

Lakewood High School Student Handbook

At the time of this publication all information is accurate to the best of our knowledge. However, due to the ever-changing demands of our educational environment, we reserve the right to change any and all schedules, policies, procedures, and requirements stated within this handbook. We also reserve the right to interpret and apply the handbook consistent with the mission of the Lakewood School District.

Lakewood School District Vision and Mission

The **Mission** of Lakewood Public Schools is.....

Preparing our students for success.

The **Vision** of Lakewood Public Schools is.....

As a community we will: Educate, Empower, and Equip our students for life.

Lakewood High School's mission is Vikings ASPIRE

Accountability

Safety

Perseverance

Integrity

Respect

Empathy

Phone Numbers:

Main Office:	374-8868	Main Office Fax:	374-1477
Athletics:	374-0211	Athletic Fax	374-1473
Bus Garage:	374-1476	Guidance:	374-0140
Transportation:	374-0759	Guidance fax:	374-2221

SEVEN HABITS TO BECOMING A HIGHLY SUCCESSFUL LHS STUDENT

1. Go to class

Confirming an Absence – pg. 10

Attendance policy – pg. 10, 8-day loss of credit

2. Don't be late for class

Tardy policy – pg.10, Hall passes – pg.23

3rd RTR, 4th suspension

3. Be prepared for class

Books, paper, pencil

Faculty & staff – pg. 4

4. Do your homework every day

GPA, pg. 6, Honors classes, High Honors pg. 8

Academic Excellence – pg. 8

5. Make a plan

Students don't plan to fail, they fail to plan

Calendar – pg.2-3

6. Set goals

What are you going to do when you graduate?

7. Take notes in class

This is the start of a four-year journey!

2021-2022 Calendar (all dates are subject to change)

Aug. 18	First Day of School ½ day
Aug 19 & 20	½ day a.m. for students
Aug. 26	Picture Day
Sept. 3	No School
Sept. 6	No School/Labor Day
Sept. 17	Homecoming
Sept. 18	Homecoming Dance (if allowed)
Oct. 1	No School/PD for teachers
Oct. 6	Count Day
Oct. 15	Picture Retakes
Nov. 4	½ day a.m. for students
Nov. 4	Parent Teacher Conferences 12:00 pm - 3:00 pm, 4:00 pm - 7:00 pm
Nov. 19	Senior Photo for yearbook is due
Nov. 23	½ day a.m. for students & staff
Nov. 24-28	NO SCHOOL – Thanksgiving
Dec. 20 - Jan. 2	Winter Break - NO SCHOOL
Jan. 3	School Resumes
Jan. 13	Exams 1st, 2nd, & 3rd
Jan. 14	Exams 4th, 5th & 6th,
Jan. 14	End of 1st Semester
Jan. 17	No School/P.D. day
Jan. 18	Begin 2 nd Semester
Jan. 20	Blood Drive
Feb. 4	Winterfest
Feb. 5	Winterfest Dance (If allowed)
Feb. 9	Count Day
Feb. 11 - 15	Mid Winter Break
March 2	Parent Teacher Conferences 4:00 pm - 7:00 pm
March 14	No School/P.D. day for teachers
March 17	Blood Drive
April 1 - April 10	Spring Break - No School

April 11	School Resumes
April 12	11 th Grade SAT, 9 th & 10 th PSAT
April 13	11 th Grade Work Keys testing
April 19	11 th Grade M-Step
April 20	11 th Grade M-Step
April 30	Jr/Sr Prom
May 18	Senior Exams periods 1 st , 2 nd , 3 rd
May 19	Senior Exams periods 4 th , 5 th & 6 th
May 20	Last Regular Class day for Seniors - Senior Tea/Tee
May 22	Baccalaureate - 6:00 p.m.
May 23	Senior Honors Night - 6:00 p.m.
May 26	Graduation Practice - 8:00 a.m. (MANDATORY FOR SENIORS)
May 26	Graduation
May 30	NO SCHOOL - Memorial Day
May 27	Exams periods 1 st , 2 nd , 3 rd , finish full day
May 28	Exams periods 4 th , 5 th & 6 th (Last day of School) Early dismissal for students.

*Athletic grade checks will be each week.

Daily Schedule

Hour	Begins	Ends
1	7:20 am	8:20 am
2	8:25 am	9:23 am
3	9:28 am	10:26am
4	10:26 am	11:59 am
A lunch 10:26 am – 10:56 am		
	11:01 am	11:59 am
10:31 am 11:00 am		
B lunch 11:00 am – 11:30am		
	11:30 am	11:59 am
10:31 am 11:29 am		
C lunch 11:29 am – 11:59 am		
5	12:04 pm	1:02 pm
6	1:07 pm	2:08 pm

Half Day Schedule

Hour	Begins	Ends
1	7:20 am	7:47 am
2	7:52 am	8:19 am
3	8:24 am	8:51 am
4	8:56 am	9:23 am
5	9:28 am	9:55 am
6	10:00 am	10:28 am

Two Hour Delay Schedule

Hour	Begins	Ends
1	9:20 am	9:56 am
2	10:00 am	10:36 am
4	10:36 am	12:00 am
LUNCH A 10:36 am 11:06 am		
	11:11 am	12:00 pm
10:36 am 11:03 am		
LUNCH B 11:03 am 11:33 am		
	11:33 am	12:00 am
10:36 am 11:30 am		
LUNCH C 11:30 am 12:00 pm		
3	12:04 pm	12:42 pm
5	12:46 pm	1:24 pm
6	1:28 pm	2:08 pm

