Rd, Lapeer, MI 48446
Phone: (810) 667-2423
Fax: (810) 667-2428

LAPEER VIRTUAL PARTNERSHIP
Shad Spilski, CFI/LVP & District Athletic Director
Michon Periso, LVP Director
Gr. K – 12; 8:00 a.m. – 4:30 p.m.
1220 Lake Nepessing Rd, Lapeer, MI 48446
Phone: (810) 667-2453
Fax: (810) 667-2412

Lynch Elementary
Aneta Lawrence Principal
Linda Kriewall, Dean of Students
Early Fives – 5th Grade, 8:44 – 3:40 pm
2035 Roods Lake Rd., Lapeer, MI 48446
Phone: (810) 667-2448
Fax: (810) 667-2473

Murphy Elementary
Cayla Dowdall, Principal
Kristen Paluch, Dean of Students
Early Fives – 5th Grade, 8:44 – 3:40 pm
1100 Pratt Rd., Metamora, MI 48455
Phone: (810) 538-2345
Fax: (810) 538-2346

Schickler Elementary
Michele McKendry, Principal
Julie McCallum, Dean of Students
Early Fives – 5th Grade, 8:44 – 3:40 pm
2020 Oregon Rd., Lapeer, MI 48446
Phone: (810) 667-2440
Fax: (810) 667-2469

Turrill Elementary – Year Round
Kelly Vangel, Principal
RaeAnne Fielder, Dean of Students
Early Fives – 5th Grade, 8:54 am – 3:50 pm
785 S Elm St., Lapeer MI 48446-2499
Phone: (810) 667-2438
Fax: (810) 667-2470

DISTRICT DIRECTORY Continued

Special Education
Jennifer Tindall, Executive Director
7:30 am – 4:30 pm
250 Second St., Lapeer MI 48446
Phone: (810)538-1627
Fax: (810)667-2407

Kids & Company
Stefanie Heddy, Child Care Site Director
7:30 am – 4:30 pm
(Rolland-Warner Campus)
3145 W Genesee Rd, Lapeer, MI 48446
Phone: (810)667-2454
Fax: (810)245-1090

Transportation
Linda Thompson, Director
7:30 am – 4:30 pm
(Bus Garage)
582 S. Calhoun St., Lapeer, MI 48446
Phone: (810)667-2433
Fax: (810)667-2497

Food Services
JoAnne VanHouten, Director
7:30 am – 4:30 pm
250 Second St., Lapeer MI 48446
Phone: (810) 538-1649
Fax: (810) 667-2407

Lapeer County Education & Technology Center
Anthony Najor, Principal
690 Lake Pleasant Rd., Attica MI 48412-9303
Phone: (810) 664-1124
Fax: (810) 724-7600

REGISTRATION AND COMMUNICATION

REGISTER FOR SCHOOL

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

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

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

SCHOOL OF CHOICE

IN-DISTRICT

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

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

OUT OF DISTRICT

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

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

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

NON-CUSTODIAL PARENTS

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

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

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

REGISTRATION AND COMMUNICATION

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 will be alerted to school closings and/or delays by phone, text and email by the District's automated School Messenger System. The alerts will also be announced on the District's website, social media and the following TV stations: WJRT, WNEM, WDIV, CBS 62, Fox 2, CW 50 & WEYI

Parents can also learn of emergency closings and activity schedules by visiting our website www.lapeerschools.org or the District's Facebook page (facebook.com/lapeerschools)

LCS COMMUNICATIONS

On the main LCS website located at www.lapeerschools.org you will find useful information. Under the "Schools" tab you will find links to each building's website containing specific information about their school.

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

SCHOOL MESSENGER

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

SPECIAL EDUCATION

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

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

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

Section 504

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

PARENTS RIGHT TO KNOW

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

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

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

WELCOME TO ROLLAND-WARNER & ZEMMER CAMPUS!

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

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

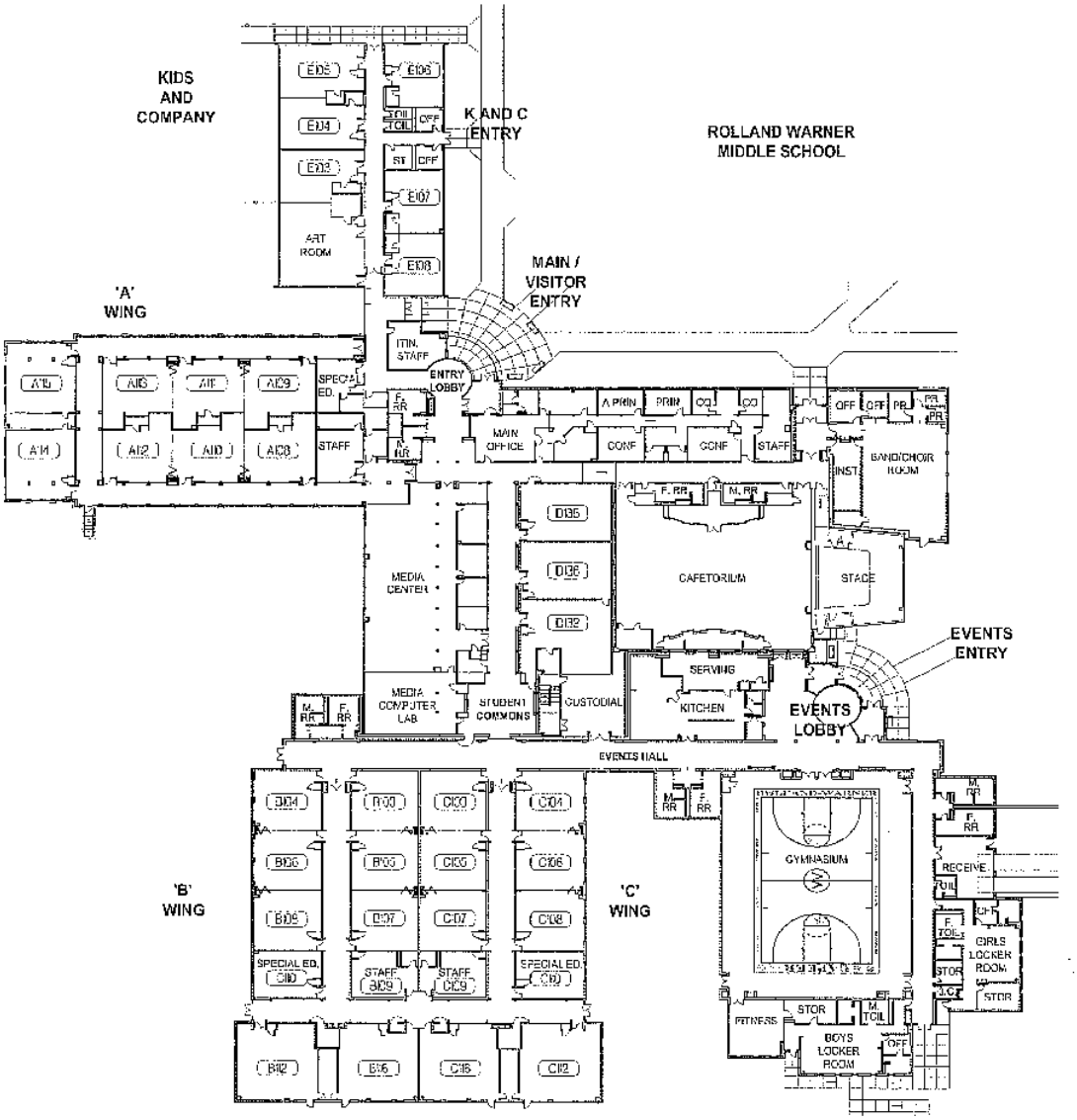
Please keep this handbook throughout the year for reference. If you have questions about any of the information, please feel free to speak with any member of our staff or call our main office.

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

Rolland-Warner Campus
Wyatt Stevens, Principal – Rolland-Warner Campus
Richard Cross, Associate Principal – Rolland-Warner Campus
Kenton Meister, Dean of Student – Rolland-Warner Campus

