

LAKEVILLE COMMUNITY SCHOOLS



Student/Parent Handbook School Year 2016-2017

LakeVille Community Schools' Mission:

In partnership, our communities and quality staff will deliver an excellent education preparing all students to succeed in our rapidly changing society.

LakeVille Community School Contacts

Otisville Elementary

Early Childhood Development
Center (ECDC) & Kindergarten
131 Woodward Avenue
Otisville, MI 48463

Stephanie Stiles-Principal
Main Office Numbers
(810) 591-3985
or
(810) 538-3985

Otter Lake Elementary

Grades 1-2
6313 Hart Lake Road
Otter Lake, MI 48464

Stephanie Stiles-Principal
Main Office Numbers
(810) 591-3640
or
(810) 538-3640

Columbiaville Elementary

Grades 3-5
4775 Pine Street
Columbiaville, MI 48421

Mike Banyas-Principal
Main Office Numbers
(810) 591-3430
or
(810) 538-3460

LakeVille Middle School

Grades 6-8
G-11107 Washburn Road
Otisville, MI 48463

Kelli-Ann Fazer - Principal
Main Office (810) 591-3945
or
(810) 538-3945

LakeVille High School

Grades 9-12
G-12455 Wilson Road
Otisville, MI 48463

Mary Haslinger-Principal
Main Office (810) 591-4050
or
(810) 538-4050

District Administration

Vickie Luoma, Superintendent
G-11107 Washburn Road,
Otisville, Mi. 48463
Main Office (810) 591-3980
or
(810) 538-3980

Website

www.LakeVilleSchools.org

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LakeVille Community Schools

LAKEVILLE COMMUNITY SCHOOL DISTRICT

The LakeVille Community School District was created in 1955 when three high school districts (Otter Lake, Columbiaville, and Otisville) and a number of primary districts consolidated into one district. The name LAKEVILLE is a result of the LAKE from Otter Lake and the VILLE from Otisville and Columbiaville.

The system is comprised of three elementary schools (i.e. Otisville, Otter Lake, and Columbiaville), a middle school, a high school, and an alternative high school.

The district encompasses approximately 100 square miles which are divided between Genesee and Lapeer Counties. There are three small villages located within the district: Otisville, Columbiaville, and Otter Lake. The district is classified as being a rural area, but there are very few “full time” farmers.

LakeVille is governed by a seven member Board of Education which meets the 2nd and 4th Tuesday of each month.

LakeVille School Song

Hail to the Black and Gold
Hail Falcons bold.
Sing loud the praises and the
Valor of LakeVille Schools
March forward down the field
We'll never yield
We'll fight for honor
And for victory
FIGHT! FIGHT! FIGHT!

Revised July 2016

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WELCOME TO LAKEVILLE COMMUNITY SCHOOLS

This student/parent handbook was developed to answer commonly asked questions that you and your parents may have during the school year and to provide information about Board of Education policies and procedures. This handbook contains important information that you should know. Please take the time to familiarize yourself with the information provided and keep the handbook available for reference. If you have any questions that are not addressed, you are encouraged to talk to your teachers or the building principal. Responsibility for reaching our goal of providing all students with a rigorous and relevant Pre K-12 program of study that promotes educational excellence, challenges and supports student learning and critical thinking and prepares each of you to effectively function in a global community is a responsibility shared by all community members, students, staff, administration, and parents.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the Lakeville Community School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment with the student, but reflects the current status of the Board of Education policies and the Lakeville Schools' rules as of July 1, 2016. If the policies or administrative guidelines referenced herein are revised after July 1, 2016, the language in the most current policy or administrative guideline prevails.

DISTRICT MISSION STATEMENT

In partnership, our communities and quality staff will deliver an excellent education preparing all students to succeed in our rapidly changing society.

Parents' Guide for Solving Problems

Step I - Begin the process here –take the concern to the person closest to it.

Issue/Concern	Where To Start	How They May Help
Academic Concerns	Counselor or ParentVue Classroom Teacher	Parent-Teacher Conference Daily Assignment Sheets Weekly Progress Reports Tutoring Suggestions Parent Web
Social Concerns	Counselor-Middle School/High School Teacher-Elementary	Parent Teacher Conference Counseling Referral to Outside Agencies
Discipline Concerns	Person issuing discipline	Phone Conference Parent Conference Clarification
Attendance/Health	School Secretary	Arrange for make-up work

		Accommodations if needed Refer to appropriate personnel
Special Needs	Special Needs Teacher Special Education Office	Parent-Teacher Conference Meeting with Director Individual Education Program Team Meeting
Athletics	Your Child's Coach Athletic Director	Phone Conference Meeting with the Coach or Athletic Director
Transportation	Driver Transportation Director	Clarification for the driver

Step II - Present Your Concern to the Next Level

The head teacher is the second person to contact if your concern/problem has not been resolved satisfactorily. If there is no lead teacher, contact the building principal.

Step III - Talk with the Superintendent of Schools

Some problems are more complex and cannot be solved at the building level. If that is the case, please call the district office (591-3980) and make an appointment with the superintendent to discuss your concern.

School board members are elected to represent the interests of all students, parents and district residents. School board members do not have direct authority in day-to-day school operations. The Board of Education's primary responsibility is to make policies that guide the school district. They are available to hear your comments, but concerns should initially be handled at the building level.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Lakeville School District to provide an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or any other statutorily protected category (collectively, "Protected Classes") in its educational programs or activities should immediately contact the school district's compliance officer listed below:

Vickie Luoma
Superintendent
810-591-3980

Merideth Collins
Special Services Director
810-591-3357

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

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

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

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. Cultivating school environments that are welcoming, supportive, and student-centered
2. Providing professional development for school staff that helps build partnerships between families and schools
3. Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers
4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. Providing information to families to support the proper health, safety, and well-being of their children
2. Providing information to families about school policies, procedures, programs, and activities
3. Promoting regular and open communication between school personnel and students' family members
4. Communicating with families in a format and language that is understandable, to the extent practicable
5. Providing information and involving families in monitoring student progress
6. Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions
7. Preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. Providing volunteer opportunities for families to support their children's school activities
2. Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events

D. Learning at Home

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school
2. Working with families to establish learning goals and help their children accomplish these goals
3. Helping families to provide a school and home environment that encourages learning and extends learning at home

E. Involving Families in Decision Making and Advocacy

1. Involving families as partners in the process of school review and continuous improvement planning
2. Involving families in the development of its district-wide parent involvement policy and plan, and distributing the policy and plan to families

F. Collaborating with the Community

1. Building constructive partnerships and connecting families with community-based programs and other community resources
2. Coordinating and integrating family involvement programs and activities with district initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication on our website at www.lakevillecommunityschools.org or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families.

Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Parent/Teacher/Student Organizations

Parent/Teacher/Student (PTS) organizations are a vital part of the Otisville, Otter Lake, and Columbiaville Elementary Schools. All parents are welcome to attend the meetings. For more information about the PTS, please contact the school offices.

ELEMENTARY SCHOOL DAY

Otisville Elementary

8:40 AM – Students enter the building 8:50 AM – Instruction begins 3:47 PM - School dismissed

Otisville half day schedule

8:40 AM – Students enter the building 8:50 AM – Instruction begins 12:10 PM - School dismissal
--

Otter Lake Elementary

8:50 AM-Students enter the building 9:00 AM-Instruction begins 3:57 PM -School dismissed
--

Otter Lake half day schedule

8:50 AM-Students enter the building 9:00 AM-Instruction begins 12:20 PM-School dismissed
--

Columbiaville Elementary

8:30 AM-Students enter the building 8:40 AM-Instruction begins 3:37 PM-School dismissed

Columbiaville half day schedule

8:30 AM-Students enter the building 8:40 AM-Instruction begins 12:00 AM-School dismissed
--

All K-5 students will be transported by bus to latchkey if office is not notified in advance of student pick-up. Students must be picked up by dismissal time.

STUDENT DROP OFF AND PICK UP

Otisville Elementary - Parent drop off and pick up is at the front of the school. Buses park at the rear of the school. Please walk your child to the building or watch until he/she enters the building.

Otter Lake Elementary – Parents may park in the lot located off of Eleventh Street when picking up or dropping off their children. Please watch your child until he/she enters the building. The Hart Lake Road entrance to Otter Lake Elementary is reserved for school personnel and disabled students only.

Columbiaville Elementary

Please park across from the school as buses need the area in back of the school for pickup and drop off. Parking is permitted in the back of the building after the school buses have departed in the afternoon. Students who arrive late must be signed in by the parent. Parents who pick up their children early or at dismissal time must sign their children out. Please do not go to a classroom unless you have checked in at the office and have been directed to the classroom.

Walkers and Bike Riders

All students who walk or ride bicycles will be released before the buses depart.

Students who arrive late must be signed in by the parent.

Parents who pick up their children early or at dismissal time must sign their children out.