FACULTY

Mr. Dennis Ackerson	Constr. Tech/Woods
Ms. Elizabeth Bayer	Choir
Ms. Kayla Bennington	Social Studies
Mr. Douglas Callaway	Science
Ms. Heather Denney	English
Ms. Jessica Flessner	Science
Mr. Greg Forman	Science
Ms. Christine Grunewald	Social Studies
Ms. Kayla Bennington	Social Studies
Mr. Eric Hall	Math/Computer Science
Mr. Anthony Harmer	Social Studies/PE
Mr. James Hassett	Mathematics
Ms. Katie Kaatz	Social Studies
Mr. Keith Kadwell	English
Mr. Matt Markwart	Business/PE
Ms. Nicole Mir	English
Ms. Mary Murray	Sp. Education
Mr. Adam Noaeill	Band
Ms. Karen Palazzolo	Health/PE
Mr. Philip Savage	Mathematics
Mr. Kenneth Smith	English
Ms. Erin Stepek	German
Ms. Lydia Suntken	Science
Mr. Marcus Urka	Spanish
Ms. Nancy VanHuis	Sp. Education
Mr. Wynn Wikman	Art
Mr. Todd Wormmeester	Sp. Education

SECRETARIES

Ms. Anita Duits	Principal's Secretary
Ms. Shalea Backe	Assistant Principal's Secretary
Mr. Cameron Rowland	Athletic Director's Secretary

GUIDANCE CENTER

Ms. Karen Sage	Registrar
Ms. Elizabeth Conroy	Counselor
Mr. Miles Warren	Counselor

MEDIA CENTER

Ms. Pat Reese	Media Specialist
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MAINTENANCE

Mr. Brian Atwell	Mr. Nick Chase
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COOKS

Ms. DebVanDyke	Ms. Tonia Heath
Ms. Traci Brewer	Ms. Annette Weeks
Ms. Kim Markwart	

HIGH SCHOOL ADMINISTRATION

Mr. Stephen Williams	Principal
Mr. Mike Quinn	Assistant Principal/Athletic Director

LAKESWOOD BOARD OF EDUCATION

Ms. Jamie Brodbeck-Krenz	Mr. Gary Foltz	Mrs. Melissa McClelland	Ms. Lynn MacKenzie
Mr. Steven St. Laurent	Mr. Francis Pytlowany	Mr. Darin Weller	

CENTRAL OFFICE

Dr. Steven C. Skalka	Superintendent
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ACADEMICS

Grading Scale

A	4.0	93-100%	A-	3.7	90-92%
B+	3.3	87-89%	B	3.0	83-86%
B-	2.7	80-82%	C+	2.3	77-79%
C	2.0	73-76%	C-	1.7	70-72%
D+	1.3	67-69%	D	1.0	63-66%
D-	.7	60-62%	F	.0	59%-Below
All other grades - .0					

A weighted grading scale will be utilized for Advanced Placement courses offered at Lakewood High School. Advanced Placement courses offer a national standardized test at the end of the year-long course that may earn college credit for students. **Students will only be granted a weighted GPA for AP courses if they complete the full-year course and take the AP exam.** Note: Virtual classes will not be granted a weighted GPA scale.

Regular Grading System

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

AP Grading System

A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
D-	1.7
F	0

Disputing a Grade The appeal must be submitted to the principal by the student, custodial parent, or guardian in writing within two weeks of grade reports being issued. Appeals made after the two week deadline will not be considered, and will become permanent grades.

Exams Exams may be given to all students at the end of each term. Exams will count for twenty percent (20%) of the final grade.

Progress Reports All students' grades are accessible on the internet through Skyward. Students and parents/guardians can choose notification updates. Please contact the high school office for more information.

Report Cards Report cards will be handed out to students at the end of the term. They will initial a list stating that they have received their report card. Report cards will be mailed to the student's home address approximately five (5) working days after the end of the year.

Grade Point Average GPA does not include courses which do not receive a letter grade, i.e. Work-Based Learning.

Incompletes An incomplete, which is not made up within two weeks of the end of the term, becomes a failure. The principal may grant special considerations.

Honor Roll A student must have a grading period GPA of 3.000 and receive credit in all classes to be placed on the honor roll.

GRADUATION AND CLASS REQUIREMENTS

Graduation Each student is expected to be a full time student and will need to have participated in any State or Federal testing program, All students must complete all terms of attendance of a full time student to graduate unless early graduation has been requested and approved by the Board of Education. The request for early graduation will be submitted to the Board no later than the October workshop of the school year the student wishes to graduate. The student requesting early graduation will be expected to address the Board of Education at this meeting to explain the plan and answer questions.

Early Graduation Eight (8) terms of attendance are required for graduation. This may be reduced by School Board action if the following criteria are met:

1. The student has met all other requirements for high school graduation.
2. The student shall present a career plan showing what she/he will be doing during the time she/he would otherwise be attending school in the second term. This plan will need to be approved by the counselor, high school principal, and superintendent. The plan also must be presented to the Board of Education one month prior to seeking approval for early graduation.
3. The student shall obtain written permission from his/her parent/guardian (if under the age of 18).
4. Any student, who seeks early graduation, will lose the right to the distinction of Valedictorian or Salutatorian.
5. The request for early graduation will be submitted to the Board no later than the October workshop with approval at the January board meeting of the school year the student wishes to graduate. The student requesting early graduation will be expected to address the Board of Education at this meeting to explain the plan and answer questions.