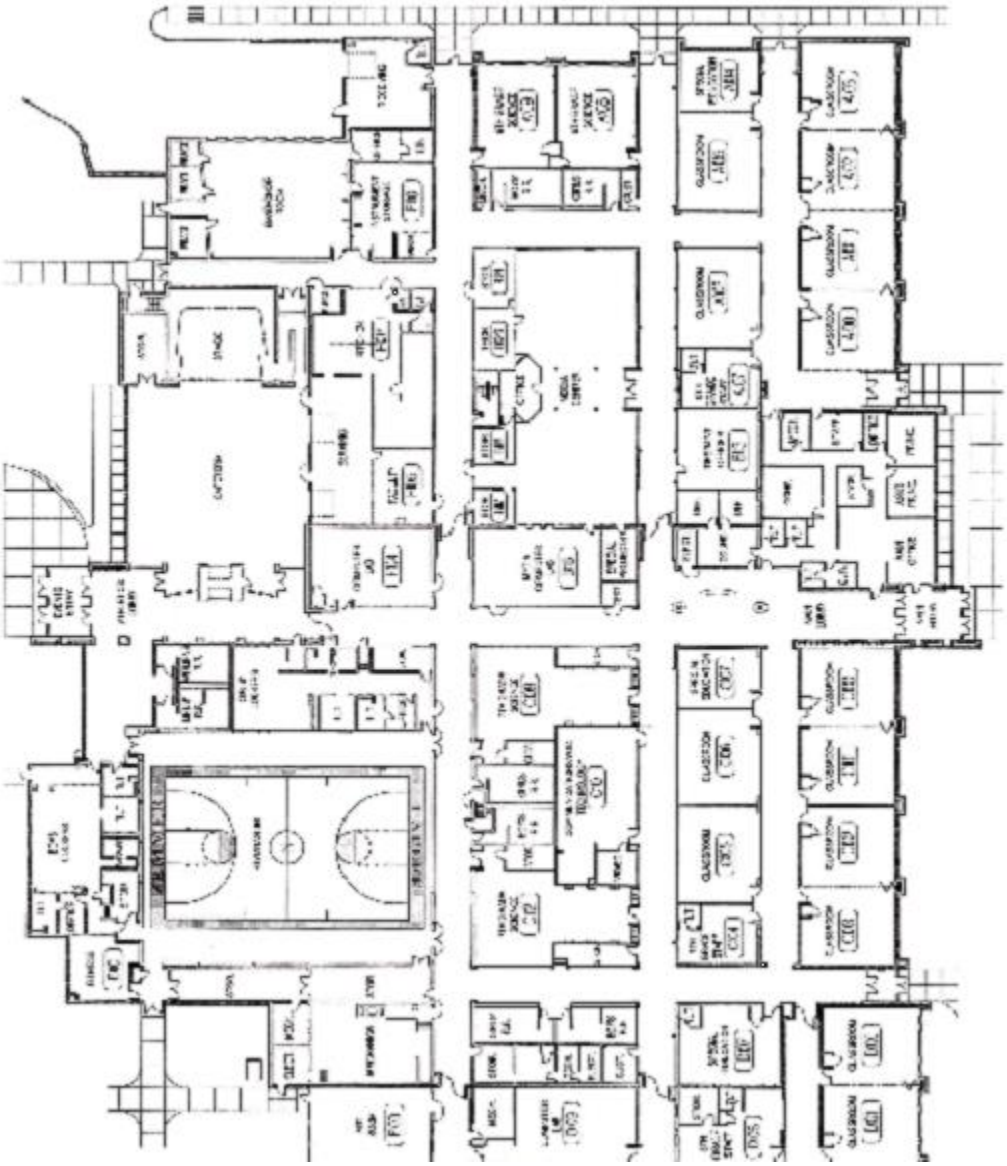
Zemmer Campus
Jeffrey Stanton, Principal – Zemmer Campus
Kevin Wenzel, Associate Principal
Jack Chittle, Dean of Students – Zemmer Campus

Rolland-Warner 6 – 7 Campus Map



Rolland-Warner Office Staff
(810) 538-2334
Wyatt Stevens, Principal
Richard Cross, Associate Principal
Kent Meister, Dean of Students
Renee Shrontz, Secretary

Zemmer 8 – 9 Campus Map



Zemmer Office Staff
(810) 667-2413
Jeffrey Stanton, Principal
Kevin Wenzel, Associate Principal
Jack Chittle, Dean of Students
Ann Vierk, Secretary
Ann Tiffany, Secretary

DAILY SCHEDULES

Rolland-Warner 6/7 Campus 22-23 Daily Schedule			
1st hour	7:46-8:38		
2nd hour	8:43-9:34		
3rd hour	9:39-10:30		
I-Connect	10:35-11:05		
4th hour (11:05-12:35)	A.	Lunch 11:05-11:35	Class 11:35-12:35
	B. Class 11:05-11:35	Lunch 11:35-12:05	Class 12:05-12:35
	C. Class 11:05-12:05	Lunch 12:05-12:35	
5th hour	12:40-1:31		
6th hour	1:36-2:27		

Zemmer 8/9 Campus 22-23 Daily Schedule			
1st Hour	7:25 - 8:18		
2nd Hour	8:23 - 9:16		
3rd Hour	9:21 - 10:14		
I-Connect	10:19 - 10:49		
4th Hour	**CLASS**	**LUNCH**	**CLASS**
A		10:49-11:19	11:19-12:14
B	10:54 - 11:19	11:19-11:49	11:49-12:14
C	10:54-11:49	11:49-12:19	
5th Hour	12:19-1:12		
6th Hour	1:17-2:10		

VISITOR INFORMATION

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

Rolland-Warner—parking lot on M-21/Genesee Road
Zemmer—front parking lot on Oregon Rd

VOLUNTEERING

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

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

Virtual Program Information

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

Who can enroll?
Students in grades K-12 (and under 20 years old on September 1st) and residing in Lapeer, Oakland, Genesee, Tuscola, Sanilac, St. Clair and Macomb counties can enroll as full-time virtual students.
Homeschool and Other Non-Public School Students may enroll in the district for non-essential courses.

Each course has a "teacher on the other end" – a content expert to assist the students. The district provides a local mentor – a teacher that supports the student. Students must maintain consistent participation and progress and have regular communication with their mentor and teachers.

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

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

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

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

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

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

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

Year-Round Middle School Program 6th & 7th Grades

Dates/Times:
Tuesday, July 26th - August 23, 2022, in order to share transportation with Turrill Elementary, students will attend school from 8:53 am - 3:34 pm.

Starting on Monday, August 29th, the daily schedule will go back to the traditional Rolland-Warner Campus start times of 7:46 am - 2:27pm and Zemmer Campus start times of 7:25 am - 2:10 pm.

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

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

SECTION I:
School Services & Communications

TRANSPORTATION

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

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

WALKERS/BICYCLE RIDERS

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

PARKING

Parents are to drop off and pick up students in the North/Events parking lot (facing Schickler—use the 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.

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

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

BUSING

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

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

NOTE that 6:50-7:10 am at Zemmer and 7:00-7:20 am at Rolland-Warner will be especially heavy with bus traffic. Near the end of the day, heavy bus traffic will again occur from 2:07-2:27 pm at Zemmer and 2:20-2:45 pm at Rolland-Warner.

CAFETERIA SERVICES

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school-served meals. Breakfast, 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. Interactive menus are also available online.

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

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 7:10-7:30 am at Zemmer and 7:00 - 7:20 am at Rolland-Warner.

Lunch Schedules

Students will be assigned to lunches accordingly:

Rolland-Warner	Zemmer
A) 11:05-11:35	A) 10:49-11:19
B) 11:35-12:05	B) 11:19-11:49
C) 12:05-12:35	C) 11:49-12:19

Cost:

Lunch prices are:
$3.00 at the all food stations

Meals can be prepaid in advance (preferred method) or send a check made out to Lapeer Community Schools. Your child can give it to the cafeteria personnel and his/her account will be credited.

COUNSELING SERVICES

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

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

Rolland-Warner Campus Counselors – (810) 538-2334
Larry Hochman – larry.hochman@lapeerschools.org

Zemmer Campus Counselors – (810)667-2413
Kim VanOoteghem – kimberly.vanooteghem@lapeerschools.org
Robin Spisz – robin.spisz@lapeerschools.org

SECTION II:
School Policies & Procedures

ACADEMIC PROGRAM STRUCTURES & GRADING

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

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

Grading Our school uses a SEMESTER grading system with report cards issued to students twice per year. The report cards will be supplemented by PowerSchool reports which are available to all students and their parents via the Internet. The following district grading scale will be utilized to determine and communicate student progress.

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

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

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

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

Grades 6 – 8

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

Grades 9 – 12

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

Senior Awards and Recognitions

- Department awards are selected by the staff and presented at the senior honors assembly.
- Senior honor convocation will be held during the week of commencement. Seniors will be awarded cords and stoles to wear with their graduation gown. The three levels of recognition are listed based on the senior's cumulative academic performance.

  - Scholars of Highest Distinction
    (**Gold Stole)**
    - Cumulative GPA of 4.000 and above (5.0 scale for AP)
    - ACT 30 and above ***OR*** SAT 1390 and above
  - Scholars of Distinction
    (**Gold Cord**)
    - Cumulative GPA of 3.750 and above (5.0 scale for AP)
  - Scholars of Achievement
    (**Silver Cord**)
    - Cumulative GPA of 3.500 and above (5.0 scale for AP)

EXTRA CURRICULAR PROGRAMS & CLUBS

Grade 6-8

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

Grade 9

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

Grades 6 - 12

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

ATHLETICS

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

Grades 6-8

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

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

Grade 9

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

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

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

POLICIES & PROCEDURES

ATTENDANCE

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

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

MEDICATIONS

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

OFFICE PHONES, CELLULAR PHONES AND ELECTRONIC COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

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

GUIDELINES FOR USE OF TECHNOLOGY FACILITIES

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

LOCKER POLICY

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

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

LOST AND FOUND

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

SCHOOL PROPERTY

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

PUBLIC DISPLAYS OF AFFECTION

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

WELCOME TO LAPEER HIGH SCHOOL

Students, Parents and Community Members,

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

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

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

Administration
Doug Lindsay, Senior High Principal
Robin Caporuscio, Associate Principal
Megan Parks, Associate Principal
Mike Smith, Building Athletic Manger/Dean of Students

Counselors and Assignments

Jan Ciaramella
- LHS students with last names beginning with L – P
- Early College students with last names beginning with L – Z
- Home School Partnership