Elementary class parties/birthday treats

Class parties will be held to observe Halloween, Christmas, and Valentine's Day. Teachers will contact parents when help is needed in the planning of individual class parties. Please contact the teacher in advance if you do not want your child to participate in a particular holiday party due to personal or religious concerns. It is permissible to send birthday treats from home on your child's birthday. Please contact your child's teacher to make arrangements.

MIDDLE SCHOOL AND HIGH SCHOOL DAY

LakeVille Middle and High School Schedule

7:30 AM – 2:15 PM

LakeVille Middle and High School ½ Day Schedule

7:30 AM – 10:50 AM

Middle and High School arrival

The buses release students to the building at 7:15 A.M. Students must follow the designated walkway to the buildings. Parents wishing to speak with teachers at the beginning of the day or on dismissal need to report to the office to check for the teacher's availability.

Bike riding regulations

The school discourages students riding bikes to school because of safety concerns. If it is absolutely necessary, students are to arrive at school before the buses arrive and immediately park bikes. Students are not to leave the middle school until all buses have left the parking lot. Students are not to ride around the bus parking lot or school buildings.

After school activities

Students may only stay after school under the direct supervision of a staff member.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If for some reason this is not possible, then the student should seek help from the building principal.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

STUDENT WELL BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident

reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

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

It is expected that all children go outside with their class at recess time. Occasionally, requests are made to keep children inside during recess. We are unable to honor these requests unless they are accompanied by a doctor's directive. These children must come to the office as child safety demands that the children be supervised at all times.

INJURY AND ILLNESS

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

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

If all efforts have been exhausted to reach the parents or guardians, or their designated representative, and the illness or injury is believed to be serious enough to require immediate medical attention, the building administration will arrange for the student to be taken to a doctor or hospital for treatment. This action does not obligate the school or its representative of any financial responsibility for the treatment of the student.

Homebound Instruction/Hospitalization (Extended Illness/Injury)

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN OUR K-12 SCHOOLS

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides

- unless enrolling under the district's School of Choice programs.
- unless enrolling and paying tuition.
- Homeless students who meet the federal definition of homelessness may enroll under the direction of the District Liaison for Homeless Children.

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building secretary and/or counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

SCHEDULING AND ASSIGNMENT

Elementary Level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Parents may submit letters requesting their first, second, and third choice of teacher. Letters must be submitted by May 1st and must state special concerns to be considered when placing the child.

Textbooks - Elementary and Secondary Levels

Students will be assigned textbooks and class materials as needed. Students are to place their name on the identification label on the inside of the front cover. Textbooks will be collected from the students as needed. Textbook condition will be evaluated by the teacher or library clerk at that time. Fines will be assessed for damaged or unreturned materials.

Fines are collected by the building secretary. Fees not paid at the end of the year will be sent for collection. Notices will be sent home with report cards.

Secondary Level

Schedules are provided for each student upon enrollment and at the beginning of the school year and at the quarter when courses change. Schedules are based on the student's needs. Changes in a student's schedule will be handled through the guidance/counseling office. Students may be denied course enrollment due to the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Counseling and Guidance-Secondary Level

Students who wish to see a counselor must make an appointment through the counseling secretary at the high school level and through the office at the middle school and have teacher permission. Occasionally there is a need to see a counselor immediately. Only in such cases may a student leave class with a pass to make an appointment. Teachers will not accept students back into class without a pass from the counselor.

Locker Assignment

Students will be assigned a locker. No student is to move to another locker during the course of the school year without the permission of the office. One must use only the locker assigned to him/her. All personal items and books, when not in use, are to be kept in one's locker. Students should not tamper with their or another locker or give their combination to another person. Fines will be assessed for damages to assigned lockers. The use of a locker is a privilege and its care and maintenance is the student's responsibility. The school cannot accept responsibility for books and/or other items stored in student lockers. *All items in a student's locker are assumed to be the property of the student to whom the locker is assigned.*

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Students must be in attendance for a full day on the last school day of the week in order to participate in Saturday competitions.

Students are not permitted to attend or participate in any school-related activity if they are not in attendance at school all day on the day of the event unless a prearranged absence has been approved by the school principal. This includes extracurricular athletics, band, choir, plays, and all other school related/sponsored activities. Students are not permitted to attend or participate in any school-related activity if they are on an out-of-school suspension on the day of the activity.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Lakeville Board of Education has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field

trips, spectator trips, athletic and other extracurricular activities, and cocurricular activities.

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication is to be directly conveyed to school by the parent. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release form.

Asthma Inhalers and Epi-pens

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

The District has Epinephrine (Epi-Pens) available in each building for use in emergency situations for students or staff not known to have medical conditions requiring this intervention. In the event an emergency arises the Epi-Pen will be administered according to the written emergency plan.

NONPRESCRIPTION (Over-the-Counter) MEDICATIONS

Elementary (Grades K to 5)

Parents may authorize the school to administer a nonprescription medication by completing a form which is available at the school office. A physician's prescription or order is necessary to allow students to take non-prescription medications at school. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No unauthorized K-5 staff member will be permitted to dispense nonprescription, over the-counter (OTC) medication to any student. No other exceptions will be made to these requirements.

Secondary (Grades 6 to 12)

Parents may authorize the school to administer a nonprescription medication by completing a form which is available in the school office. A physician's prescription or order is necessary to allow students to take nonprescription medication at school. The parent may also authorize on the form that their child may self-administer the medication in the presence of a school staff member.

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

Specific diseases include - diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

ADA PROTECTION AGAINST DISCRIMINATION

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact the Special Services Office at (810) 591/538-3357 to inquire about evaluation procedures and programs.

ENGLISH LANGUAGE LEARNERS

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the district. Parents should contact the superintendent's office at (810) 591-3980 to inquire about evaluation procedures and programs offered by the district.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

Neither the board nor its employee's shall permit the release of the social security number of a student, or other individuals except as authorized by law (see AG 8350).

Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes

- A. a student's name
- B. major field of study
- C. participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- D. dates of attendance
- E. date of graduation
- F. awards received
- G. honor rolls
- H. scholarships
- I. school photographs or videos of students participating in school activities, events, or programs

Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within ten (10) days after receipt of the district's public notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces” means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the school officials shall not allow access to the student’s directory information. The board shall ensure that students, parents, and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

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

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

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

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

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

STUDENT FUNDRAISING

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

- Students may not participate in a fundraising activity during scheduled class time.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members without the approval of the activity's sponsor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for" will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

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

If flowers and balloons are sent to students during the school day, the student will be notified and may pick them up at the end of the school day.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits (Refer to policies 2416, 5780, 9130, 9130 F4).

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Carrie Strait, Director of Operations at 810-591-3939.

LakeVille Child Nutrition Department participates in the federally funded Universal Breakfast program. **All students K-12 receive a FREE breakfast at school regardless of income.**

Applications for the District's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application, please contact Carrie Strait, Director of Operations at 591-3939.

Meal prices are established by the Board of Education and are adjusted to meet federal guidelines.

The School Lunch Program recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the kitchen includes implementing strategies for avoidance of offending foods by allergic children. It is the intention of the School Meal Program to provide assistance and information to parents in order to help them make decisions about meal service. Parents are strongly encouraged to come in to the school cafeteria or the Child Nutrition Office located at the Middle School to read food labels prior to implementing meal service.

EMERGENCY PREPAREDNESS DRILLS

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

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

Drills that restrict students to the interior of the school building/classroom and require we secure the building will take place a minimum of (2) two times each school year. Drills will be posted to our website within thirty days.

EMERGENCY CLOSINGS AND DELAYS

You will receive an automated voice message if the school is closed or delayed because of inclement weather or other conditions. The school will also notify the following radio and television stations:

WEYI- TV (25)

WCRZ (CARS 107.9 FM)

WNEM-TV (5)

WWCK (105.5 FM)

WJRT-TV (12)

WHNN (96 FM)

In addition, notices will be posted on the District website at www.lakevilleschools.org and on the LakeVille Community Schools Facebook page.

LakeVille Community Schools may be required to dismiss students early due to weather or another emergency situation. It is imperative that you have a plan for your children in this event. Please inform your children where they should go if no one is home. At the elementary level, an emergency dismissal form will be sent home in September. If information changes during the course of the school year, please notify the school office immediately.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials, or from the presence of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the superintendent's office upon request.

Public Act 131-93 requires school administrators to notify parents of children attending the LakeVille Community Schools of their right to be informed prior to application of pesticides. The notice shall identify the pesticide to be applied, approximate location of the application, and the date of the application. A "pesticide" is a substance intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant or disinfectant.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Visitors may not interrupt classes to speak to teachers.