Credit Is earned at the end of the term. Each class period is worth one-half (1/2) credit. A student may earn three (3) credits per term.

All fees/fines/outstanding obligations must be paid in full prior to Graduation.

1. **Physical Education/Health Education*** Beginning with the Class of 2020--One (1) credit which must consist of 2 terms of course work: *one-half (1/2) credit in Physical Education and one-half (1/2) credit in Health Management.* A PE waiver will not be available to the class of 2020 and beyond.
2. **Math** – four (4) math credits which must consist of 8 terms of course work: *(including Algebra I, a form of Algebra II, Geometry, & one (1) Math or math - related credit during the senior year.)*
3. **Science** – Three (3) credits which must consist of 6 terms of course work and include: *9th Biology, 10th Physical Science, 11th or 12th: One (1) additional science credit in any science in any science elective two-term course or combination of single term elective science courses.*
4. **English** – Four (4) credits which must consist of 8 terms of course work and include: *one (1) each in English 9, 10 & 11.*
5. **Social Studies** - Three (3) credits which must consist of 6 terms of course work and include: *9th --one (1) US History & Geography, 10th--one-half (½) Government and one-half (½) Economics, and 11th--one (1) World History*
6. **Visual Performing Arts** – One (1) credit which must consist of 2 terms of course work.
7. **World Languages** – Two (2) credits which must consist of 4 terms of course work. See your counselor for additional information.

Note: On-line experience will be completed through multiple required courses. Educational Development Plan (EDP) required. Assessments: 11th grade—State-Mandated Tests.

TOTAL CREDITS - 22

Scholar Classes

Accelerated Algebra II
Adv. Accounting
Adv. Chemistry
Algebra III
Anat./Physiology
A.P. Biology
A.P. Calculus
A.P. Chemistry
A.P. Computer Science
A.P. Language & Comp

A.P. Literature & Comp
A.P. World History
Botany
English Classics
English 10 Advanced
Genetics/Etymology
German II-III-IV
Modern American Hist
Modern World History
Physics

Precalculus
Publications II
Sr Social Studies
Spanish II, III-IV
Web Page Design
Zoology
*Concert Choir
*Symphonic Band
*(11th OR 12th grade only)

Classes taken at EISD Career Prep Center/LCC for a second year in the same subject area can be applied towards honor credit. Classes taken at the high school more than one year can count only once, i.e. Concert Choir and Symphonic Band. Independent studies which go beyond the scope of the listed scholar classes can be applied towards honor credit with prior approval of the principal. Virtual classes must have an honor's designation or department approval. A letter grade must be earned for Scholar Classes to be considered for honor's points.

Class Ranking

Students are ranked according to their cumulative GPA based on all classes in which a final term letter grade is received. Final ranking for seniors is calculated after the first term in their senior year. The cumulative GPA continues until the end of the final term.

Honors 3.000-3.4999 cumulative Grade Point Average (GPA) plus eight (8) terms of scholar classes. The student must possess at least a 3.000 cumulative GPA after the first term of their senior year.

High Honors 3.500 and above cumulative GPA plus twelve (12) terms of scholar classes. The student must possess at least a 3.500 cumulative GPA after the first term of their senior year.

Academic Excellence Recognition of Academic Excellence will be awarded to students who have achieved a 3.75 cumulative GPA plus sixteen (16) terms of scholar classes. The student must possess at least a 3.75 cumulative GPA after the first term of their senior year.

Valedictorian & Salutatorian To be named Valedictorian or Salutatorian, a student must complete all terms required and receive a letter grade of A, B, C, D or F in all classes where letter grades are given. (An S or U in classes that only give those two options). Students can receive an S or U for testing out, as long as the test out is prior to ever attending the class.

Valedictorian and Salutatorian candidates may dual enroll, but the college-assessed grade must appear on their Lakewood High School report card and transcripts, and will be counted towards the GPA.

Furthermore, the student must have achieved the recognition of Academic Excellence. **REFER TO BOARD POLICY 5430**

ACADEMIC PROGRAMS

Credit Recovery: If a student is credit deficient, credit recovery options may be available. Please see your Guidance Counselor.

Credit by Testing: A student who can obtain a grade of a C+ or better on a term final exam for that course, may obtain course credit through testing. If there is no final exam, the student may exhibit a reasonable level of mastery of the subject through criteria approved by the school board, such as portfolios, projects, etc. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose.

Arrangements to test out of a class are made in the High School Guidance office. Credit by testing dates will be announced prior to May 1st. Testing dates will occur prior to the end of the school year.

Any student who wishes to be Valedictorian or Salutatorian, must test out prior to attending the class. Lakewood High School is **not** required to provide review materials to students who wish to test out.

Seniors who wish to test out may only test out the summer prior to the start of their senior year. NCAA does not accept classes that are tested out. Students must take and pass the actual course for NCAA.

Career Preparation The Career Preparation program assists students in transition from the school world to the work world, beginning in middle school and continuing into high school. High school students meet with guidance counselors to create a four-year plan with a Career Pathway for courses taken in high school. The plan can be altered over the year. All students receive classroom training in employability skills in sophomore Social Studies.

Other options for credit work beginning as a junior are:

- Technical programs at Eaton ISD Career Prep. Center/LCC.
- Work-Based Education.
- Resource room students, through the resource room teacher for work/study experience.