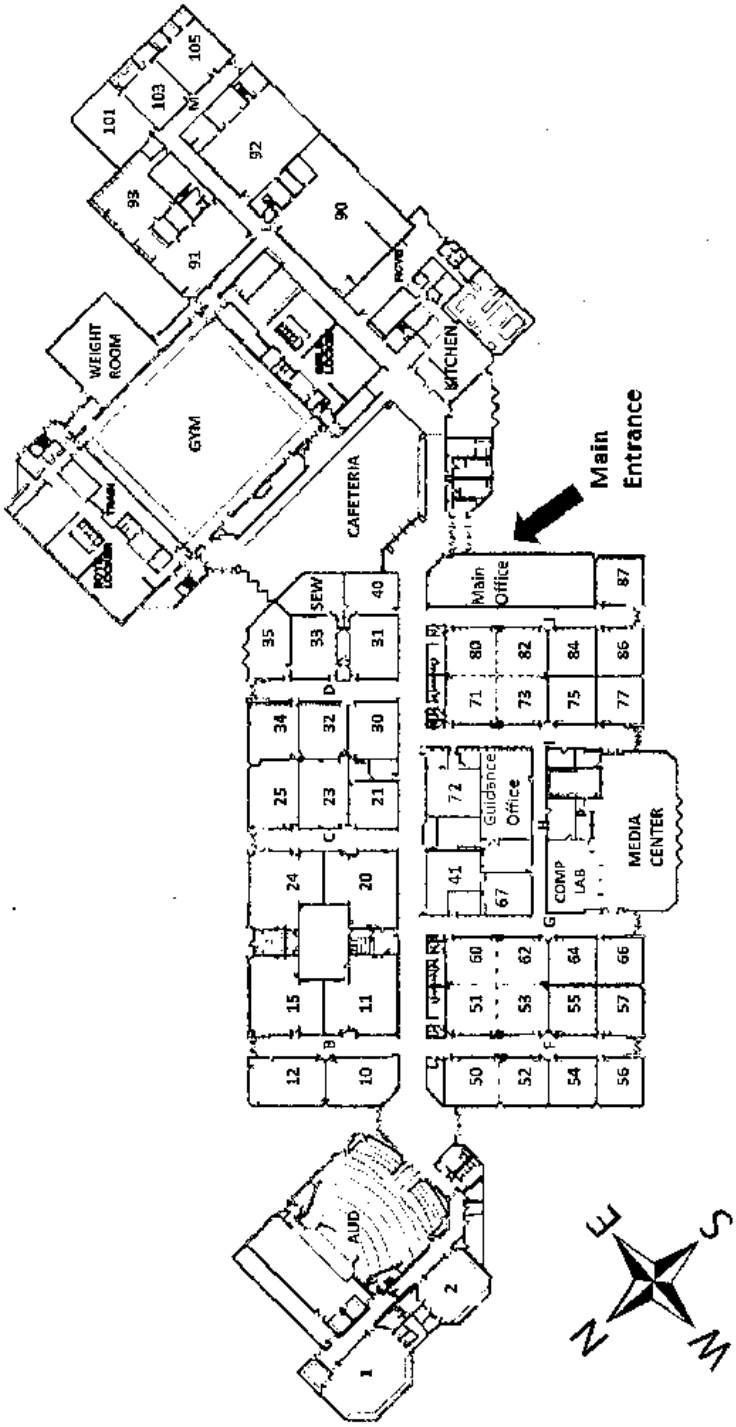
Jeff Lorenz
- LHS students with last names beginning with Q – Z
- LHS students at risk
- CFI students

Julie Pecore
- LHS students with last names beginning with A-D
- Early College students with last names beginning with A – K

Derek Trottier
- LHS students with last names beginning with E - K
- LVLC Students

Secretaries
Amanda Smith, Head Secretary
Molly Boyd, Attendance Secretary
Holly Grzyb, Counseling Secretary
Lisa Huff, Athletics Secretary
Lori Greene, Auxiliary Secretary

LAPEER HIGH SCHOOL BUILDING MAP



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

SCHOOL DAY SCHEDULE &
SCHOOL SPECIFIC INFORMATION
LAPEER HIGH SCHOOL

(810)667-2418
Fax (810)667-2422

ATTENDANCE
(810)667-2417 ext. #2

COUNSELING
(810)667-2418 ext. #4
Fax (810)667-2455

ATHLETICS
(810)667-2418 ext. #3

DAILY SCHEDULE

LHS Daily Schedule								
0 Period	**1st Period**	**2nd Period**	**iConnect**	**3rd Period**	**4th Period**	**Lunch**	**5th Period**	**6th Period**
6:25-7:15	7:25-8:18	8:23-9:16	9:21-9:51	9:56-10:49	10:54-12:14	A 10:49-11:19	12:19-1:12	1:17-2:10
						B 11:19-11:49		
						C 11:49-12:19		
					* 11:14 Bell Dismisses A-Lunch			
					* 11:44 Bell Dismisses B-Lunch			
					* 12:14 Bell Dismisses C-Lunch			

LHS Full Day Exam Schedule							
0 Period	**1st Period**	**2nd Period**	**3rd Period**	**4th Period**	**Lunch**	**5th Period**	**6th Period**
6:25-7:15	**7:25-9:25**	9:30-9:49	9:54-10:14	10:19-11:39	A 10:14-10:44	11:44-12:05	**12:10-2:10**
					B 10:44-11:14		
					C 11:14-11:44		
				* 10:39 Bell Dismiss A-Lunch			
				* 11:09 Bell Dismiss B-Lunch			
				* 11:39 Bell Dismiss C-Lunch			
	EXAM						**EXAM**

LHS Half Day Exam Schedule	
2nd / 4th Period	**3rd / 5th Period**
7:25-9:25	9:35-11:35
EXAM	**EXAM**

HALL PASSES

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

SCHOOL SECURITY PROCEDURES

A safe, secure learning environment is a priority at Lapeer High School. Strict procedures are enforced to promote safety for all students and staff. Students will not be allowed in the halls during class unless there is a real emergency. Students will **not be** allowed to carry backpacks, large purses, shoulder bags, tote bags, or other types of satchels larger than a standard 8 ½ x 11 inch sheet of paper. Backpacks may be brought to school and kept in lockers but must remain in lockers from the start of the first hour until the end of the school day. For extenuating circumstances, backpacks may be used, but their use must be authorized by the office (PASS). We encourage students to keep house keys, car keys, and important phone numbers with you at all times while at school. Many of these steps are inconvenient, but our first and primary concern is for the safety of our students and staff.

DETENTION ROOM RULES AND REGULATIONS

1. Only the administration will assign students for disciplinary reasons to the detention room.

2. When a student is assigned detention, he/she will be allowed "one day of grace."

3. At the time a student is given detention, he/she must make the decision then whether he/she will report to the detention room that day or the following day.

4. Students will report to detention prepared to do school work.

5. Detention must be made up at the rate of one hour per day on consecutive days until the detention penalty is completed.

6. Students who report late for detention will not be admitted to the detention room.

7. Assignment to the detention room is a form of discipline for deviation from acceptable school standards, therefore, acceptable classroom behavior must be maintained by the student while in detention or the student will be given additional detention time or suspended from school.

8. Detention time not completed by the end of the school year will be carried over and completed at the beginning of the following year.

9. Excessive accumulation of detention time may lead to a school suspension in lieu of serving the assigned detention.

LOCKER ACCESS AFTER SCHOOL

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

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

ELECTRONIC COMMUNICATIONS

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

CELL PHONES

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

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

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

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

SECTION I: SCHOOL SERVICES & FACILITIES

CAFETERIA

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

FOOD SERVICE

Lapeer Community Schools participates in the National School Lunch and Breakfast Program that ensures nutritional standards for all school-served meals. Breakfast, Lunch, and snacks can be purchased daily or prepaid in advance (preferred method). Breakfast, Lunch, and snack meals purchased in advance may be used any time during the school year. For the school year, all breakfast meals are free. To receive the student lunch rate, students must take all components of the meal; otherwise students will be charged ala carte. Milk may be purchased separately. Substitutions to the regular meals will be made for children who are unable to eat meals because of their disabilities when a licensed physician certifies that need. Interactive menus are also available online.

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

LOCKERS

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

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

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

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

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

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

LOST AND FOUND

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

MEDIA CENTER

Lapeer Community Schools' students all have access to full-service library media centers in their buildings. The centers hold a broad collection of print and non-print informational material for research and recreational reading. We feel that it is the parent's right and responsibility to monitor and guide the child's educational experience. If parents wish to place restrictions on the type of material that their child borrows from the high school library media center, they are asked to be certain that the child is fully informed and aware of those restrictions. Because the media center staff serves well over 1400 students, Lapeer Schools cannot assure the students' choices will be in any way monitored or restricted at the building level. We encourage parents to share their family's standards with their ninth grade children and continue to guide their choices throughout their high school experience.

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

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

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

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

COMPUTER USAGE

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

PARKING LOTS

Students who drive to school must purchase a parking permit from the main office and park in designated parking areas. Parking areas designated for staff or visitors are not to be used by students (yellow lines are not to be used by students). Student spots are assigned in either the North or South lot and students must park in spots with white lines.

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

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

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

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

RE-SEALABLE GLASS/PLASTIC CONTAINERS

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

TEXTBOOKS

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

VENDING MACHINES

Pop/snack machines are available in the cafeteria for student use. The machines will not be operational until 2:10 p.m.

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

Virtual Information

What is virtual schooling?

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

Who can enroll?

Students in grades K-12 (and under 20 years old on September 1st) and residing in Lapeer, Oakland, Genesee, Tuscola, Sanilac, St. Clair and Macomb counties can enroll as full-time virtual students.
Homeschool and Other Non-Public School Students may enroll in the district for non-essential courses.

Each course has a "teacher on the other end" – a content expert to assist the students. The district provides a local mentor – a teacher that supports the student. Students must maintain consistent participation and progress and have regular communication with their mentor and teachers.