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

USE OF THE MEDIA CENTER

ELEMENTARY LEVEL

Our school media centers are maintained by media clerks. Library books are purchased from school funds, as well as by our Parent Teacher Student Group. Students may check books out for a week. Students with unreturned books will not be allowed circulation privileges. If books are not returned, parents will be contacted for return of the book or replacement cost of the book. If the book is found at a later date, the purchase amount will be returned.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission of the teacher before using any equipment or materials in the classroom and permission of the principal to use any other school equipment or facility. **A Building Use Form must be completed and approved by the Director of Operations prior to use.** Students and community members will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

WHO OWNS THE LAKEVILLE COMMUNITY SCHOOLS

Surprisingly YOU DO! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to the school buildings, equipment, buses, or books must be paid for with your own family's money!! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. REMEMBER - MOST TROUBLE STARTS AS FUN!

LOST AND FOUND

The lost and found area is in or near the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school office for students to use when they are not in class. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II – ACADEMICS

FIELD TRIPS

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

Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity. Attendance rules apply to all field trips.

GRADES

The LakeVille School District has a standard grading scale and procedure. Student grades are assigned on a 75/25 formula. The purpose of a grade is to indicate students' knowledge and understanding of the curriculum.

The 75% of 75/25 refers to student grades on *summative* assessments. This is a snapshot of student learning. Summative assessment does not necessarily mean test. Summative assessments can be tests but can also include quizzes, papers, portfolios, labs, projects etc. By ensuring the students grade is based on summative assessments we are insuring grades truly reflect mastery of the curriculum.

The 25% of the 75/25 is *formative* assessment and is how we determine whether students are learning before we give them summative assessments. Simply stated this is practice. This includes classwork and homework. These grades give students feedback about their current learning level and provide teachers with the information they need to differentiate instruction to help all students master the curriculum.

Grades are assigned per the following grade scale.

Kindergarten

- | |
|--|
| <ul style="list-style-type: none">1-Progressing as expected2-Needs more time and experience3-Area of concern |
|--|

Lower Elementary (Grades 1 and 2)

94% to 100%	S+
80% to 93%	S
70% to 79%	S-
60% to 69%	N
Below 60%	U

Grades 3-12

94% to 100%	A	74% to 76%	C
90% to 93%	A	70% to 73%	C-
87% to 89%	B+	67% to 69 %	D+
84% to 86%	B	64% to 66%	D
80% to 83%	B-	60% to 63%	D-
77% to 79%	C+	Below 60%	E

The grade of incomplete (I) may be issued in case of prolonged illness or other justifiable reasons. An incomplete must be made up within two weeks or the incomplete becomes an E.

Grading Periods

Students shall receive a progress report at the end of each quarter indicating their grades for each course of study for that portion of the academic term. Semester grades indicate the official grade for the semester. NOTE: Kindergarten students will receive a report card in January and June.

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

Exams

Middle School / High School

1. All students are required to be in attendance during examination days.
2. All core classes are required to give exams to all students. Teachers of non-core electives are encouraged to give an exam or capstone experience, and are required to do so at the high school.
3. When students finish exams early, there is no early dismissal from the classroom. Students must stay in class until dismissal time.
4. Make-up exams are arranged with each individual teacher.
5. Suspended students (Out-of-School) will be able to take exams. However, they will report to school as scheduled by the office. Teachers must insure

- that suspended students are able to make-up their exams. All exams will be returned to teachers for grading.
- In-school suspended students will take exams while serving ISS on exam days. Exams will be returned to the teacher for grading.

ParentVUE

LakeVille Schools and Genesee Intermediate School District are pleased to provide parents with a web interface to our Student Information System called "ParentVue". ParentVue is an internet module that has an interface with our student database. You have the ability to check your child's attendance, schedule, and transcription information, and access teachers' e-mail addresses. Instructions for use are located on the LakeVille Web site. To access ParentVue go to www.Lakevilleschools.org, and click on the Parent link located in the parent tab of the district home page. The Parent and Family link will take you to a page that has a direct link to ParentVue. Please contact the administration office at (810) 591/538-3980 for access information and to set up an account. If you need help logging in to view your child's information, then please click on the instructions link before proceeding.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

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

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

LakeVille High School

A student's progress toward graduation and receiving a diploma is determined by completing the required coursework, earning the necessary credits and meeting all Michigan Merit Curriculum requirements. A student is promoted to the next grade level when the credit requirements listed below are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or a personal curriculum.

Students or parents with questions about earned credit, and course and graduation requirements should consult the Guidance Office. A counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered -

Freshman	0 to 6 Credits
Sophomore	7 to 12 Credits
Junior	13 to 17 Credits
Senior	18 or more Credits

Seniors are those students who have earned 16 credits prior to the beginning of a new school year. Students are encouraged to make up lost credits in the subsequent

summer school in order to maintain their academic standing. A maximum of 1 ½ credits may be earned in one summer school session. Freshmen, sophomores, and juniors are not permitted to enroll in night school classes to earn credits toward graduation.

GRADUATION REQUIREMENTS

Generally, a student will complete graduation requirements in four (4) years. To be awarded a Lakeville Community Schools diploma a student need to meet the course requirements listed below, and earn a minimum total of 22 credits. The program for special needs students is determined by an IEP or in a personal curriculum. For more information about different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual.

Graduation Requirements

Specific course requirements

Course	Credits	Subjects Required
English	4	English 9, 10, 11, and English 12 (semester course includes Senior Exit project) and an additional ½ credit of English electives.
Mathematics	4	Algebra I, Geometry, Algebra II, additional math or math related credit. One of the four math credits must be in the senior year.
Science	3	Physical Science, Physical Chemistry, Biology, and Chemistry or Physics
Social Studies	3	1 credit of U.S. History and Geography, 1 credit of World History and Geography, ½ credit of Economics, and ½ credit of Civics
Health	½	One semester is required.
Physical Education	½	Students who have completed four semesters of extra-curricular or physical activities may be eligible to waive the ½ credit of P.E.
World Language	2*	Students are required to take two credits of a World Language *Students may earn the second credit by taking an additional Visual, Performing, or Applied Arts Course
Visual, Performing and Applied Arts	1	Includes art, music, and industrial technology courses
Electives	4	Includes business, world language, and any course not otherwise needed as a requirement.
Total Credits	22	A student who passes all classes during his/her high school career will graduate with 24 total credits.

Notes:

- Lakeville grants 3 credits for each year of successful completion at the Genesee Career Institute (GCI).

DUAL ENROLLMENT

Any student in 9th, 10th, 11th or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information.

ON-LINE BLENDED LEARNING PROGRAM

The District shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to District students using online and distance education technology in both traditional and nontraditional classroom settings. Students in grades 5-12 are eligible.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Lower Elementary (K-2)

Perfect Attendance - students who do not miss any school and who do not come to school late or leave school early for 1 marking period will receive an Attendance Award.

Upper Elementary (Grades 3-5)

Perfect Attendance - students who do not miss any school and who do not come to school late or leave school early for 1 marking period will receive an Attendance Award. Students receive recognition for academic achievement in assemblies each quarter.

Middle School (Grades 6-8)

Students receive recognition for perfect attendance, character and academic recognition in award ceremonies at year's end.

High School (Grades 9-12)

LakeVille recognizes outstanding attendance and academic achievement. The top ten seniors are recognized based on their cumulative grade point average at the end of the

eighth semester and contingent upon completion of credit, course, and attendance requirements for a diploma. Public recognition based on academic standing such as Best in Class and Tri-Valley Conference Academic Honors will be determined according to prescribed formulas and/or class standing as of the awarding organization's deadline.

Honors (3.0 - 3.499 GPA) and high honor students (3.5 - 4.0 GPA) are also recognized.

Students in grades 9-12 receive academic department awards during the Senior or Underclassman Awards programs.

HONOR ROLL

Upper Elementary (Grades 3-5)

Honor Roll - Students who achieve A's and B's in their six academic subjects are named to the Columbiaville Elementary Honor Roll.

Middle School (Grades 6-8)

Honor Roll Students (all A's and B's) will be recognized at the end of 1st and 2nd semester.

High School (Grades 9-12)

Each semester, students are placed on an honor roll for academic standards achieved as follows: Gold - 3.5-4.0 Silver - 3.0-3.499

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated assessments and graduation. Homework will not be used for disciplinary reasons but only to enhance student learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed the first day of school or upon enrolling the student in school. Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in

Policy7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the internet. The Board of Education is pleased to provide internet services to its students. The board encourages students to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the internet will be guided by the board's policy on instructional materials.

The internet is an electronic highway connecting computers and users in the district with computers and users worldwide. Access to the internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the board may not be able to technologically limit access to services through the board's internet connection to only those who have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The board has implemented technology protection measures which block/filter internet access to visual displays that are obscene, child pornography or harmful to minors. The board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that the board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet. The board supports and

respects each family's right to decide whether to apply for independent student access to the internet.

The superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The board expects that staff members will provide guidance and instruction to students in the appropriate use of the internet. All internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the board's computers/network and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. The board does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the board's computers assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this board policy and its accompanying guidelines.