Dual Enrollment: Effective April 1, 1996, Public Act 160 created the “Postsecondary Enrollment Options Act”, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities if students meet the standards set forth by the state. See your Guidance Counselor for an explanation of this policy.

Any student taking five (5) – seven (7) college credits in a semester will only have three (3) High School classes. Any student taking eight (8) – ten (10) college credits in a semester will only have one (1) High School class.

Valedictorian and Salutatorian candidates may dual enroll, but the college-assessed grade must appear on their Lakewood High School transcript, and will be counted towards the GPA. Refer to Board Policy 5430.

Early/Middle College: The Early/Middle College is a five-year high school program designed to allow a pupil to earn a high school diploma while also earning an associate’s degree, and E/MC (MEMCA) technical certificate, an industry recognized technical certificate, or 60 transferable credits. Students must commit and apply to the program prior to their junior year of high school. For more information, please see your Guidance Counselor.

Homebound Instruction Students, who meet the qualifications and will be absent for 5 or more consecutive days and have a doctor’s note requesting homebound services, will be assigned a homebound teacher. Refusals of homebound instruction will lead to the expectation that homework will be current upon the student’s return. Homework not completed may result in a zero. All students are required to take the final exam.

Online Learning: The State of Michigan School Aid Act allows students (with the consent of their parent or guardian) to enroll in virtual courses where each course is capable of generating credit or grade progression. Section 21f allows pupils to enroll in virtual courses from the district or statewide virtual course catalog. Lakewood Public Schools is not required to provide the technology or Internet access except under certain state guidelines. For more information, and to evaluate if you are a good candidate for taking online courses, please see your school counselor for more information. The request for online course enrollment must be made in the academic term, semester, trimester, or summer preceding the enrollment. Students interested in the virtual program can access digital curriculum through Apex Learning at <http://www.apexlearning.com> or Michigan Virtual University (MVU) at <http://www.mivhs.org>. Please refer to School Board Policy 5430 regarding class rank.

Work-Based Learning Requirement: Prior approval of the Work-Based Learning coordinator and counselor. All students must qualify through an Educational Development Plan (EDP). When a junior or senior finds a job related to a class in which they are enrolled, an on-the-job training program—Work-Based Learning—may be set up for the student to receive released time from school, class credit, and wages. Arrangements must be made with the Work-Based Learning coordinator **and the guidance office**. Juniors and seniors are limited to being released from school for up **to two (2) periods (maximum 1 credit per term)** a day and must carry an additional four (4) periods of other classes.

1. Any Work-Based Learning student who must serve time in the Responsible Thinking Room will complete the process before leaving for work.
2. Any student who does not receive credit for the semester for the related Career Technical Education vocational class will also not receive credit for Career Technical Education Work-Based Learning related to that class.
3. If a student drops a related vocational class, the student will also be removed from the Work-Based Learning job for any hours released during the school day and receive no credit for either Work-Based Learning class or the Work-Based Learning job.
4. Work-Based Learning students must take academic classes while on campus.
5. Work-Based Learning students must maintain regular attendance in their academic school-based classes to be eligible to attend their Work-Based job. Credit will not be awarded to Work-Based students who fail to maintain regular school attendance.
6. Work-Based Learning students are required to maintain and update a timesheet with the Work-Based coordinator on a weekly basis. Credit will not be awarded to Work-Based students who fail to accurately record hours worked on the timesheet.

ATTENDANCE

Attendance, punctuality, class participation, and interaction with teachers and other students are educational values that impact a student's academic achievement. Regular attendance is a primary responsibility of the student and the parent/guardian. Regular attendance practices learned in high school are vital for employment later in life. Parents must ensure regular attendance by limiting vacations, hunting, shopping and appointments to non-school hours.

Tardy Policy A tardy occurs after the bell rings and up to three minutes late to class. An absence is being more than three minutes late to class or not present for the class. The second tardy in a class will be considered as an absence for that hour. One absence is counted for every two times tardy. Students who have **excessive tardiness**, will be sent to RTR for truancy. Second truancy will result in a one day suspension.

Grade Reduction Students are allowed a maximum of seven (7) absences per semester before grade reduction may take place. Absences due to a funeral, (day of funeral plus 1 day grievance for death of immediate family member) school athletics, school music programs, field trips, college visits, mentorship days, military graduation (up to 3 days), and professional appointments, including court appearances, assignment to the Responsible Thinking Room or suspensions will not apply toward reduction of grade.

All other absences will count toward the possible reduction of grade. When a student reaches their eighth (8th) absence for a semester, they might begin to have their grade reduced. The following schedule is an example of the grade reduction:

Grade	Days Absent								
	8	9	10	11	12	13	14	15	16
A	A-	B+	B	B-	C+	C	C-	D+	D
A-	B+	B	B-	C+	C	C-	D+	D	D-
B+	B	B-	C+	C	C-	D+	D	D-	
B	B-	C+	C	C-	D+	D	D-		
B-	C+	C	C-	D+	D	D-			
C+	C	C-	D+	D	D-				
C	C-	D+	D	D-					
C-	D+	D	D-						
D+	D	D-							
D	D-								
D-									

A student will have the original grade reinstated by achieving at least a 77% (C+) on the final exam. If they fail to achieve a C+, the grade will be reduced according to the schedule.