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

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

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

WITHDRAWING/TRANSFERRING FROM SCHOOL

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

WORK PERMITS

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

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

SECTION II: SCHOOL POLICIES & PROCEDURES

ASSEMBLIES

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

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

ATTENDANCE POLICIES AND PROCEDURES

Age of Attendance

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

CLOSED CAMPUS

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

DAILY ANNOUNCEMENTS

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

FEES AND DEBTS

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

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

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

GRADUATION REQUIREMENTS AND ACADEMIC PROCEDURES

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

States Standardized Testing

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

Attendance

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

Student Subject Schedule

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

Total Credits Required

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

Credits Required for Graduation	Total Credits Possible
45	48

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

PERSONAL CURRICULUM

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

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

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

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

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

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

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

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

Mathematics	
Michigan Merit Curriculum	**Personal Curriculum Options**
4 credits of mathematics, including: 380.1278a (1,a,*i*)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometr y	Geometr y
Algebra II **or** · Algebra II over 2 years for 2 credits · Algebra II over 1.5 years for 1.5 credits · A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test	Algebra II may be modified if the student meets **one or more of the following**: · One semester of algebra II · Algebra II over two years for 2 credits · MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment · One semester of statistics, functions and data analysis or technical mathematics
An additional district-approved math credit (trigonometry, statistics, pre- calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her **final 2 years** of high school
English Language Arts (no modifications)	
At least 4 credits of **English Language Arts** MCL 380.1278b (1,a)	
Science (no modifications)	
At least 3 credits of **science**, including: MCL 380.1278b (1,b)	
Biology	

Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	
One additional science credit or MDE-approved computer science or CTE program	
Social Studies	
At least 3 credits in **Social Studies**, including: MCL 380.1278*a* (1,a,*ii)*	At least 2 credits of Social Studies, including ½ credit of civics MCL 380.1278b (5, h) and
1 credit I United States history and geography	1 additional credit in ELA, mathematics, science, world language, or a CTE program
1 credit in world history and geography	
½ credit in economics	
½ Credit in civics	
Health and Physical Education	
At least 1 credit that includes both **health and physical education** MCL 380.1278a (I,a,*iii*)	May substitute an additional credit in ELA, mathematics, science, world language, or a CTE program MCL 380.1278b (5, i)
OR ½ credit in health, plus ½ credit for district-approved participation in extracurricular athletics or activities involving physical activity	
Visual, Performing or Applied Arts	
At least 1 credit of **visual, performing, and applied arts** MCL 380.1278a (1,a,*iv*)	May substitute an additional credit in ELA, mathematics, science, world language, or a CTE program MCL 380.1278b (5, j)
World Languages	
Two **world language** credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. MCL 380.1278a (2)	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language "counts" as a world language	
May be an online world language course	
Sub-section K – Students with Disabilities	
	Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5, k)
Sub-section L – Transfer Students	
	Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5, l)

	The Personal Curriculum includes as much of the subject content as practicable.
	Must include at least 1 math class during final year of HS.
	If the transfer student is enrolled for at least one full school year: · Must take at least algebra I **or** · Must take a course normally taken after algebra I
	Must include civics course
Online Learning Requirement	
A separate online course or learning experience OR integrated online experience throughout each MMC course MCL 380.1278a (1, b)	

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EDUCATIONAL DEVELOPMENT PLANS (EDPs)

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

GRADUATION REQUIREMENTS

Departmental Requirements

Students must fulfill all department requirements listed below for graduation.

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

Department	State Graduation Requirement	Additional Lapeer Courses Meeting State Requirements with Different Course Titles
English	English 9	Springboard English 9
	English 10	Springboard English 10
	English 11	Springboard English 11
	Any English (9-12) Requirement	AP English Language & Composition AP English Literature & Composition AP Research AP Seminar
Science	Biology	AP Biology Life Science PLTW-Principles of Biomedical Sciences
	Chemistry	AP Chemistry Forensic Chemistry
	Physics	AP Physics Conceptual Physics PLTW-Principles of Engineering

Social Studies	Civics	AP Government
	Economics	Marketing
	US History	AP US History
	World History	AP World History
Physical Education	Physical Education	All Physical Education Courses 9-12

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

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

Department	Course Title	Department	Course Title
Art	Advanced Graphic Design	**Skilled Trade @ Ed-Tech Center**	Agriscience/Horticulture
	AP Studio Art		Automotive Mechanics
	Art I		Careers in Education
	Graphic Design		Collision Repair
	Drawing		Computer Aided Drafting
	Painting		Construction Trades
	Pottery		Cosmetology
	Printmaking		Culinary Arts
	Sculpture		Diesel Technology
	Studio Art		Digital Media Arts
	Two-Dimensional Art		Health Occupations
Industrial Arts	Advanced Mechanical Drafting		Health Science Professions
	Architectural Drafting		IT Net (Computer Networking)
	Drafting I		Marketing & Entrepreneurship
	Drafting – Independent Study		Mechatronics
	Metals I		Public Safety/Protective Services
	Metals II		Recreational Vehicle Repair
	Metals III		Residential Electrical, Plumbing, & HVAC
	Robotics		Welding and Machining Technology
	Woods I	**English**	AP Seminar
	Woods II		Argumentation & Debate
	Woods III		Speech and Communication
	Woodworking Techniques	**Music**	Concert Band
Life Management	Clothing Construction I		Concert Choir
	Clothing Construction II		Jazz Band
Business	Computer Apps for Desktop Pub.		Mixed Chorus
	Creative Writing		Music Theory and History
	Photo Editing I		Symphony Band
	Photo Editing II		Treble Choir
	Publications	**Dual Enrollment**	Baker: Computer, Engineering, Health, CNC
Social Studies	Humanities I		Mott: Business, C J
	Humanities II		U M Flint: Humanities
Yearbook	Student Publications		

Courses Meeting Visual, Performing, Applied Arts Credit

Courses noted with (VPA) in Catalog

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

Courses Meeting Math-Related Credit

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

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

Credit Deficiencies

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

- **After-School Campus:** A student may enroll in one to three classes after school each term. Students should sign up through the counseling office.
- **Summer School:** A student may enroll in each of the three summers between his/her freshman and senior years.
  Online classes: Students may earn credit in district sponsored and/or approved online sessions.
- Any exceptions or variation to the above will be addressed through the Academic Exceptions Committee or through the development of a Personal Curriculum.

Transfer Students

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

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

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

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

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

Lapeer Community Schools has a weighted grade system for college equivalent classes. Students transferring from schools with a weighted grade system may have their GPA recomputed.

Teacher/Course Expectations

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

Failure of Required Credits/Subjects

Required credits failed must be made up.

Graduation Participation

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

Final GPA, Scholastic Ranking, Honors

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

ACADEMIC RECOGNITION PROGRAM

Lapeer Community Schools encourages and recognizes academic improvement and excellence. Students, grades 9-12, are recognized at an honors assembly. Underclassmen have a school assembly on a selected date in the spring of the year. Parents are invited to attend the assembly.

AWARDS CEREMONIES

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

Grades 6 – 8

- Earn a junior varsity academic letter in the first grade of middle school 6 – 8 to obtain honors (3.500 or higher)
- 2 Levels of Awards
    - Achievement 3.500 – 3.749
    - Distinction 3.750 – 4.000

- Earn a lamp pin for each additional year of honors in grades 7 – 8

Grades 9 – 12

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

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

Senior Awards and Recognitions

- Department awards are selected by the staff and presented at the senior honors assembly.
- Senior honor convocation will be held during the week of commencement. Seniors will be awarded cords and stoles to wear with their graduation gown. The three levels of recognition are listed based on the senior's cumulative academic performance.

    - Scholars of Highest Distinction
      (**Gold Stole)**
        - Cumulative GPA of 4.000 and above (5.0 scale for AP)
        - ACT 30 and above ***OR*** SAT 1390 and above
    - Scholars of Distinction
      (**Gold Cord**)
        - Cumulative GPA of 3.750 and above (5.0 scale for AP)
    - Scholars of Achievement
      (**Silver Cord**)
        - Cumulative GPA of 3.500 and above (5.0 scale for AP)

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Classes meeting NCAA core course guidelines are designated in the course descriptions. Students considering participating in college athletics are responsible for registering for NCAA clearance through the Eligibility Center and for choosing NCAA approved courses.

MAKE UP WORK

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

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

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

MARKING SYSTEM

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

The two (2) report cards will be supplemented by PowerSchool reports, which are available to all students and their parents via the Internet. Each class shall have the identical weighting when calculating the final TERM GRADE: 80% course work and 20% final summative.

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

- **TRADITIONAL GRADING SCALE –**

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

- **5.0 GRADING SCALE: AP and Dual Enrollment receiving high school credit only –** Lapeer High School recognizes the advanced rigor involved in completing some of the courses offered. Those courses that have been deemed College Equivalent have been placed on the 5.0 GPA Scale and are marked as such in this catalog. All students enrolled in these classes will have their GPA calculated using the following scale.

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

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

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

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

STUDENT RECORDS

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

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

The following personally identifiable information is declared to be "Directory Information": student's name, address, telephone number, photograph, videotape, date/place of birth, gender, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas/honors received, latest school attended, and major field of study. This information will be released at the discretion of the staff of the Lapeer Community School District without consent of the parent or eligible student unless a signed

directive is received by the Lapeer Community School District not to release any or all of the above information.

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

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

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

VISITORS

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

SECTION III: STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES

AGE OF MAJORITY

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

SCHOOL CITIZENSHIP

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

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

STUDENT EXPECTATIONS AT SCHOOL

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

- Know and comply with the rules and regulations of the school.
- Be regular and punctual in attendance.
- Respect the authority of teachers and other school personnel.
- Demonstrate proper behavior in school, on school grounds, at school activities, and en route to and from school. Public displays of affection, fighting on the school grounds and to and from school, profane language, vulgar behavior, and the like are strictly prohibited.
- Be attentive in class and strive to learn as much as possible from the courses of study.
- Take pride in school facilities and equipment, and respect the property of others. Students will be expected to do their part in keeping the building and campus clean at all times.
- Dress appropriately for school and meet commonly recognized standards of health and cleanliness.