The board designates the superintendent and technology director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines, as they apply to the use of the network and the internet for instructional purposes.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME) will include the SAT, WorkKeys, and M-STEP for juniors. All 11th graders will take the state assessment in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college level work. The SAT is the nation's most widely used college admissions test, and is the first step toward higher education for students of all backgrounds. The SAT covers core content areas deemed essential for success in college – reading, mathematics, and writing and language.

MME testing will be scheduled according to state guidelines which is typically in April.

Parents and students should watch school newsletters and the local press for the announced testing times.

Juniors may opt to take the PSAT/NMSQT (National Merit Scholarship Qualifying Test) in the fall. This will give all testing juniors an opportunity to qualify for National Merit Scholarships.

Sophomores will take the PSAT-10 which provides early feedback to help students identify the knowledge and skills they need to be college and career ready. In addition, through the PSAT/NMSQT results, students may be also connected with AP courses, scholarships and recognition programs, and college planning resources.

Freshmen will take the PSAT-8/9 which serves as the foundation for understanding students' progress as they enter high school. An early indicator of college readiness that is aligned with the SAT, PSAT/NMSQT, and PSAT-10, the PSAT will provide detailed performance feedback.

Additional assessments are given to students to monitor progress and determine student mastery of core content. These tests are used to help staff determine instructional needs.

Public Act 335, State 1279B, of the School Code requires that high school students be offered the opportunity to "test out" of any course offered by his/her high school except Government/Civics or physical education or any course where group performance is a fundamental requirement.

Students must demonstrate proficiency of Michigan Merit Curriculum requirements by passing a comprehensive examination which may include written papers, projects, labs, performances. Or other appropriate assessments incorporated within the course with a score at or above 78%.

All "testing out" assessments for the coming year will be completed in the month of August. There will be one date scheduled for testing. Students will be contacted by mail during the summer with the scheduled date, location, and time for testing.

Requests for testing out must be made no later than the last day of school in the spring.

High School

Advanced Placement and College entrance testing information can be obtained from the Counseling Office.

Elementary and Middle School

K – 2 MLPP

K – 5 DRA

K – 8 NWEA

3 – 5 STAR Reading and Math

3 – 8 M-STEP is administered each school year for students in grades 3 – 8. Students take the Northwest Evaluation Assessment (NWEA) three times per year to monitor their academic growth.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

The board authorizes many student groups that are sponsored by a staff member. Authorized groups include but are not limited to the following:

Elementary (Grades K-5)

- Community Education After-School Activities

Middle School

- Dances are held for the enjoyment of students currently attending the middle school. Dances are scheduled so as not to correspond with the high school home games, when possible. Dances will begin at 2:30 PM and end no later than 4:30 PM. All students must enter the dance within 15 minutes of the starting time. A student wishing to enter the dance later than 15 minutes after the starting time must be accompanied to the entrance by his/her parent or guardian.
- Book bowl
- Student council is a group of students, elected by students, to represent and govern the student body in school activities. Elections will be held in accordance with the Student Council Constitution.
- Any school-sponsored organization or club not covered above.

High School (Grades 9-12)

- National Honor Society
- Talent show
- Homecoming court
- Snowcoming court
- Equestrian team
- Bowling team
- School clubs
- Musicals and plays
- Band

- Dances
- Yearbook
- Prom committee
- Student council
- Any school-sponsored organization or club not covered above.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must be in attendance at school for a full day on the day of any activity in order to participate.

LakeVille students who desire the privilege of participating in co-curricular activities must agree to the following expectations:

1. **I pledge** to not use, possess, or be an accessory to supplying alcohol, anabolic steroids, tobacco, illegal controlled substances, drug paraphernalia, or look a likes.
2. **I pledge** to not commit any criminal acts that violate state or federal statutes.
3. **I pledge** to not commit any misdemeanor act or act of civil forfeiture that violate municipal ordinances.
4. **I pledge** to act as a responsible individual in the school environment. As a co-curricular participant, I will not exhibit behaviors which lead to suspensions and/or expulsions.
5. **I pledge** to attend all classes each day that school is in session, unless the absence is for a board excused reason.
6. **I pledge** to work for passing grades in all classes, as academics are the most important element in attending school.
7. **I pledge** to exhibit positive sportsmanship in practices, competitions, and performances.
8. **I pledge** to listen to and follow the directions and rules of conduct established by my coach/advisor.
9. **I pledge** to respect the property owned by other students, by the LakeVille School District, and property of the other school districts.

The co-curricular code is in effect 12 months of the year!

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no agent or employee of the district will promote, lead, or participate in the meeting and that non-school persons do not direct, conduct, control, or regularly attend the activity. All school rules will still apply regarding behavior and equal opportunity to participate.

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

A non-district-sponsored organization may not use the name of the school or school mascot.

ATHLETICS

LakeVille Schools provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

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

For further information, contact the athletic director, at 591-4039.

ELIGIBILITY

In order to participate in interscholastic activities (sports), the student must have a record of a current physical exam on file in the school office. The student must pass a physical examination each year of participation. Contact the principal and/or athletic director for a copy of the athletic handbook and academic eligibility expectations. Student athletes must complete the athletic clearance process and receive their clearance card prior to attending their first practice.

Pay to Participate Fees

High School

\$100 per athlete per year
\$75 for reduced lunch eligible student per year
\$50 for free lunch eligible student per year
\$15 fee per year for participating in clubs that we incur a cost to operate

Middle School

\$50 per athlete per year
\$25 for reduced lunch eligible student per year
\$15 for free lunch eligible student per year
\$15 fee per year for participating in clubs that we incur a cost to operate

MAXIMUM FAMILY FEE \$300 YEARLY INCLUDES ATHLETICS AND CLUB FEES

***DIFFERENT PRICE STRUCTURE APPLIES TO HOCKEY DUE TO COST AND CO-OP PROGRAM.**

FEES ARE DUE BEFORE THE FIRST CONTEST OF THE SEASON

SCHOOL ATTENDANCE RELATING TO SPORTING EVENTS

A student must be at school for the full day for participation in a contest, unless there has been a prearranged absence.

Guidelines for Sporting Events

Students planning to attend middle school sporting events need to be aware of the following rules, guidelines, and information:

- Students must go home after school and then return for the games which begin at 4:30 PM. No student spectator is allowed to stay after school to wait for the game to begin. Only those students participating in the event are allowed to stay after school.
- Students should make transportation arrangements before the game. Parent pick up times are listed below.
 1. 6:45 PM for football games
 2. 6:00 PM for track meets
 3. 6:15 PM for basketball, wrestling, and volleyball
- Students and adults should practice good sportsmanship at all times - before, during and after each event. Cheering a good play is always appreciated. Booing or badmouthing a participant or an official is not acceptable and could result in removal from the gym or field.
- Please sit in the bleachers during the game. Running around the school or football field is not allowed.
- All school rules are to be adhered to before, during, and after sporting events.
- Any questions regarding these guidelines may be directed to principal. Remember, it is a privilege to attend a middle school sporting event. Don't lose that privilege.
- In order to attend an extracurricular activity, a student must be in school a full day the day of the event.

STUDENT EMPLOYMENT

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

District Attendance Policy

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

Attendance is important in the development of a high quality work ethic. One of the most important work habits that employers look for in hiring and promoting a worker is

his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. After ten days of truancy a student may be considered a habitual truant which can result in poor grades and failing coursework which become part of the student's permanent record and may be sent to employers and postsecondary schools; a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child; and a hearing before a judge in a court of law. Unexcused absences are described in Board Policy 8330.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed work and/or tests. It is the responsibility of the student to ask the teacher for missed assignments on the day the student returns to school. For extended absences, parents may request homework assignments from the school office. Please give the school office 24 hours' notice to prepare all makeup homework assignments for pick up. Generally speaking, students will have the number of days absent plus one day to complete the makeup work.

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

- Student Illness
- Death in Family
- Prearranged absences (ex: family trip, college visit)
- Medical/dental appointments
- Religious observations
- School sponsored absence (ex: field trips) Students with a health condition which causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absences on the day of the absence or by noon of the following day. They are to call the attendance office at the high school and the regular school offices to explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, then the parent should arrange to discuss the matter as many days as possible before the absence will occur, so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 8 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", then the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate

"frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, then the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her grading record and/or transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

Suspension from school

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from building school offices beginning with the third day of a suspension. Make up of missed tests may be scheduled when the student returns to school. NOTE - If school is closed due to inclement weather, power outage, etc., then a suspended student will be out of school the following day.

The student will be given credit for properly-completed assignments and grade on any made-up tests. Absence due to suspension is not considered truancy.

Signing out

Send a note with your child the day of the appointment or early dismissal. Have him/her drop it off at the attendance secretary in the morning when he/she arrives at school.