Students who miss more than fifteen (15) days in any one class, (including excused absences), will not be eligible to participate in any extracurricular/co-curricular or school sponsored event. (At the discretion of Administration) Attendance will be checked every nine (9) weeks. Any student, who misses more than fifteen (15) days at the nine (9) week check, will not be eligible until the end of the semester. At the end of the semester any student missing more than fifteen (15) days will not be eligible for the first nine (9) weeks of the next semester. Absences start over at the beginning of each semester.

DISCIPLINARY ACTION

CODE OF CONDUCT

A positive and respectful atmosphere on our campus contributes to the level and quality of learning that occurs.

The primary objective of Lakewood Public Schools is to assist each student to develop into a responsible, self-controlled individual willing to assume his/her role as a productive member of society. Students are responsible for their own conduct. An important aspect of this is respecting the rules and regulations that are established for the protection of the rights of all members of the school community.

The Board of Education is authorized by state law to make reasonable rules and regulations relative to whatsoever is deemed necessary and to impose discipline. These rules apply while in attendance at school or en route to and from school.

The discipline policy of Lakewood Public Schools is based on humanitarian principles and ideas, and recognizes the dignity and worth of each student. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and on sound principles. When a student's behavior presents a risk to his/her self or others, interferes with the rights of others, or becomes disruptive of the educational process, the administration must take corrective action through the Code of Conduct. The following rules are not intended to be all inclusive. Other offenses not listed may give rise to discipline. The school administrators have the authority to interpret and apply the code of conduct with various discipline based upon the severity of the offense and circumstances around the event. All teachers and staff members have the authority to enforce school rules and direct students.

ELASTICITY CLAUSE - The following rules, regulations, and procedures are guidelines for student conduct. It is impossible to cover every possible action that interferes with student learning and safety. Therefore, conduct that deliberately interferes with the educational process, safety of staff or students, or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, as well as the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety.

APPLICABILITY CLAUSE - The Lakewood High School administration reserves the right to apply the following rules, regulations, and procedures for off-campus conduct.

Expectations of Students

1. Respect and be courteous to others. Respect property of the school and others.
2. Attend school regularly.
3. Be punctual to school and class.
4. Comply with requests, instructions, and directions given by all school personnel, while on school premises and/or at all school sanctioned activities.
5. Complete assigned class work.
6. Come to class prepared and ready to work.
7. Follow proper appeal procedures when perceived unfairness and/or mistreatment occur.
8. Obey the laws of the State of Michigan.
9. Respect and follow the rules of our community.

The regulations apply while students are in school, on school grounds, at school-sponsored events, field trips, or en route to or from school, at Work-Based Education or vocational classes. Offenses are cumulative during the students' high school years. Students may be subject to emergency suspension if the student's presence poses an immediate and continuing danger to self, others or school personnel, or a substantial disruption to the educational process.

Some activities may be violations of civil or criminal law and could be subject to legal actions by law enforcement authorities against the student and/or parent.

It is impossible to list all the possible kinds of inappropriate behaviors for which students may be subject to discipline. The current list is examples of behaviors for which discipline will be taken.

DISCIPLINARY OR CORRECTIVE PROCEDURE

Before discipline is imposed, due process will be afforded to the student. The extent of the due process applied depends upon the severity of the possible penalty. Minimally, a student will have oral or written notice of the charge and an opportunity to respond to the charge. Teachers have the authority to exclude the student temporarily from the class. The building administrators are authorized to institute suspension up to 10 days and to recommend expulsion. While on suspension or expelled, students may not be on school grounds or attend events without the building principal's prior approval.

Proper Conflict Resolution Process: Though students, parents and members of the community shall not be denied the right to petition the board for redress of their complaints, complaints will be referred back through the proper administrator for solution before investigation or action by the board. It is the desire of the board to solve problems as close to their source as possible. The public is therefore advised that the proper channels for complaints involving school personnel are as follows:

1. Teacher, Coach or other employee
2. Principal or Athletic Director
3. Superintendent
4. Board of Education

Intervention Teams Consist of teachers, counselors, RTR and administrators, parent and student to establish a plan for student behavior and consequences.

Responsible Thinking Room Guidelines (RTR) RTR will be operated with respect and consideration for others. The rules of the room will be visible and each student will be asked to sign an acknowledgment of these rules and follow those rules. Failure to follow the rules will result in immediate suspension from school. A parent meeting will be required before the student may return to school. Any student suspended from school because of the RTR process will return to school through the RTR process.

Responsible Thinking Process The Responsible Thinking Process is central to Lakewood High School discipline. The Responsible Thinking Process is an effective way for reducing disruption while enhancing the student's ability to resolve problems through the creation of effective plans. These plans are primarily written by the student and negotiated with the staff member in charge of the area where the student was disruptive before the student returns to that area. Students are allowed a maximum of three (3) days to negotiate. Day one includes the day the student chooses to leave his/her class. If a student fails to negotiate with the faculty member, the student may be suspended. When a student chooses to leave a classroom or other supervised areas, they are to report directly to the Responsible Thinking Room (RTR). Failure to do so may result in immediate suspension from school. Once a student has been suspended for failure to negotiate, the student will have one (1) day to negotiate or be suspended for three (3) days.

Suspensions per visit to RTR:
4th/5th referral to RTR = 1 day
6th/7th referral to RTR = 3 days
8th/9th referral to RTR = 5 days
10th referral to RTR = 10 days

Social Probation: Occurs when an administrator determines, based upon violation of school rules, that a student may not attend after school events for a specific amount of time. Students may only be at school during regular school hours. A fifteen (15) minute guideline will be in effect. This means no student on social probation may be at school no more than fifteen (15) minutes before or after school, unless under direct supervision of a staff member. A student involved in extracurricular activities can only participate when directly supervised. The fifteen (15) minute rule applies to practice and game times.