STUDENT BEHAVIOR AND DISCIPLINE

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

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

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

DISPLAY OF AFFECTION

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

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

LOITERING

Unauthorized persons will not be allowed to loiter on school grounds or in the school building at any time, especially during the school day.

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

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

POSSESSION OF WEAPONS

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

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

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

SECTION IV: EXTRA-CURRICULAR POLICIES & PROCEDURES

ACADEMIC ATHLETIC ELIGIBILITY

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

Previous Term Academic Record

To be eligible to participate in athletics, a student must receive credit (***pass)*** in 5 out of 6 classes at the high school or middle school during the previous term.

An athlete is not eligible to participate in athletic competition for a period of 90 school days (1 semester) if he/she has not received credit (***passed)*** in at least 5 out of 6 classes the previous term.

Athletes that have failed one course and/or are below a 2.0 GPA will be placed on Academic Probation at the beginning of the term and will have weekly academic monitoring for the remainder of the term.

Make Up for Credit Deficiencies

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

Transfer Student's Academic Record

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

Current Term Academic Record

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

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

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

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

Level One: Eligible with Progress Report

After the four-week time period, the student-athlete will be subject to a weekly progress report that governs participation in athletic competition the following week (Monday-Sunday) for:

- ✓ Passing all six (6) classes but G.P.A. is below a 2.0

If at the end of the week, the athlete is meeting the previously mentioned standard, he/she is ineligible and will still be required to submit a weekly progress report.

If at the end of the week, the athlete is not meeting the previously mentioned standard, he/she is ineligible and will still be required to submit a weekly progress report and moves to Level Two.

Level Two: Ineligible with Progress Report

After the four-week time period, the student-athlete will be subject to a weekly progress report that governs participation in athletic competition the following week (Monday-Sunday) for:

- ✓ Failing more than one(1) class
- ✓ Failing one (1) class **AND** G.P.A. is below a 2.0

If at the end of the week the athlete is meeting the minimum academic standard, he/she is eligible but will still be required to submit a weekly progress report.

If at the end of the week the athlete is not meeting the minimum academic standard, he/she remains ineligible and will still be required to submit a weekly progress report.

During this period of ineligibility (up to three consecutive weeks), the athlete is expected to practice and attend contests or scrimmages; however, he/she may NOT participate in the contests or scrimmages and may NOT dress in the team uniform.

After three consecutive weeks on the Ineligible with Progress Report level (Level Two), the athlete is removed from the team and relinquishes any privileges to being a part of the team. The athlete does NOT finish the season in good standing and therefore gets NO letter or award. There also will be no refund of Pay to Participate fees.

AFTER-SCHOOL ACTIVITIES, EXPECTATIONS AND PROCEDURES

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

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

OPTIONAL LEARNING EXPERIENCE

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

STUDENT GOVERNMENT

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

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

STUDENT ID'S

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

STUDENT LEADERSHIP OPPORTUNITIES

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

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SECONDARY ATTENDANCE GUIDELINE

PHILOSOPHY

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

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

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

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

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

ATTENDANCE PROCEDURES (Grades 6 – 12)

Students

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

Parent Responsibilities

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

EXCEEDING ATTENDANCE GUIDELINES (Grades 9-12 Only)

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

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

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

- Extra-curricular activities including club and athletics that meet after school
- All school dances including the Homecoming and Prom
- Attendance at home sporting events
- Field trips
- Parking privileges

The response to student tardiness includes the following (Grades 9 – 12 only):

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

After a student loses his or her privileges as result of violating the attendance policy, he or she may elect to perform two (2) hours of approved community service and/or attend an equivalent number of after school detention hours to waive one absence or tardy and become eligible again for the privileges listed. This "special opportunity" will only be afforded to a student once per semester and will only be considered at the request of the student. Any specific community service hours used for this cannot be used also for credit towards any club or school-related community service requirement, such as NHS, for example.

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

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

ABSENCES (Grades 9-12 only)

1. **WAIVED ABSENCES**

   Waived absences from school are NOT considered in determining if a student has exceeded the attendance guideline. Waived absences from school are the following: school business, bereavement, verified court dates, suspension, illness with medical documentation, professional appointments, and approved military leave. A student absent from school for any reason in this category must contact the attendance office. If the absence will be for a prolonged period of

time, the school should be notified by telephone so arrangements can be made for class assignments, if so desired.

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

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

3. **UNVERIFIED ABSENCE**
   All unverified absences from school **are** counted in determining if a student has exceeded the attendance guideline. Any time a student misses school unbeknown to his/her parents, it will be treated as truancy. The skipping of one day or one class period is considered serious, and the student will be disciplined. Students are responsible for making up work missed in class in a timely manner.

ABSENCE DEFINITIONS (Grades 9-12 only)

Attendance Requirement: Having no more than nine (9) absences in a single term. Waived absences are **not** charged against the nine (9) absences per term limit.
Bereavement Absences: Bereavement absences are absences due to the death of an immediate family member. Bereavement absences will be excluded from the nine (9) day limit. Immediate family is defined as parents, brother, sister, grandparents, aunts, uncles, and first cousins. Students **may** be asked to provide documentation.
School Business Absences: Any school related activity, such as field trips, athletic competitions, student group meetings, etc. sanctioned by the principal, are not charged against the nine (9) absences. **Students are responsible for making up work missed in other classes while participating in the activity.**
Suspensions Out of School are considered school related and are **not** charged against the nine (9) absences per term. **Students are responsible for making up work missed in classes while on suspension.**

TARDINESS (Grades 6-12)

1. Being up to 10 minutes late to class without a valid pass signed by authorized school personnel will result in a tardy. Appropriate disciplinary measures may be used by teachers in dealing with students late for class. Students are expected to be in the classroom before the tardy bell rings. Students arriving after the bell will be marked tardy. In addition, a cumulative tardiness record for all classes will be maintained by the administration.

2. **Arriving late for school:** Students arriving within the first ten (10) minutes of the school day should report directly to the attendance/main office and will be marked tardy. Students arriving more than ten (10) minutes late must report to the attendance/main office and will be marked

absent to their first hour class. **Oversleeping and mechanical difficulty to a privately owned vehicle are not considered a valid excuse for being tardy or absent.**

3. Missing more than ten (10) minutes of class, whether at the beginning or end of the hour, will result in an absence.

4. Students who demonstrate an unwillingness to conform to established tardy guidelines may be subjected to progressive school discipline. Exceptions to the discipline portion of this policy may be made if the student shows marked improvement in his/her tardy problem.

Revised October 2017

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.

1-1 Device Agreement - Grades 6-12

Introduction:

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

Devices:

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

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

Chromebook Program Key Points:

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

Student Expectations and Care:

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

Cost of Chromebook and Accessories/Damage and Theft Replacement Costs for Device:
The replacement cost of the Chromebook is $220 and $25 for the device charger. The calculator replacement cost is $120.

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

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

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

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

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

Chromebook Identification Labels:

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

Internet Filtering:

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

07/2022

APPENDIX C - 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.

APPENDIX C CONTINUED
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 1O-day measles)	7-18 days; 10 days average	Beginning of cold symptoms until 4 days after appearance of rash	Exclude until fifth day after onset of rash.
SALMONELLA	6-72 hours	During course of infection and until organism is no longer in feces	Exclude until symptoms have disappeared. Activity exclusion based on OCHD recommendations.
SCABIES	First exposure 2-6 weeks; subsequent exposure 1-4 days	Until mites and eggs are destroyed	Exclude until first 12 hour treatment completed.
SCARLET FEVER AND STREP THROAT	1-3 days usually	Greatest during acute stage of illness; 2-4 days after rash appears; 10-21 days if untreated	Exclude until under treatment for 24 hours.
SHIGELLA	12-96 hours, usually 1-3 days	During course of infection and until organism is no longer in feces, about 4 weeks after onset	Exclude until symptoms have disappeared or on antibiotic one week.
SHINGLES (Herpes Zoster)	No incubation period - reactivation of dormant virus	As long as 5 but usually 1-2 days before rash and not more than 1 week after lesions appear	If lesions can be covered, no exclusion necessary. If unable to be covered, exclude as for chickenpox.

APPENDIX D

IMMUNIZATION SCHEDULE

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

APPENDIX E
MEDICATION/ILLNESS WHILE AT SCHOOL POLICY 5330

Lapeer Community Schools will not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.
For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

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

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

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

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

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

APPENDIX F

HOME/SCHOOL COMPACT

Lapeer Community Schools
"Passport to Success"
Together we can make a difference

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

Parent Involvement Plan

Lapeer Community Schools values a partnership with the families of our students. Parents can access a copy of our district's Parent Involvement Plan by visiting the District website under the Parent tab or by clicking on the attached link:
http://www.lapeerschools.org/UserFiles/Servers/Server_3097392/Image/non-title%20District%20Parent%20Involvement%20Plan%2015-16-.pdf.

APPENDIX G
BOARD POLICY ON VOLUNTEERS

VOLUNTEERS

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

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

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

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

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

Revised 6/7/07

APPENDIX H
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 wellbeing 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 wellbeing, 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 I

LAPEER AREA COMMUNITY SERVICES

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

Alcoholics Anonymous (810) 234-0815
Self-help support group for persons with alcohol related problems.

Alcohol Information and Counseling Center (810) 667-0243
Individual or group counseling, alcohol or drugs, alcohol highway safety information.