Call the attendance secretary prior to the student leaving to verify if you have sent the note. (The student will not be released by the note only). In the event you forget to send a note, you must call the attendance office for a pass to be generated for the student to leave. We always need a phone call prior to the dismissal and as early as possible in the day.

Once the note has been verified by telephone, we instruct your child take it with them to class as a pass for the teacher to see. The note becomes his/her pass to leave campus. This note also allows your student back into the building as a pass. Your student will be able to meet you at a designated meeting place for pick-up.

Closed Campus

All schools are closed campuses during the entire school day. No one will be allowed to leave school during the school day to retrieve forgotten assignments, books, homework, including going home or out to eat lunch.

A written request from a parent must be presented and a phone call must be received by the main office prior to dismissal. (Doctor's appointments) Students returning from

recurring appointments: doctor, dentist, etc., must present a note to the Attendance Office upon return from the appointment. The student can only return to school if he/she has a doctor's note. The main office will verify the time of his/her return.

At no time are students allowed to be in the parking lot during school hours without a pass from the main office. Failure to obtain a parking lot pass will result in a search of the student and vehicle and there may be additional disciplinary action.

Failure to sign out will result in disciplinary action and the absence will be recorded as unexcused.

Lakeville Memorial High School Buy Back Opportunity

Once a student accumulates more than (10) total absences, whether excused or unexcused, in a course per semester, he/she will need to buy back their missed time in order to fulfill the requirements of the course. All buy back time must be completed within five days of a semester ending.

Total Absences (limit of 10)

Absences counted toward the ten total absences per semester:

- E Excused absence
- U Unexcused absence
- TU Tardy more than ten minutes (unexcused absence)
- V Personal vacation - Special trips or family vacation. Absences will count toward absence totals.

Absences not counted toward the ten total absences in a course per semester:

- F Field trip
- C College visit – 2 college visits (seniors and juniors; one page letter written by student, using college letterhead required/attached).
- M Extended medically documented illness
- A Arranged absence (i.e. in school but not in class)
- X Extenuating circumstances (court, death of a family member, etc.
- T Tardy
- H Homebound
- I In-school suspension
- O Out-of-school suspension

Students must make up class time on an hour-for-hour basis in order to buy back time. Make-up classes are organized by the principal/teacher and may be offered before school, after school, or during afternoon on exam days. Only two (2) excused absences can be bought back from each teacher. The "Buy-Back" policy allows a student the opportunity to "buy-back" TWO of those absence days each term. Thus, a student will only have the opportunity to buy back 12 total hours per semester.

If the student successfully fulfills the Buy Back guidelines, then credit will be reinstated as long as student has a passing grade.

Students earning a 78% or higher on the semester final exam in a course will receive credit in the course regardless of the number of absences the student has accumulated.

Appeal

If a student or his/her parent feels there is a justifiable cause for the student's absence from school for more than the allowable time, they must present their case to the high school attendance committee within seven calendar days prior to the end of the semester. If the reason for the excessive absences is due to medical reasons, verification must be presented in writing by the attending health care provider or medical facility. If the reason is something other than medical, the parents must present the reason/s for the excessive absences in writing. The final appeal for reinstatement of academic credit, for that semester will be made by the Lakeville Attendance Committee. Appeal Form is available at the back of this handbook.

Tardiness

Elementary level

A student who is not in his/her assigned location by 8:50 AM (Otisville), 9:00 AM (Otter Lake), and 8:40 AM (Columbiaville Elementary) shall be considered tardy. Any student arriving late to school is to report to the school office to be signed in by an adult before proceeding to class.

Secondary Level

- The definition of tardy is understood as coming into the room after the bell stops ringing
- Any student is considered absent after missing 15 minutes of first hour and 10 minutes of any other class.

Interventions (Middle School)

1 st tardy	Warning
3 rd tardy	Parent contact
4 th tardy	Lunch detention (1 day) – Parent contact
5 th tardy	Classroom consequence Lunch detention (1 day) Hall pass restriction (All classes no passes)
6 th tardy	Lunch detention (1 week)
7 th tardy	Classroom consequence Lunch detentions (1 week) Suspension from school for persistent disobedience Parental contact
8 th	Handled on an individual basis

tardy	Parent conference
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Interventions (High School)

1 st tardy	Warning
2 nd tardy	Classroom consequence
3 rd tardy	Classroom consequence Parent Contact Referral to Head Teacher Hall pass restrictions for one week (All Classes)
4 th tardy	Classroom teacher detention Classroom teacher parental contact Hall pass restrictions for two weeks
5 th tardy	Classroom consequence After school detentions Hall pass restriction (All classes no passes) for three weeks
6 th tardy	Classroom consequences After school detentions Restrictions (All classes no passes) for remainder of the semester Conference with Head Teacher
7 th tardy	Classroom consequence After school detentions Suspension from school for persistent disobedience Parental contact
8 th tardy	Handled on an individual basis Parent conference

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

STUDENT CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to -

- abide by national, state, and local laws, as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Dress and Grooming

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

Students should consider the following questions when dressing for school

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no) Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to them or others, then s/he may be removed from the educational setting or parents may be called to bring suitable clothes.

Dress Code Guidelines

All dress code violations will be determined by the school administrators.

- Hemlines of skirts, dresses, and shorts must be no more than 4 inches above the knee (when shoulders are relaxed), including slits in skirts.

- Shirts, sweaters, and blouses must cover all undergarments and the back cannot be exposed. Midriff and cleavage should not be visible. Tube tops, halters, mesh tops, shirts with spaghetti straps revealing an undergarment, and muscle shirts are not acceptable.
- Slacks, jeans, and shorts must fit appropriately and meet the expectations of the school environment. Bicycle pants of any length leggings, pajamas, pajama bottoms, yoga pants, and slippers are not acceptable. When wearing low-riding apparel, no skin may be exposed. Torn clothing, specifically pants with holes above the knee, are not acceptable.
- Shirts with logos must be appropriate for the environment. Vulgarities, (suggested or otherwise) sexual innuendos, and attire promoting illegal substances are not allowed. Prohibited shirts include - Big Johnson, shirts promoting tobacco products, alcoholic beverages, drugs or drug paraphernalia, and/or sexual innuendo.
- Caps or other head paraphernalia are not to be worn in the buildings during school hours. Caps or other head paraphernalia will be confiscated by school staff.
- Outdoor wear such as hats, coats, jackets, and vests, etc. may be worn when passing between buildings. They are not to be worn in the building at the secondary level.
- Shoes must be worn at all times. Shoes with wheels and slippers are prohibited. Sandals without heel straps and flip flops are prohibited at the elementary schools.
- No jewelry is to be worn that symbolizes weapons or drugs, such as guns, marijuana leaves, knives, and other violent symbols. This includes necklaces, earrings, bracelets, belts, etc.
- Chains of any kind that are not specifically designed to be worn as jewelry are not allowed.
- A student shall not wear or possess any clothing, jewelry, symbol, or other items that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. The term gang, as used in this handbook, means a group of two or more persons whose purpose or activities include the commission of illegal acts or violation of school district rules or policies. Students are not allowed to wear make-up at the elementary level. Face paint is prohibited at the middle school.
- Students should have appropriate gym clothing. The physical education teachers will discuss the type of clothing students should wear during gym.
- Book bags need to be of appropriate size to fit in lockers. Book bags are not permitted in any classroom and are subject to search if the safety of the school is of concern.

Students not respecting the dress and appearance expectations may be subject to the Student Code of Behavior insubordination penalties.

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

Gangs

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

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

Students wearing, carrying or displaying gang paraphernalia, exhibiting behaviors or gestures which symbolize gang membership, or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep order. In all cases, the school shall attempt to make discipline prompt, equitable, and to have the punishment match the severity of the incident.

DISCIPLINE CODE- EXPLANATION OF TERMS

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Use of drugs

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

The Department of Community Health periodically distributes to the district the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "drug free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means

that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught or a staff member suspects a student of being under the influence of any substance, then the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

Use of breath-test instruments (alcohol)

The principal may arrange for a breath test or blood-alcohol test to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed any alcoholic beverage upon school grounds or at any school sponsored activity off school grounds.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not a student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

The consumption of and/or possession of and/or being under the influence of any alcoholic beverage or alcoholic look-alike beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student, who consumes any alcoholic look-alike beverage or is suspected to be under the influence of alcohol upon school grounds, or in an attendance center, or at any school-sponsored activity off school grounds or going to or from any school-sponsored activity, shall be refused entrance or admission and may be subject to discipline, up to and including suspension or expulsion.

District personnel may refer students for any medical treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Alcoholic look-alike beverages are those advertised and marketed as non-alcoholic, but which come under the control of the state liquor commission.