Violation of social probation will result in suspension from school and lengthening of social probation.

In-School Suspension (ISS): In-school suspension (ISS) is a strategy used by schools to discipline students for their behavior while ensuring that they participate in the academic process in some way.

It consists of students being removed from the normal school environment, and spending their day (or days depending on the offense) working on their normal class work in a special classroom set aside for these students. Usually a teacher or team of teachers supervises and assists students with their assignments.

Out of School Suspension (OSS): Removal from school up to ten (10) days.

1. The student shall be informed of the allegation which could result in discipline and shall have a right to tell his/her side of the story.
2. If the administrator suspends the student, he will notify the parent/guardian by phone or mail as soon as possible of the suspension, the reasons for it, and the steps for the student's return.
3. Meet with the parent or guardian and the student prior to the student's return to school.
4. If the parent/guardian is dissatisfied with a suspension of more than 5 days, they may appeal to the superintendent within 2 school days of the principal's decision.
5. Suspended or RTR students may also be placed on social probation.
6. Suspensions during the week of exams will be enforced the first week of the following term.

Expulsion Procedures Exclusion from school more than ten (10) days to permanent expulsion:

1. Written notice of charges against a student, time and place for hearing shall be mailed to the student's parent/guardian.
2. Parent or guardian and student may be present at the Board of Education hearing with legal counsel at his/her own expense.
3. The hearing may be held in public or closed session at the parent's request.
4. Students may question witnesses who appear at the hearing.
5. Students may offer testimony, witnesses and documents on their own behalf.
6. The Board's decision shall be based upon the evidence presented, based upon a majority vote.
7. The rules of evidence and of court proceedings do not apply.

DISRUPTION TO EDUCATIONAL SETTING

Cafeteria Misconduct: Throwing food, messing up the table and/or floor, failure to clean up utensils and trays, removing food from the cafeteria, or cutting in line. Minimum Discipline: RTR and/or clean the cafeteria up to suspension

Cell Phones/Personal Property Students are discouraged from bringing any personal property to school including cell phones. LHS bears no responsibility for the investigation or recovery of loss or theft of a student's personal property. Students who do bring their cell phones to school are required to 1) store them in their vehicle if they drive, 2) store them in their locker, or 3) have them turned off at all times during the school day. Any cell phone, cell phone accessories, or personal, non-school issued electronic devices seen or heard during class will be confiscated.

1st Offense: Returned at the end of the day, warning.

2nd Offense: Returned at the end of the day, lunch detention.

3rd Offense: Parent meeting to be held for the phone to be returned.

Disrupting Class or Violation of Class Rules: Minimum Discipline: RTR

Dress Code School is a place for education. Students are expected to attend school appropriately groomed and dressed. Good grooming and neatness on the part of students are an expression of pride in themselves, their family, and their school. Lakewood students are expected both to dress and to behave in an appropriate and respectful manner in accordance with the student handbook, whether during the school day or at school-related or school-sponsored events.

1. Footwear must be worn at all times.
2. All shirts must be long enough so they do not reveal a student's midriff. Shirts may be sleeveless as long as they have a seam around the opening.
3. Tops, blouses, and shirts must be closed or buttoned at a reasonable spot.
4. Skirts/Shorts must be extended to mid-thigh, or be worn with opaque tights (not see-through).
5. Clothing shall not promote profane, vulgar, or obscene suggestions, sexually suggestive language, advertises alcoholic beverages or drugs or violent language.
6. Clothing shall not infringe upon the rights and freedoms of other students. Special religious customs may be accommodated at the discretion of the principal
7. Hats, caps, and hoods are prohibited upon entrance into the building up until school dismissal.
8. Clothing accessories that may endanger another are prohibited.
9. Pajamas are not acceptable attire.
10. Outdoor apparel, bulky coats, and trench coats, or similar apparel or garments must be left in the student's locker and not worn to class (This does not include semi-formal or formal wear including, tuxedos, suits, and blazers.) – Without the expressed permission of the Administration.

The school reserves the right to amend the dress code at any time. Students will be notified of these changes in advance of them taking effect. These rules shall be followed unless a specific request for religious accommodation is made and accepted by the building Principal.

Students who are in violation of the dress code will be referred to the office where the following course of action will be taken:

- Students will be given the opportunity to change into their own appropriate clothes.
- Contact will be made with home and someone may bring appropriate clothes for the student.
- The student will be allowed to choose from an assortment of clean clothes found in the office.

If the parent or guardian gives the office verbal permission to allow a student to go home and change clothes, the student will be allowed to leave but will receive an unexcused absence for the time that they are away from school. Failure to comply will be considered insubordination.

Insubordination: Willful disobedience of a request by an administrator or a staff member will not be tolerated. Minimum Discipline: RTR

Persistent Disobedience: Repeated offenses over a period of time. Minimum Discipline: In-School Suspension

Public Displays of Affection (PDA): Overt displays of affection are inappropriate. Appropriate displays of affection will be limited to hand holding and walking with an arm around the other person's shoulder or waist. Minimum Discipline: Warning

Profane and Obscene Language/Gestures: Use of profane and obscene language including verbal or written, gestures, or pornographic material is prohibited. Minimum Discipline: RTR

Skipping (Truancy): Leaving school, or not attending school without parent/guardian permission. Minimum Discipline: In-School Suspension. Students are required to sign out in the main office with parent/guardian permission.