Child Advocacy Center (810) 664-9990
The Child Advocacy Center of Lapeer offers: Baton Rouge Crisis Intervention Center, Crisis Intervention Services, Family Intervention Crisis Services, Family Crisis Intervention Center and Crisis Intervention For Children

Christian Family Services of Lapeer County (810) 664-4557
Individual, marital, adult, adolescent, and family counseling. Fees based on ability to pay. Blue Cross and other insurance accepted. Counseling also available at Imlay City office. Schedule all appointments through Lapeer office.

Family Literacy Center (810) 667-2737
The Family Literacy Center provides free, one-to-one tutoring for adults who live or work in the Lapeer County area and want to read, write or speak English better. We also offer several workshops for families to help children develop good reading skills.

First Call For Help (810) 667-3114
United Way Information & Referral Service The one number to call for finding help with any type of human services need. Anyone can get information regarding help with counseling services, financial problems, health, clothing, food, housing, recreation, runaway children, transportation, and utilities.

GLTA (810) 664-4556
It is the mission of GLTA to provide safe, affordable and reliable transportation service to all residents in the service area. To work on a continuous basis on improvements that will benefit our riders.

Insight, Inc. (810) 744-3600 or 1-800-356-4357
Day treatment, residential, and out-patient counseling for persons with alcohol and/or drug dependencies.

K-12 Service Learning Center - Lapeer County MSU Extension (810) 667-0341
Matches individual students or K-12 classrooms with community service and service-learning opportunities.

LACADA (810) 667-4175
LACADA serves all survivors of domestic and/or sexual violence regardless of race, sex, age, color, national origin, sexual orientation, religious or political preference, physical or mental handicap, height, weight, or marital status

APPENDIX I Continued

Lapeer County Community Mental Health Center (810) 667-0500
Individual, family, children's play therapy, crisis assessment and evaluation. Please call to check on insurance plans accepted. Other fees based on ability to pay. Also, the Center provides EARS (Emergency and Referral Service) 365 days a year, 24-hour service at no charge.

Lapeer County Health Department (810) 667-0448
Counseling and referrals for pregnant women, crippled children, and persons with alcohol dependencies.

Narcotics Anonymous (Flint) (810) 238-3636
Support groups for chemically dependent persons which use the 120-step method. No fees.

USA National Suicide Hotline (800) 784-2433
Toll Free / 24 Hours/ 7 Days a week

Vail Center (810) 667-5641
Individual, family, and group counseling for persons diagnosed as chemically dependent. **(24 Hours)**

APPENDIX J

Lapeer Community Schools
Administrative Guidelines

5113 - SCHOOLS OF CHOICE

In-District

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

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

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

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

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

Out of District

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

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

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

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

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

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

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

C. Applicants will be notified within fifteen (15) days of the final day of the application window if they may enroll in the District.

D. Enrollment may be refused or revoked if it is discovered enrollment applications were intentionally falsified.

E. If a limited number of spaces are available and the number of students applying for those spaces exceed the number of spaces available, a random draw system will be used to determine who is offered the limited spots. A waiting list will be maintained through the start of the 2nd tri master/semester.

F. Any student who was enrolled in and attended the District through Section 105 or 105c Schools of Choice in the school year or semester/trimester immediately preceding the school year will continue to be enrolled in the School District until the student graduates from high school unless the student voluntarily withdraws or is expelled for disciplinary reasons.

G. Siblings of students who are already enrolled through a 105 or 105c program will be given enrollment preference if space is available.

H. A non-resident student will not be granted or refused enrollment based on:

   1. intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or lack thereof;
   2. mental or physical disability (except that the District may refuse to admit a non-resident student if the student does not meet the same criteria, other than residence, that a resident student must meet);
   3. age (except that the District may refuse to admit a non-resident student applying for a program that is not appropriate for the age of the student);
   4. religion, race, color, national origin, sex, height, weight, marital status, or in violation of any State or Federal anti-discrimination law.

I. This District will not be required to accept for enrollment, under the terms of this policy, any nonresident student who has met any of the following:

1. been suspended or otherwise released or excluded from his/her resident School District due to disciplinary reasons, (within two (2) years preceding their application for enrollment in the District). Students expelled from another Michigan public school under Subsection 1311(2) of the Revised School Code may only apply for admission under the conditions set forth in that statute;
2. been expelled from another school at any time before enrolling; or
3. been at any time before enrolling convicted of a felony.

J. Before a contiguous district student who is eligible for special education programs and services will be accepted, there must be a separate written agreement between the district of residence and the accepting District specifying the responsibility for paying the added costs of the special education programs and services.

K. This District does not discriminate on the basis of race, color, national origin, age, gender, height, weight, marital status, athletic ability, religion, or disability in admission or access to programs, activities, or policies. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act is directed to contact the Executive Director for Human Resources who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing the above statutes.

L. District Transportation is not provided for non-resident students. However, non-resident students currently enrolled in a District building may utilize established student pick-up/drop-off locations when space is available.

M. Schools of Choice acceptance does not guarantee an 8-12 grade student's athletic eligibility. MHSAA rules must be followed in all situations. Any questions on this matter should be directed to the building athletic director.

N. Applications are available on line for any building in the District.

O. Parents/Guardians interested in requesting schools of choice (inter-district) placement should complete the schools of choice for non-resident students (105 of 105c) and return it to any building office or sent to the Administration and Services Center, 250 Second Street, Lapeer, MI 48446, Attention: Enrollment.

Approved 12/6/12

Appendix K

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

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

UNDERSTANDING CONCUSSIONS

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

WHAT IS A CONCUSSION?

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

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

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY –** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. **KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Appendix K Continued

SIGNS OBSERVED BY PARENTS:

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

CONCUSSION DANGER SIGNS:

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

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

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

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

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

To learn more, go to www.cdc.gov/concussion.

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

Appendix L
COVID-19 Student Procedures

8460B - **COVID-19 STUDENT PROCEDURES**

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

Proactive Measures

A. **Vaccination** - In accordance to CDC guidelines, people are considered fully vaccinated for COVID-19, 2 weeks (14 days) after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or 2 weeks (14 days) after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

   Fully vaccinated people with no COVID-like symptoms do not need to quarantine following an exposure to someone with suspected or confirmed COVID-19. When exposed, documentation confirming vaccination will need to be provided to avoid quarantine. However, fully vaccinated people should still monitor for symptoms of COVID-19 for 10 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, and inform their health care provider of their vaccination status at the time of presentation to care.

B. **Daily Screening**

   1. Parents will be encouraged to monitor their children daily and exclude their children from school when:

      a. a temperature of 100.4 or higher is registered;

      b. any of the following symptoms are present: atypical cough, atypical shortness of breath, fever over 100.4, sore throat, diarrhea, vomiting/ abdominal pain, new onset of severe headache.

   2. Parents will be encouraged to report to the school and seek testing if primary symptoms of COVID-19 are present and students have had possible exposure.

   3. A daily screening tool will be provided to parents to assist in the monitoring of COVID-19 symptoms and provide details regarding when to keep students home from school.

C. **Face Coverings**

   Face Coverings are currently only required when students are riding transportation. Face coverings are recommended, but not required, for individuals inside K-12 buildings.

D. **Social Distancing**

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

   1. Individuals who are in a District building or on District property will be encouraged to maintain a distance of at least six (6) feet from one another.

   2. Locations throughout school buildings will be reviewed and reorganized to promote social distancing.The District will use signs and physical barriers as appropriate and practicable to promote social distancing.

E. **Hygiene**

1. Students will be encouraged to use the proper techniques for hand washing and covering coughs.

   Proper hand washing technique includes soap and water for at least 20 seconds and safe techniques for using hand sanitizer.

2. All hallways/common areas will be equipped with sanitization stations. Teachers will encourage students to frequently sanitize throughout the day.

F. **Daily Cleaning**

Classrooms and common areas such as restrooms will be regularly cleaned and disinfected.

G. **Riding a School Bus**

1. Students who become sick during the day will NOT be allowed to ride the bus home from school.
2. All school buses will be cleaned and disinfected regularly.
3. Students and staff will be required to wear a mask at all times when riding a bus.
4. Hand sanitizer will be available on the bus.

Protocol for responding to potential infections

Definitions:

A. "Close contact" means being within approximately six (6) feet if unmasked, or three (3) feet is masked, of an individual for 15 minutes or more.

B. Symptoms of COVID-19 include temperature 100.4 or above; atypical cough; atypical shortness for breath; sore throat; diarrhea, vomiting, abdominal pain, new onset of severe headache.

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

A. Office staff receiving the possible infection/exposure information will collect and record information on the COVID-19 Infection/Exposure Report and forward to the Superintendent Office for (1) Notice of positive student (2) Unvaccinated student with close contact to individual testing positive for COVID-19.

B. When applicable, the Human Resource Office will contact the health department.

C. The studentwill receive written communication from the Human Resource Office regarding CDC and health department recommended exclusion requirements listed below and return to schoolrequirements (if applicable). Studentsmay be required to communicate with the school prior to returning.

D. The District will maintain a record that it has completed all notice requirements.

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

A. Ten (10) days have passed since symptoms first appeared, or since the date of positive test if asymptomatic; AND

B. Twenty-four (24) hours with no fever (without the use of fever-reducing medication); AND

C. All symptoms have improved

If a student or staff member who tests positive for COVID-19 has been on-site within forty-eight (48) hours prior to the positive test, all of the following will occur within twenty-four (24) hours of receiving notice:

1. Provide notice to any staff or students, who may have come into contact with the person with a confirmed case of COVID-19.
2. All areas of the worksite where the student/employee traveled will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC"). The area or facility may be temporarily closed if deemed appropriate.
3. Contact will be made to the local health department.