Use of tobacco

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

Student disorder/demonstration

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

Possession of a weapon

A weapon includes but is not limited to firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, then that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Use of an object as a weapon

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

Knowledge of dangerous weapons or threats of violence

Because the board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

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

Physical assault/threat of a staff member/student/person associated with the district

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

Verbal assault/threat of a staff member/student/person associated with the district

Verbal assault at school against a district employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assaults may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

Lying/providing false information

Students are expected to provide honest answers to administrators when being questioned. Violations of this rule will result in suspension.

False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives

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

Trespassing/accessing restricted areas

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, then the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the classroom teacher/principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, then the student is expected to comply. Chronic disobedience can result in expulsion.

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent absence or tardiness

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

Unauthorized use of school or private property

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

Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, then he/she will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Possession of Wireless Communication Devices (WCDs)

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extracurricular activities), and/or at school-related functions. Use of WCDs, except approved laptops at any other time is prohibited and they must be powered completely off and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless

telephones, pagers/beepers, BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the district's network. The preceding prohibitions do not apply to Board-owned and issued laptops or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

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

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Violation of bus rules

Please refer to Section V on transportation for bus rules.

Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless hand held device), may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or may report it directly to the superintendent at 11107 Washburn Road, Otisville, 48463 phone 591-3980. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified in previous paragraph.

If the investigation finds that harassment occurred, then it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer, or position and/or a request to resign for board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions or privileges of the school district
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments

Sexual Harassment may include but is not limited to

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note - An inappropriate boundary invasion by a District employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in state law. M. C. L. A. 722.621 et. seq. will follow district guidelines.

Hazing

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

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

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to

- 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 private body parts

Note - if the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, then there is a significant likelihood that the activity may result in violation of this policy.

Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Notification

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

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

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

Implementation

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal. 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. Complaints can also be filed on our electronically on our website at www.lakevilleschools.org

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

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

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

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

Prevention/Training

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

DEFINITIONS

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

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

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

"Bullying" is 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 (1) 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.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, sexual, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

Possession of a firearm, arson, and criminal sexual conduct

In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with board policy 2461 and federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school, as well as in the community.

Safety concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Student Responsibility Center (SRC)

The Student Responsibility Center has been created in the Middle and High Schools to reduce the time teachers spend disciplining students who disrupt the learning environment. Students who interrupt class with unacceptable behavior will be sent to the SRC room to reflect on their poor behavior and create a plan for improvement. When a teacher speaks the line “What are you doing?” the student knows that, potentially, the SRC process has begun.

If the behavior of the student does not improve, the student will be sent to the SRC room to develop a plan of improvement. The following is the SRC process:

Teacher asks, “What are you doing?” and goes through the SRC script with the student. If the student is rude, sarcastic or continues to misbehave, he/she student is sent to SRC.

Student reports to SRC, is seated and given a “Student Responsibility Reflection” to complete when he/she is calm.

After completing this reflection, the student will devise a plan to improve his/her behavior by answering guided questions resulting in a “Student Responsibility Contract.”

Student will review the completed reflection and contract with the SRC Supervisor, Principal, or Lead Teacher.

SRC Supervisor, Principal or Head Teacher will discuss the reflection with the student and discuss the need for improved behavior. The SRC Supervisor, Lead Teacher, or Principal will call student's parents.

Student will schedule a brief (1-3 min) meeting with teacher to discuss plan and their return to class. (This meeting must take place before school, after school, during lunch, or during the teacher's conference period).

Teacher and student will negotiate the student's return to class based on the student's plan. SRC has been created to stop unacceptable behavior before discipline is required. However, students who are sent to SRC repeatedly will enter into the discipline process.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes

- create behavior plan to improve behavior
- change of seating or location
- lunch-time/recess or before or after-school detention
- in-school restriction
- discipline referral

Informal discipline procedures apply to behavior that interferes with teaching and learning. Inappropriate or minor behaviors include -

- Inappropriate language such as name calling
- Refusal to follow procedures/directions
- Classroom distractions such as talking, making noises, out-of-seat behaviors, blurting out
- Throwing objects such as paper wads, pencils, erasers, stones, snowballs, pinecones
- Horseplay or roughhousing
- Running, poking, shoving, pushing, sliding, skipping, hair pulling, loitering, climbing, hanging, etc.
- Failure to transport written communication to/from parents
- Spitting
- Unprepared for class
- Poor use of class time
- Lack of cooperation
- Disregard for cafeteria rules and manners
- Loud noises indoors

Informal discipline is progressive. Persistent disobedience will lead to possible suspension from school.

- Warning-talk with student
- Loss of a privilege/parent contact
- Discipline Referral
- Referral to the lead teacher or principal

Detentions

1. A student may be detained after school or asked to come to school early, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.
2. Only the administration will assign students to the detention room for disciplinary reasons. Teachers may assign detentions to be served in individual classrooms.
3. Assignment to the detention room is a form of discipline for deviation from acceptable school standards. Acceptable classroom behavior must be maintained by the student while in detention, or the student may be given additional detention time or be suspended from school.
4. When a student is assigned detention, he/she must serve the detention within three school days.
5. Students who report late for detention will not be admitted to the detention room.
6. Students who do not serve their assigned detentions will be suspended from school until the detention is served.
7. Morning detention is from 6:30-7:20 AM and afternoon detention is from 2:15-3:15 PM.
8. Each detention session counts as one hour.
9. Detentions assigned for skipping class are 55 minutes and must be served before or after school.

Formal Discipline

Formal discipline may remove the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Suspension by the teacher from one class

A teacher may suspend a student from his/her class, subject or activity for up to one class period in accordance with state law (Section 1309 of the Revised School Code) and the LakeVille Student Code of Conduct for conduct that poses a clear threat of imminent injury to persons or property. This provision does not permit teachers to suspend students for one full day, but only to suspend students from the individual teacher's class, subject, or activity for one school day.

Special education students are only subject to discipline consistent with the Individuals with Disabilities Education Act (IDEA) 2004.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. For purposes of this policy a short term suspension is defined as "a suspension of not more than ten (10) days. A long term suspension is defined as a suspension of more than ten (10) days. The Board designates the Superintendent as its representative at any hearings regarding the appeal of suspensions.

Short-term Suspensions from School

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

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. The principal will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The decision of the principal may be appealed in writing to the superintendent within two (2) school days of the parents' receipt of the decision. The superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of

alleged violation of due process by the superintendent. Any change in the length of the student's suspension as a result of the appeal will be corrected in the student's disciplinary record.

When a student is suspended, s/he may makeup work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

If, in the principal's opinion or as required by statute, the alleged infraction warrants a long-term suspension or expulsion, s/he shall refer the case to the superintendent.

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

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

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A meeting with the parent(s) and student may be scheduled with the superintendent at the request of the parents or superintendent prior to the hearing before the Board. The superintendent shall review the evidence presented by the parent(s) and either concur with the recommendation of the administrator or modify the recommended discipline. The superintendent shall forward his/her recommendation to the Board of Education for final disposition.

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

Discipline of students with disabilities

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

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Book bags need to be of appropriate size to fit in lockers. Book bags are not permitted in any classroom and are subject to search if the safety of the school is of concern. Permanent stickers and graffiti are not allowed on lockers.

In an effort to keep our high school free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

LakeVille Community School buildings and grounds are equipped with a video surveillance system. The parking lots and public areas are monitored and recorded. The footage will be used by administration for safety and discipline. Privacy rights will be protected. Students must not enter the building outside of school hours unless accompanied by a school official or staff member.

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed if it
 1. Is obscene to minors, libelous, indecent and pervasively or vulgar
 2. Advertises any product or service not permitted to minors by law
 3. Intends to be insulting or harassing
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
 5. Presents a clear or present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

Student Code of Conduct Consequences (Major Offenses)

The following consequences are provided as examples and are not intended to be an exhaustive list. Consequences will progress in severity and will be determined by the school administrator(s). **Administrative intervention may occur for any level depending on the severity of the offense.** Refer to the list of disciplinary actions that may be taken by the school administrator(s) on the following pages.

I. Controlled Substances - Drugs, Alcohol, and Tobacco

Violation	Consequence
Tobacco, tobacco substitutes/lookalikes - Possession, consumption (use), or distribution, sale of tobacco and tobacco products	First offense - 1 day suspension Second offense - 3 day suspension Third offense - 5 day suspension
Drugs - Over-the-Counter Medications Possession, consumption (use), sale, or distribution of over-the-counter medications	10 day suspension pending further investigation and possible expulsion
Drugs-Prescription Possession, consumption (use), under the influence, sale, or distribution of prescription drugs	10 day suspension pending further investigation and possible expulsion
Drugs-Illegal Possession, consumption (use), under the influence, sale, or distribution of illegal drugs	10 day suspension pending further investigation and possible expulsion. Law enforcement to be contacted, further actions may be taken.
Alcohol - Possession, consumption (use), under the influence, sale, or distribution of alcohol	10 day suspension pending further investigation and possible expulsion. Law enforcement may be contacted, further action may be taken.
Inhalants Possession, consumption (use), sale, or distribution of inhalants such as whippets, white-out, glue, aerosol cans, etc. will be treated as controlled substances	10 day suspension pending further investigation and possible expulsion Law Enforcement may be contacted, further action may be taken.