Social Media: Visiting social media will result in the loss of your password for 10 school days, a parent contact and RTR before a student can reenter a computer lab. If the student has a computer class, the teacher can log a student onto the network.

Senior Pranks: Seniors, who participate in pranks prior to graduation that cause any damage that requires the district to spend money in materials or manpower, to repair, replace, or remove any type of material or structure, may lose the right to participate in or attend graduation ceremony. Other penalties may be imposed.

EXTRACURRICULAR ACTIVITIES

ATHLETIC CODE OF CONDUCT FOR LAKEWOOD HIGH SCHOOL STUDENTS

The athletic code is in effect during an athlete's entire career. Since the code is a part of the high school student handbook and all incoming students must sign that the handbook has been received, it is understood that the athletic code will go into effect upon the entrance of any student to the high school. This code is in effect for 365 days for the student's entire high school career.

Athletic Mission Statement

We believe that all students can benefit from athletics – from the participants to the spectators. Our mission is to provide students all possible opportunities to benefit from the positive outcomes provided by participation in athletics.

Player Philosophy - Athletes, by their nature, concentrate on the development of specific skills to be utilized in competitive sports. Equally important to the development of the mental and physical skills needed to compete in a particular sport is the need for the development of positive social attitudes and interpersonal relations. The student who serves on a team that competes interscholastically represents him or herself, the family, the team, the school, and the Community. For this reason, conduct on and off the playing field should reflect the highest values and standards that the school exemplifies.

Lakewood athletes are students first and athletes second; and should plan and budget their time so their academic responsibilities are met.

Athletics as a Privilege - It is a privilege to participate in athletics. When representing Lakewood Schools in athletic competition, the general appearance, dress, and conduct must be such as to bring credit to the athlete, the team, the school, and the community. Since it is a privilege to represent the school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. The responsibility of an athlete exists 365 days a year and is a reflection of the school and team. The conduct of athletes is always under observation.

Athletic Eligibility

The student must meet all MHSAA requirements listed below.

1. Must have passed five of their six classes during the previous semester, with a minimum of a cumulative 2.0 GPA or 2.0 GPA during the previous semester and currently be passing five of six classes. In the event that a student's GPA falls below the 2.0 requirement during the time of participation, the student will be placed on probation. While on probation, the student must adhere to these guidelines:
 - Students will not be allowed to participate in any extracurricular event/competition, but must practice with the team.
 - A weekly progress report will be available.
 - If a student falls below the 2.0 for more than three weeks of the time of participation, the student will be ruled ineligible for the remainder of the activity's duration.
2. Must meet or exceed the attendance requirements spelled out in the Student Handbook
3. Must be listed on the Master Eligibility List for the sport participating in during the current season.

4. Must be in good standing with the District in regards to academic and athletic fines (i.e. book fines, missing equipment, etc.)
5. Must have a valid Physical, Athlete Emergency Health Form, and Athletic Responsibility Acknowledgment Form on file in the Athletic Office.
6. Athlete must maintain an amateur status. Students are no longer considered amateur if that student:
 - Receives money or other valuable consideration from any source for participating in athletics, sports or games;
 - Receives money or valuable consideration for officiating in interscholastic athletic competitions; or
 - Signs a professional athletic contract.

MHSAA Requirements

The student must:

1. Know and adhere to the athletic Code of Conduct of the school;
2. Meet or exceed all attendance and academic requirements;
3. Observe completely all policies regarding conduct;
4. Consult with the Athletic Director over questions regarding eligibility to participate;
5. Practice good sportsmanship - Sportsmanship is defined as conduct and attitude considered as befitting participants in sports especially fair-play, courtesy, striving spirit, and grace in losing; and
6. Demonstrate respect for opponents and officials before, during, and after contests.

Athlete Expectations

Lakewood student-athletes shall abide by the following guidelines:

- Once a student becomes a member of any team in grades 6-12 s/he will thereafter be considered a student-athlete. All student-athletes are expected to follow all rules, regulations and policies.
- Put team goals ahead of personal goals.
- The athlete will refrain from the use of profanity.
- Be on time and prepared for practices, meetings, and games.
- Must strive toward the development of good sportsmanship, citizenship, and leadership at all times. Student-athletes represent both school and community.
- Any student-athlete suspended from school for any reason will be suspended from all athletic practices and contests during that suspension.
- Student-athletes must attend school the entire school day on the day of the scheduled contest in order to participate in the athletic activity. Exceptions to this policy must comply with the school policy on attendance at the discretion of the Athletic Director.

Hazing - Hazing is any intentional, knowing, or reckless act, occurring on or off-school property, by one person or group directed at a student that endangers the mental or physical health of that student. No form of hazing will be tolerated in the Lakewood Public Schools. Any athlete or group of athletes found guilty of any type of hazing will be subject to disciplinary action.

Ethical and Moral Behavior - Any behavior, involvement, and/or acts that can be construed as unethical, immoral, or detrimental to the team or school in which the student-athlete is a participant, may result in discipline and/or penalties in compliance with the Lakewood Athletic Handbook, High School and Middle School Student Code of Conduct, or team rules.

Internet activity - Any inappropriate activity the student-athlete may participate in on the computer shall be deemed as a violation of the ethical and moral behavior policy.