2. Notice of Positive Exposure - Unvaccinated students who have had close contact with an individual who tests positive for COVID-19 are recommended to refrain from coming to school until fourteen (14) days have passed since the last close contract with the sick or symptomatic individual.

Appendix M
Student Code of Conduct

Part One: Board of Education Policies

Student Conduct (Board Policy 5500) **77**

Student Discipline (Board Policy 5600) **78**

I Philosophy of Discipline
II General Discipline Policies
III Responsibilities of the Discipline Process

Due Process Rights (Board Policy 5611) **80**

Bullying and Other Aggressive Behavior toward Students (Board Policy 5517.01) **83**

Cell Phones and Electronic Communication Devices (Board Policy 5136) **87**

Corporal Punishment (Board Policy 5630) **88**

Dress and Grooming (Board Policy 5511) **90**

Physical Assault (Board Policy 5610.01) **91**

Search and Seizure (Board Policy 5771) **92**

Student Hazing (Board Policy 5516) **93**

Part Two: Administrative Guidelines

Student Code of Conduct (Administrative Guideline – Students 5500) **94**

A. Guidelines
B. Student Violations and Penalties

STUDENT CONDUCT

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

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

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

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

M.C.L.A. 380.1311, 380.1312

STUDENT DISCIPLINE

I. Philosophy of Discipline

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

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

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

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

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

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

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

II. General Discipline Policies

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

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

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

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

If at any time the administrator judges the student violation to be of extreme severity, the suspension or other disciplinary action may be increased beyond the guidelines stated for specific violations within this

Code. It is recognized that in a Student Code of Conduct it is impossible to identify all potential offenses or student violations. Therefore, students may be disciplined for offenses or student violations which are not specifically in the Student Code of Conduct, provided that doing so is consistent with due process and applicable State Law.

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

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

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

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

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

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

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

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

III. Responsibilities of the Discipline Process

A. <u>STUDENTS</u>

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. <u>PARENTS</u>

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

C. TEACHERS

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

D. BUILDING ADMINISTRATORS

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

E. SUPERINTENDENT

1. Act in all cases referred by a principal and in accordance with the procedures of this Code.
2. Has the authority to long-term suspend or expel a student from school in accordance with the procedures of this Code.

3. Consider readmittance requests for students expelled for reasons other than those outlined by MCL 380.1311.

F. <u>BOARD OF EDUCATION</u>

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

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

DUE PROCESS RIGHTS

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

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

	A.	Students subject to short-term suspension (1-10 days):
		Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
	B.	Students subject to long-term suspension (11-59 days) and expulsion (60+ days):
		A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure. A committee appointed by the Board shall act on a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

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

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

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

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

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

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

BULLYING TOWARD STUDENTS

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

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

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

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

Implementation

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

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

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

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

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

Procedure

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

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

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

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

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

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

Non-retaliation/False Reports

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

Prevention

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

Definitions

The following definitions shall apply for purposes of this Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

"Staff" includes all school employees and Board members.

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

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

Revised June 5, 2012
Revised September 2, 2015

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

CORPORAL PUNISHMENT

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

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

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

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

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

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

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

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

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

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

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

M.C.L.A. 380.1312

Revised 01/02/03

DRESS AND GROOMING

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

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

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

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

Revised July, 2018

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

Lapeer Community Schools **Administrative Guideline**

STUDENTS 5500

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. GUIDELINES

1.	Students are expected to learn as soon as they begin school that certain behaviors pose a serious threat to the well-being of other students and will result in serious consequences initiated by the building principal.
2.	Administrators shall be expected to consider the specific circumstances, the student's level of maturity, and the degree of consequence to other students and staff in their handling of individual misbehavior problems.
3.	This Code provides a direction to students and parents as to specific behaviors that will require the attention of the principal. The types of misbehavior delineated under Student Violations and Penalties shall be grounds for suspension or expulsion from school or other appropriate administrative action. These categories are general in nature and are not deemed to be all-inclusive. The administration will exercise latitude and judgment in periods of suspension, except where specifically noted otherwise.
4.	As provided in this Code, all suspensions may be extended if, in the judgment of the administration, the student does not demonstrate a sincere intention to behave properly upon his return to school or because of the extreme severity of the violation.
5.	In cases where state statutes have been violated, the administration will advise the local police authorities for possible legal action. In cases where another student violates a student's personal rights, the student whose rights were violated has the right to pursue private legal action. All cases involving drugs, alcohol, tobacco, or weapons will be reported to the local police authority.
6.	In all cases where students have items that are a violation of the Code, the items will be confiscated. These items are to be destroyed, personally picked up by the parent, or turned over to the police as appropriate.

B. STUDENT VIOLATIONS AND PENALTIES

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

1.	**ALCOHOL/DRUGS** -- The possession or use of alcohol or other drugs, being involved in an alcohol/other drugs infraction which includes the possession or use of drug

			paraphernalia, or being under the influence of alcohol/other drugs is not permitted on school property**,** at any school-sponsored activity, or en route to and from school. Penalty: Administrative Intervention up to **Suspension or expulsion**. The definition of "alcohol and other drugs" shall include steroids and those items commonly referred to as "look-alike." Alcohol look-alike beverages are those advertised and marketed as nonalcoholic, but which come under the control of the state liquor commission. Look-alike drugs and other controlled substances are those which are represented as a drug or substance intended to produce abnormal behavior. Drugs may include over the counter and other non-prescription drugs.
		a.	**First Violation** -- A law enforcement agency will be notified. The suspension may be reduced to five days if the student and parents agree at a mandatory reinstatement conference to have the student enroll in and complete a principal-approved program providing or giving access to assessment and treatment for substance abuse related problems. The school district will not be financially responsible for enrollment in a program. Penalty: Administrative Intervention up to suspension. **.**
		b.	**Second Violation --** A law enforcement agency will be notified. A 10-school day suspension will be imposed in all cases and a recommendation for expulsion will be made unless the parents and student have made arrangements, satisfactory to the principal, for the student's enrollment and participation in a licensed program providing treatment for substance abuse problems. The school district will not be financially responsible for such treatment programs. Penalty: Administrative Intervention up to **Suspension or expulsion**
		c.	**Third Violation --** An expulsion hearing will occur and a law enforcement agency will be notified. Penalty: Administrative Intervention up to Suspension or **Expulsion**
		d.	**Sale or Distribution --** A student selling, buying, distributing, or instigating a transaction of alcohol/other drugs will be expelled from school for the first violation and a law enforcement agency will be notified. Penalty: Administrative Intervention up to Suspension or **Expulsion**
2.			**ARSON** -- As determined by the local fire department authorities that school property was intentionally set on fire for the purpose of doing damage or injury. Penalty: **Expulsion from school permanently.** Readmittance subject to provisions of 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.). Penalty: Administrative Intervention up to **Suspension or expulsion and report to local police for grades 6-12. Administrative Intervention up to Suspension for grades K-5.**
	4.		**BOMB THREATS** (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. Penalty: Administrative Intervention up to **Expulsion and report to local police**.
	5.		**BULLYING** – A pattern of intentional inappropriate conduct that negatively impacts other students' educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as cyber bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats. Penalty: Administrative Intervention up to **Suspension or expulsion.**
	6.		**BURGLARY/LARCENY/ROBBERY/STEALING/RECEIVING or CONCEALING STOLEN PROPERTY**
		a.	**BURGLARY/LARCENY/ROBBERY** -- Stealing school or personal property of others; stealing from an individual by force or threat of force. A violation will be considered if the action occurs at a school building, on a school bus, at a bus stop, or at a school-related event. Penalty: Administrative Intervention up to **Suspension or expulsion. Restitution for losses. Possible notification of police authorities**.

		b.	**RECEIVING OR CONCEALING STOLEN PROPERTY** – Knowingly receiving or concealing school or personal property of others. Penalty: Administrative Intervention up to **Suspension or expulsion. Possible notification of police authorities**.
	7.	**CHEATING** -- Attempting to improve one's performance on tests or other school work through the use of unauthorized materials, by copying from another individual, or knowingly providing materials to be used for the purpose of cheating. Failing grade on the copied work. All students knowingly involved in an act of cheating shall receive a failing grade(s) on the assignment(s). Penalty: Administrative Intervention up to **Suspension.**	
	8.	**DRESSING AND GROOMING** –Not adhering to the dress and grooming policies established in the Student Handbook and as implemented by the building administration. Every school shall have the same policy. Penalty: Administrative Intervention or Suspension until proper dress is worn.	
	9.	**EXTORTION/BLACKMAIL/COERCION** -- Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force (intimidation). Penalty: Administrative Intervention up to **Suspension or expulsion.**	
	10.	**FALSE ALARMS** -- Issuing by word or act a false or misleading report of a fire, other emergency, or calling 911. Penalty: Administrative Intervention up to **Suspension. Notification of police authorities.**	
	11.	**FIGHTING** (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. Penalty: Administrative Intervention up to **Suspension or expulsion**.
	12.	**FIREARMS/WEAPONS/EXPLOSIVES** -- Students are strictly prohibited from the possession or use of weapons Penalty: Administrative Intervention up to **Suspension or expulsion.**	