II. Weapons/Dangerous Materials

Violation	Consequence
Weapons Possession, use of dangerous or deadly weapons such as firearms, knives, chains, pipe sections, razor blades, or the use of any object (i.e. padlocks, pens, pencils, laser pointers, jewelry, etc) that is used to threaten, harm, or harass another	State and federal laws apply. Student will be indefinitely suspended pending a full investigation leading toward expulsion.
Dangerous Materials Possession, use, sale, or distribution of dangerous materials such as fireworks, explosives, smoke bombs, mace, pepper gas, and	State and federal laws apply. Student will be indefinitely suspended pending a full investigation leading toward expulsion.

other objects of similar nature.	
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III. Protection of Property

Violation	Consequence
Theft, Burglary, Robbery The intent, attempt, or act of dishonestly acquiring property of others (stealing).	Return of or payment of stolen property and the following: First offense – 1-3 day suspension Second offense – 3-5 day suspension Third offense – 5-10 day suspension The value of the stolen property will be considered when determining whether or not law enforcement officials are contacted.
Vandalism Involvement in intentional damage or defacement of property belonging to others, including but not limited to computer software or hardware.	Full restitution of property and 1-10 day suspension Depending on severity, further actions may be taken
Arson	Law enforcement will be contacted and full restitution will be sought. Student will be indefinitely suspended pending a full investigation leading toward expulsion.
False Alarms The act of initiating a fire alarm, calling 911, and/or initiating a report warning of fire, bombing, or other catastrophe without just cause.	Indefinite suspension pending a full investigation and possible expulsion.
Technology Inappropriate use of technology <i>beyond</i> what is described in the technology use agreement. Facebook will be notified of inappropriate use by any student.	First offense - 3 day suspension Second offense - 5 day suspension Third offense - 10 day suspension Possible loss of driving and computer privileges.
Trespassing, accessing a restricted area, and/or unauthorized use of school and/or personal property	First offense - 3 day suspension Second offense - 5 day suspension Third offense – 10 day suspension

IV. Protection of Personal Property and Mental Well-Being

Violation	Consequence
Harassment-bullying, hazing, or intimidation directed at school staff, volunteer, contractor, or another student.	Depending on the severity of the harassment/intimidation, a student will receive up to a 10 day suspension and face possible expulsion. Legal ramifications outside of school may apply.
Physical assault or threat of school staff, volunteer, or contractor	Intentional injury to another person is a felony. Legal ramifications outside of school may apply. 10 day suspension pending further investigation and possible expulsion

Physical assault or threat of another student Physical assault includes biting.	Intentional injury to another person is a felony. Legal ramifications outside of school may apply. 10 day suspension pending further investigation and possible expulsion
Verbal/written assault or threat of school staff, volunteer, or contractor	Depending on the severity of the language used, a student will receive up to a 10 day suspension and face possible expulsion from school.
Verbal/written assault or threat of another student	Depending on the severity of the language used, a student will receive up to a 10 day suspension and face possible expulsion from school
Fighting	First offense – 10 days Second offense - long term suspension and possible expulsion
Extortion or blackmail	Indefinite suspension pending a full investigation and possible expulsion from school.
Gambling	First offense - 1 day suspension Second offense - 3 day suspension Third offense – 5 day suspension
Unauthorized demonstrations or rioting: Inciting others to disobedience or to disrupt the normal educational day	First offense – 1 day suspension Second offense – 3 day suspension Third offense – 5 day suspension

V. Appropriate Learning Environment

Violation	Consequence
Cheating and/or plagiarism - Copying of someone else's work with the intent to misrepresent is never permissible.	A failing grade of zero will be assessed for the specific work associated with cheating, and student may be placed on probation for the balance of a semester.
Insubordination - is any refusal to obey a reasonable request. This includes, but is not limited to, the refusal to identify oneself or the refusal to complete class assignments.	First offense- detention/community service or up to 1 day suspension Second offense-3 day suspension Third offense-5 day suspension
Disruptive behavior in hallways, lunchroom, or classroom -This behavior may compromise the safety of others, lead to an unauthorized demonstration and/or riot, or prevent a teacher from effectively delivering instruction.	First offense – detention/community service Second offense - 1 day suspension Third offense - 3 day suspension
Disruptive Lunchroom Behavior (including, but not limited to, throwing food)	First offense – 10 day separation from cafeteria Second offense – 20 day separation from cafeteria Third offense – separation from cafeteria

	for remainder of school year
Persistent disobedience -is defined as three violations of any prohibited behavior within one school year.	First offense – 1 to 3 day suspension Second offense – 4 to 10 day suspension Driving privileges may be revoked.
Unauthorized use of cell phones or other electronic devices - If a student uses another person’s phone or asks another student to pretend the phone in his/hers; it is a cell phone violation for each student.	First offense – parents must pick up phone Second offense – Student is on a five (5) day phone contract. (Phone must be in the office from 7:20 AM-2:10 PM for the duration) Third offense – Student is on a ten (10) day phone contract. Restrictions listed above. Fourth offense – Suspension – Days increase with the number of offenses.
Vehicles - Hazardous driving, unauthorized parking, misuse of a permit, violation of other student vehicle regulations	First offense - 5 hours of after-school detention/community service Second offense - student will be denied permission to operate or park a vehicle on school property for up to 20 school days Third offense - parking privileges may be revoked for up to 90 days.
Food, beverages, littering -Improper disposal of food and refuse, removal of food from the cafeteria, improper lunch room behavior, consumption and/or littering of food and beverages in the hallways, classrooms, and unauthorized areas.	First offense - detention/community service Second offense - student may be required to complete up to 30 hours of cleanup or general repair work on school property. Third offense - student may be denied permission to operate or park a vehicle on school property.
Public display of affection	First offense – detention/community service Second offense – 1 to 3 day suspension Third offense – 3 to 5 day suspension
Profanity Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.	Non-directed profanity – First offense – SRC Second offense – detention/community service Third offense - 1 to 3 days of suspension Directed profanity to staff – First offense – 3 day suspension Second offense – 5 day suspension Third offense – 10 day suspension

VI. Attendance and Punctuality

Violation	Consequence
Improper checkout or failure to attend an assigned class (Skipping)	One hour detention for each hour missed
Attendance - leaving the school without prior permission, misuse of a pass, chronic tardiness, skipping	First offense – detention/community service Second offense - 1 day suspension Third offense - 3 day suspension AND Loss of driving privileges with each offense

Examples of Disciplinary Action That May Be Taken by the School Administrator

1. Material may be confiscated.
2. Student may be required to spend up to five (5) hours in after-school detention or any other consequence deemed appropriate by the administrator
3. Student may be required to complete up to 30 hours of cleanup or general repair work on school property.
4. Student may be required to make use of counseling services.
5. Student may be required to attend a special clinic on alcohol, smoking or substance abuse.
6. Student may be required to make full financial restitution.
7. Student may be denied permission to operate or park a vehicle on school property for up to 20 school days.
8. Vehicles may be towed at student expense or a parking ticket will be issued this will carry a fine.
9. Parking privileges will be revoked for up to 90 school days.
10. A failing grade may be assessed for the specific work associated with cheating.
11. Students will not receive credit for class work missed unless designated by the principal or his/her designee.
12. Students may be required to attend ISS, not to exceed three (3) days per incident. Students will receive credit during the in-school suspension. If the first infraction (per school year) results in a one-day, in-school suspension, the student may participate in after-school activities.
13. Suspension from school premises and activities for period not to exceed three (3) days per incident and/or a pending conference with parents. Either or both actions will be determined by the principal or his or her designee. At the discretion of the principal, the conference may be made a condition for readmission.
14. Suspension from school premises and activities for a period of no fewer than four (4) and no more than ten (10) days with a conference required with parents, the principal (or designee). Legal action may be taken.
15. Student may be suspended from school premises up to an indefinite period of time subject to intensive counseling and until receipt of statements from counselor, psychologist or psychiatrist that behavior is not likely to be disruptive or dangerous to himself/ herself or others.

16. Student may be subject to actions applicable to the offense and may, subject to the requirements of LakeVille's suspension and expulsion policies, be suspended from school and excluded from premises and activities for the balance of the
17. A recommendation for expulsion from school may be made to the superintendent of schools (or designee).
18. Student may be placed on probation for the balance of a semester or the school year. Activities of such a student will be monitored by the principal (or designee) through required attendance at scheduled conferences. The student will be expected to conform strictly to the Student Code of Conduct. Any violation of probation may result in the student being suspended subject to the requirements of LakeVille's suspension and expulsion policies for the balance of a semester or the school year.
19. Student may be placed on probation for the balance of a semester or the school year. Co-curricular and extra-curricular activities of such a student may be restricted. The student will be expected to conform strictly to the LakeVille Student Code of Conduct and activities of such a student will be monitored by the principal (or designee) through attendance at scheduled conferences. Any violation of probation may result in the student being suspended subject to the requirements of LakeVille's suspension and expulsion policies for the future of a semester or the school year.
20. Police may be notified; further action may be taken.