		The Revised School Code defines "dangerous weapon" as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife open by mechanical device, iron bar or brass knuckles. Under the Revised School Code, a student will be permanently expelled, subject to possible reinstatement, if the student possesses a weapon that constitutes a dangerous weapon in a weapon-free school zone. Weapon-free school zone is defined as school property and a vehicle used to transport students to or from school property. Possession or use of weapons, which do not constitute dangerous weapons, is also prohibited. For purposes of this Student Code of Conduct, a weapon is defined as any object which can propel a projectile, including BB guns, air guns and pellet guns; explosives (including firecrackers) or incendiary devices of any kind; a knife, cutting or stabbing instrument; or any facsimile of any of the aforementioned. A weapon is also any object or instrument not specifically defined or mentioned above, which is possessed or used, coupled with the intent to harm or injure another person. The prohibition against the possession or use of weapons includes threats to use weapons and is not limited to conduct which occurs in a weapon-free school zone. Thus, students may be disciplined for possessing, using or threatening to use weapons on school property, while a student is en route to and from school, on a school bus, at a bus stop or at any school related event or activity. In all cases, the appropriate law enforcement agency will be notified. In all cases of expulsion under this provision, notice of the violation and expulsion shall be delivered to the local agency, the Lapeer Probate Court, Lapeer Community Mental Health Agency and the Michigan Family Independence Agency. **Parents shall be told the above agencies were notified.** Students expelled for violating this Student Code of Conduct provision and also the Revised School Code will have the expulsion noted on their permanent records, and will be denied admittance to any Michigan public school until readmitted by a process detailed in the law.
	13.	**FORGERY** -- The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, address, or other data on school forms. Penalty: Administrative Intervention up to **Suspension .**
	14.	**GAMBLING** -- Any illegal game of chance which involves the exchange of money and /or personal property. Penalty: Administrative Intervention up to **Suspension.**
	15.	**GANGS** – A group that poses a threat to public safety and order through violence, intimidation, harassment, or other illegal activities. All gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property, and at all school related events. Penalty: Administrative Intervention up to **Suspension or expulsion.**
	16.	**GROSS MISBEHAVIOR** -- Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship. Penalty: Administrative Intervention up to **Suspension or Expulsion.**

17.	**HARASSMENT – SEXUAL or GENDER/ETHNIC/RELIGIOUS/DISABILITY** A pattern of and/or offensive behavior that is derogatory and disparaging to an individual regarding disability, race, religion, or sex as interpreted by the administration and teaching staff. Penalty: Administrative Intervention up to **Suspension or expulsion. In addition to the suspension, with sexual harassment there is assignment to mandatory diversion program.**	
	a.	**SEXUAL HARASSMENT –** Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or

		physical conduct of a sexual nature. Examples of conduct of a sexual nature which may constitute sexual harassment are as follows:	
		1)	**Verbal**
			The making of written or verbal innuendoes, suggestive comments, jokes of an inappropriate nature, propositions or threats to a fellow student, staff member or other person associated with the District.
		2)	**Nonverbal**
			Causing the placement of suggestive objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the District.
		3)	**Physical Contact**
			Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced physical contact with a fellow student, staff member or other person associated with the District.
	b.	**GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT –** Unwelcome conduct based upon gender, ethnicity, disability and religion is also prohibited. Examples of conduct which may constitute such harassment are as follows:	
		1)	**Verbal**
			Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning, but not limited to, a person's gender, national origin, religious beliefs, to a fellow student, staff member or other person associated with the District.
		2)	**Nonverbal**
			Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.
		3)	**Physical**
			Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.
		If a student believes that the sexual harassment section has been violated by an employee of the District or by a fellow student, the student should immediately report this concern to his/her building principal, school counselor, or to the assistant superintendent for human resources. The District encourages the student to discuss this concern with his/her parent(s) or guardian(s).	
		All such reports will be handled as discreetly as possible to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that the district is required by law to report suspected child abuse to the Family Independence Agency.	
18.	**HAZING** -- Performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Hazing involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; and undressing or otherwise exposing initiates. Penalty: Administrative Intervention up to **Suspension or expulsion.**		

19.	**INDECENCY** -- Offensive behavior, which includes (1) acts of immoral conduct against commonly recognized standards of propriety or good taste and (2) comments that are derogatory and disparaging to any particular race, religion, or sex as interpreted by the administration and teaching staff. Penalty: Administrative Intervention up to **Suspension.**	
20.	**INSTIGATING/PROMOTING/ABETTING DISORDERLY CONDUCT** – The act of instigating or promoting disorderly conduct such as a fight, etc. Abetting is the encouragement, either verbally or by physical presence, of others engaged in disorderly conduct. Penalty: Administrative Intervention up to **Suspension .**	
21.	**LYING/ PROVIDING MISINFORMATION** – Knowingly providing false or misleading information to school administration. Penalty: Administrative Intervention up to **Suspensions.**	
22.	**MISUSE OF TECHNOLOGY** -- Any use of technology that is not in support of education and research (including but not limited to modification, destruction, "hacking", or abuse of hardware or software) and consistent with the purposes of Lapeer Community Schools. Penalty: Administrative Intervention up to **Loss of technology use privileges, restitution for losses, suspension, or expulsion.**	
23.	**INSUBORDINATION** -- The failure to respond to or carry out a reasonable request by a staff member. Penalty: Administrative Intervention up to **Suspension or expulsion.**	
24.	**OBSCENITY/PROFANITY** -- The act of using obscene and profane language by pupils, in verbal or written form or in pictures or caricatures in or on any school property. Penalty: Administrative Intervention up to **Suspension.**	
25.	**PERSISTENT DISOBEDIENCE** -- Repeated misbehavior in complying with the rules and regulations of the school and instructional staff. Penalty: Administrative Intervention up to **Suspension or expulsion**.	
26.	**PHYSICAL THREATS** (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. Penalty: Administrative Intervention up to Penalty: Administrative Intervention up to **Suspension or expulsion and notification of local police**.
	b.	**STRIKING OR THREATENING SCHOOL PERSONNEL, VOLUNTEERS, OR CONTRACTORS** – The act of threatening or intimidating school personnel; interfering with school personnel, volunteers, or contractors by force or violence.
		Grades K – 5 ● **Verbal threats. Penalty: Administrative Intervention up to suspension.** ● **Physical interference, force or violence. Penalty: Administrative Intervention up to suspension or expulsion.**
		Grades 6 – 12 ● **Verbal threats. Penalty: Administrative Intervention up to suspension or expulsion;** ● **Physical interference, force or violence: Penalty: Administrative Intervention up to Permanent expulsion and notification of police**.
		The appropriate law enforcement agency may be notified. The students will be subject to suspension or expulsion. In all cases of expulsion under this provision notice of the violation and expulsion shall be delivered to the local police agency, Lapeer Probate Court, Lapeer Community Mental Health Agency, and the Michigan Family Independence Agency. **Parents shall be told the above agencies were notified.**

27.	**ROUGH HOUSING/HORSEPLAY --** Students engaging in rough or inappropriate physical play or contact which is disruptive to the school environment. **Penalty: Administrative Intervention up to Suspension.**
28.	**SEXUAL ASSAULT (Criminal Sexual Conduct)** -- On school grounds and school activities and as determined by the local police department. **Penalty: Administrative Intervention up to Expulsion from school permanently.** Readmittance subject to provisions of Revised School Code. Notification of violation and expulsion delivered to local police agency, Lapeer Probate Court, Lapeer Community Mental Health Agency and Michigan Family Independence Agency. All students will have the violation noted on their permanent school record and notice of such violation shall be delivered to any public school in Michigan requesting the student's records.
29.	**SMOKING/TOBACCO PRODUCTS** -- The possession or use of tobacco products or look a likes, or being involved in a smoking infraction, is not permitted on school property, at any school-sponsored activity, or at the bus stop. **Penalty: Administrative Intervention up to Suspension up to five 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. **Penalty: Administrative Intervention up to Suspension** .
31.	**TRUANCY** -- The act of unauthorized absence as covered in the attendance policies for any period of time; chronic tardiness may be considered as truancy: Daily attendance of students is required in accordance with state law and school board policy. **Report to Lapeer Probate Court. Repeated violations would constitute persistent disobedience**.
32.	**UNAUTHORIZED DEMONSTRATIONS** -- Any mass group activity, such as walkouts, sit-ins, etc., which is not sponsored by the school or authorized by the administration. **Penalty: Administrative Intervention up to Suspension**.
33.	**UNAUTHORIZED ELECTRONIC COMMUNICATION DEVICES** – Unauthorized use of any electronic communication devices (ECD) during the school day, at any school function, or on school property. Students possessing an ECD must turn the device off during the school day and on school vehicles. **When directed by administration or staff during school activities, ECDs must be turned off and stored out of sight.** Use of ECDs in locker rooms and restrooms is prohibited. **Penalty: Administrative Intervention up to Confiscation of device and/or Suspension**. **Repeated violations would constitute persistent disobedience**.
34.	**UNAUTHORIZED PRINTED MATERIAL** -- The act of printing and distribution of printed matter that is unauthorized by the school administration. The principal reserves the right to refuse authorization for the printing or distribution of materials that could materially disrupt the normal school activities and /or violate current legal standards of obscenity or libel. Distribution will be confined to periods of time that will not interfere with classroom activities or inhibit the movement of students. **Penalty: Administrative Intervention up to Suspension** .
35.	**VANDALISM/MALICIOUS MISCHIEF** -- The act of willful destruction of school property and property belonging to another or others including off-premises vandalism of property belonging to employees; defacing school property. **Penalty: Administrative Intervention up to Suspension or expulsion. Restitution for losses. (Board of Education Policy 5513)**
36.	**VIOLATION OF BUS RULES AND BUILDING RULES** -- Students shall be responsible for being knowledgeable of the district rules for student behavior related to district transportation and such other special building rules as may be established by the principal. Violations of these rules, not otherwise covered in the Student Code of Conduct, shall be appropriately handled by the building administration. Penalty: **May include detention, denial of transportation privileges, parent conferences, and** Administrative Intervention up to **suspension from school.**

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