SECTION V - Student Transportation

ADMINISTRATIVE RESPONSIBILITY

The day-to-day operation of the school transportation system shall be the responsibility of the supervisor of transportation.

BUS DRIVER'S AUTHORITY

A bus driver shall have authority over and the responsibility for passengers riding in his/her bus.

Operation of the system

- A. The measurement of the mileage to determine eligibility for transportation is the responsibility of the transportation supervisor. This measurement shall be accepted as evidence of eligibility for transportation. Any person who disagrees with the measurement may present it to the board, along with an application for approval of transportation service for students living in his home who are legal residents of the school system. All measurements must be over a public route, using the shortest reasonable route available.
- B. Each eligible student will be assigned to use a specific bus stop and shall not be permitted to use any other bus without permission.
- C. Drivers are to transport only their regularly assigned passengers unless other authorization is received from the transportation Department.

- D. In an emergency, written requests may be waived by the Transportation Department.

The district will use the following procedure for long term adjustments in bus stops

- A. Transportation Variance Forms will be available in each elementary school and online.
- B. **All** “transportation variances” must be approved by the transportation department.
- C. Day-to-day variances or bus passes are not allowed.
- D. A copy of an approved “transportation variance” is to be held by the principal, the transportation department and the appropriate bus driver(s).

STUDENT CONDUCT

- A. Parents are informed that school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.
- B. Parents are responsible for their child’s safety while going to or from the bus stop and while waiting for the school bus, their child being at the bus stop at least five (5) minutes prior to scheduled pick-up time, and damage to school buses, personal property or public property.
- C. Students are expected to conduct themselves in a proper manner at bus stops. The district will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.
- D. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops.

Please note:

- Failure to follow these rules and regulations may result in the loss of bus riding privileges.
- The bus driver is authorized to assign seats.
- School buses may have video cameras installed on them.

The safety of students is our primary concern. To insure their safety, **everybody** (bus drivers, students and parents) must cooperate.

Any action not covered below but considered disruptive shall be handled as a violation of the bus rules and regulations. Exclusion from the list shall not be interpreted as limiting the school’s authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the LakeVille Community Schools.

SCHOOL BUS RULES AND REGULATIONS

1. Only students eligible for transportation will be permitted to ride the buses.
2. Bus riding is a privilege. All rules and regulations must be followed to create a safe environment for all students during the time they are being transported.
3. Are posted on each bus.

RESPONSIBILITY OF THE STUDENT

While on the bus:

1. Stay seated.
2. Cooperate with the driver.
3. Be quiet when crossing railroad tracks.
4. Emergency exits and aisles are to remain unobstructed. Emergency exits must never be opened except in an emergency.
5. Be courteous, do not use profane language. Bullying, harassing, violent behavior will not be tolerated.
6. Do not eat or drink.
7. Never throw objects inside or outside the bus.
8. Keep head, hands and feet inside the bus. Do not shout, whistle or gesture from the bus window.
9. Sale, use or possession of alcohol, drugs, tobacco, firearms, fireworks, explosives or other weapons are expressly forbidden.
10. Do not be destructive. Damage to seats or interior of the bus will be paid for by the parents of students involved and riding privileges will be withdrawn.
11. Keep the bus clean.
12. The school bus is not to be used for transporting freight.
13. Band instruments, school projects and book bags have to be able to be held on students lap.

WAITING FOR THE BUS

1. YOU MUST BE AT YOUR STOP WHEN THE BUS ARRIVES. DRIVERS MAY NOT WAIT FOR TARDY STUDENTS.
2. Stay off the roadway at all times while waiting for the bus.
3. Respect other people and their property.
4. Wait until the bus comes to a complete stop before attempting to board.

WHEN BOARDING OR LEAVING THE BUS

1. Make certain the bus is stationary.
2. Step on and off quickly, quietly and carefully.
3. No pushing or shoving.
4. Cross 10 feet in **front** of the bus only. This is a state law. Be sure to check both ways for oncoming vehicles, as they do not always heed the red flashers.
5. Stop before you cross the open road area and look both ways. Maintain eye contact with the driver and wait until you are given the signal to cross.

IN CASE OF AN EMERGENCY

1. Remain calm and quiet.
2. Listen and obey the driver's instructions.
3. If evacuation is necessary, exit promptly.

Students who choose to violate bus rules and regulations will be subject to the following disciplinary procedures:

FIRST OFFENSE shall result in one or more of the following disciplinary procedures:

1. Conference with the student
2. Telephone or personal conference with the parent/guardian
3. Letter to parent/guardian (Whenever possible, a letter of understanding will accompany a copy of the conduct referral identifying possible consequences of further violations.)

SECOND OFFENSE shall result in one or more of the following actions being taken by the transportation director:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian (Whenever possible, a letter of understanding will accompany a copy of the conduct referral identifying possible consequences of further violations.)
4. Five-day (maximum) suspension of bus riding privileges

THIRD OFFENSE shall result in one or more of the following actions being taken by the transportation director or building administrator:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian (Whenever possible, a letter of understanding will accompany a copy of the conduct referral identifying possible consequences of further violations.)
4. Up to ten-day suspension of bus riding privileges
5. Suspension from school
6. Expulsion from transportation
7. Expulsion from school

While most discipline measures are progressive, in the interest of control and safety on the bus, the following infractions (because of their severity) will forego progression and be treated as if they were a third offense.

1. Behavior of any kind which serves to distract the bus driver and thereby threatens the safety of the bus occupants, such as the throwing of objects, screaming, whistling or others listed below may result in immediate disciplinary actions.
2. Threatening the bus driver
3. Severe group rowdiness
4. Arson
5. Assault
6. Fighting
7. Gross disrespect
8. Sale, use, or possession of alcohol, drugs, tobacco, firearms, fireworks, explosives or other weapons
9. Vandalism

10. Any other such offenses determined by the bus driver, and/or transportation director or building principal to be of sufficient severity to warrant progressing immediately as a third offense

Appeal Process

A disciplinary action may be appealed by the student/parent/guardian to the transportation supervisor with five (5) school days. If there continues to be disagreement with the decision, the student/parent may appeal to the superintendent within five (5) school days.

BUS VIOLATION WARNING

School _____ Bus # _____

Student's Name _____ Date _____

Offense Committed Checked Below

Continually Too Noisy _____ Improper Language _____

Will Not Follow Directions _____ Fighting on the Bus _____

Bother Others Continually _____ Other _____

Driver's Comments: _____

This warning is issued by the bus driver. The student has not conducted himself/herself properly on the bus and has been a hazard to the safety of the passengers. This warning must be signed and returned to the driver tomorrow in order for the student to ride the bus.

Parent's Comments: _____

Driver's Signature

Parent's Signature

Driving to school

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

The following rules shall apply -

- Students under age eighteen (18) must have written parental permission prior to driving to school.

- Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of driver's license, insurance certificate, and vehicle registration.
Parking lot speed limit is 10 mph.
- The student must obtain a permit from the main office and pay a fee of \$3.00 for the entire school year. Students who owe fines will not be issued parking permits until all fines are paid.
- If a student's parking permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.
- Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

Students will be required to park in designated student parking areas only! Vehicles that are in violation of parking rules will be towed away at the owner's expense.

School personnel will attempt to keep the parking lot secure, but the school assumes no responsibility for vehicle damage or theft.

Special Note - driving to school is a privilege that can be revoked by school administration. Students are required to follow these regulations:

1. Drive safely at all times
2. Reckless driving, that is, squealing tires, excessive speed, driving on sidewalks or lawn, racing or making excessive noise may result in having your driving privilege suspended or a ticket by police.
3. Park only in the area you are assigned
4. Driving permits may be revoked for violation of school rules or state laws
5. Students are not allowed in the parking lot without a pass from the office.

ATTENDANCE APPEAL FORM

If you wish to appeal your attendance status, please do the following:

1. Complete this form and return to school administrator no later than 7 days
2. Attach a statement from the student explaining the absences and rationale for waiver; state class you are appealing.
3. Attach a statement from parents supporting waiver;
4. Attach supporting medical documentation (physician's explanation for absences)

Your attendance records, disciplinary records, and teacher recommendations will be considered in making a decision. You will be notified by mail of the decision of your appeal. Note that appeals are not considered until after all final grades are turned in.

BUY BACK FORM

Student Name _____ Student ID _____

Course Name to Buy Back _____

Number of EXCUSED hours to Buy Back _____

Number of hours Bought Back _____

Student Signature _____

Teacher Signature _____

Date _____

LakeVille Community Schools

Board of Education

2016-2017

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