Heckling or Display of Poor Sportsmanship at Sporting Events - Any behavior, involvement, and / or acts that can be construed as displaying poor sportsmanship toward another person or team may result in discipline and /or penalties in compliance with the Carlson Athletic Handbook, Carlson and Shumate Student Code of Conduct, or team rules.

Criminal Acts - Athletes charged with a criminal act that was allegedly committed either on or off school premises will be considered in violation of the Athletic Code of Conduct. Police reports will be reviewed by the

building principal and the Athletic Director and appropriate penalties will be imposed at that time. Student-athletes must refrain from the use, possession, distribution, sale of tobacco, narcotics, alcohol, or anything associated with the use of these products, including e-cigarettes and vaping materials. Such items shall include, but are not limited to, steroids, human growth hormones, or any other performance enhancing drugs.

Penalties for General Infractions - Participation is a privilege and, as such, all athletes will be subject to rules and regulations to which the regular student body may not. If the athlete is found guilty of violating the standards set by the school code, athletic department, and/or coach, the following actions will be taken:

FIRST OFFENSE: An athlete found violating the ethical/moral, hazing, internet, criminal acts, or training rules will be removed from their sport for a minimum of 25% of their athletic season. All game suspensions must be served consecutively. In the event that a violation occurs at the end of one sport season the penalty will be carried over into the next sport season in which the athlete participates. All penalties that are carried over to the next sport season will be adjusted to the percentage of games for that season.

SUBSEQUENT OFFENSES: For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 25% for each additional offense.

NOTE: It is not a violation of the code of conduct for a student to use or possess a prescription or patent drug when taken pursuant to legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to Board policy. A student shall notify his/her coach if he/she is taking a prescription medicine that could alter the student's behavior or affect the student's ability to participate in the activity. Distribution of substances will result in a more severe penalty.

Felony Crime - An athlete found guilty of a felony crime will be immediately removed from participation in all athletic events. A hearing with the athlete, his/her parent/s, a representing coach, the Athletic Director, and the Principal will determine when/if the athlete may return to competition and under what conditions.

Team Rules and Penalties - In addition to the general athletic rules, policies and guidelines, individual coaches may set forth and publish team rules and penalties which will be distributed to athletes and parents/guardians. A copy of these team rules will be on file in the Athletic Office. Any concerns regarding team rules and penalties should be addressed with the head coach of the sport before contacting the Athletic Director.

Suspensions and Participation - Any student who is suspended due to a violation of the Student Code of Conduct or the Athletic Code of Conduct shall be ineligible to participate in practice or competition while serving their school suspension. An athletic suspension cannot be served in conjunction with a school suspension or while the student is academically ineligible to participate unless both events are related, and therefore, must begin once the student becomes a student in good standing.

Disciplinary Process and Appeals - A student-athlete who is found to be in violation of the Athletic Code of Conduct or team rules will be notified as soon as possible of the violation and any potential penalties. The student-athlete will be given the opportunity to appeal a suspension at the discretion of the Athletic Director. Any appeal will require the student-athlete to appear before a panel comprised of the Athletic Director, head coach of the sport, the Principal, and other members chosen by the Athletic Director.

NCAA Requirements Academic eligibility based upon grades and college placement score is necessary for students to participate in college athletics.

All prospective student athletes who intend to participate in Division I or II athletics as a freshman in college must register with and be certified by the NCAA Initial-Eligibility Clearinghouse.

NCAA does not accept classes that are tested out. Students must take and pass the actual course for NCAA.

** For more information — see your counselor and Athletic Director.*

EXTRACURRICULAR ACTIVITIES

Attendance - Students may not participate in any extracurricular event if he/she has not been in attendance for all classes (entire scheduled school day) the day of the scheduled activity. For special circumstances such as a school sponsored activity, funeral, professional appointments including court appearances, the student must provide verification with an original document the day of competition. A student should receive permission from the athletic director or principal in advance of the day of the activity for any exceptions to be made.

Extracurricular Eligibility

A. To participate in any extracurricular activity, the student must have passed two and one half (2.5) credit hours (five (5) classes) the term before he/she wishes to participate. Eligibility checks will be made throughout the season. Dates are listed on the calendar.

B. A student must remain above the minimum available credits to graduate for his/her graduation class to remain academically eligible. If a student falls below the minimum requirements for their class, they will be ruled academically ineligible until they gain credit in enough courses to rise above the minimum available credits.

Procedure:

At grade check, if a student is failing one (1) or more classes the student will be contacted. Any student with two (2) failing grades will be determined to be ineligible for competition, but may continue to practice. The ineligibility will take effect immediately and can only be reversed through a weekly progress report turned into the athletic office. These suspensions will run on a Monday to Sunday basis until the student can demonstrate passing grades in five (5) classes.

Extracurricular Activities Conflict Conflicts occur when students participate in more than one after-school activity. These conflicts may arise when students are attempting to participate in several activities such as sports, music, enrichment programs and school sponsored special events.

Students who want to participate in choral/band and sports teams should do the following:

A: Contact the coach, advisor, or director of each of the activities to notify them of their intention to participate in multiple activities.

B: Communicate with the adults in charge, notifying them of conflicts or potential conflicts between the activities and work out practice schedules.

C: If athletic practices conflict with band, choral enrichment activity practices, or special events, it is the responsibility of the athlete to make every effort to work out an agreeable solution between coaches and the director of the conflicting activity.

D: An athletic event will take precedence over band or choral practice and a band/choral event will take precedence over an athletic practice. These dates of events should be communicated to both groups before the season. Participation in enrichment programs (quiz bowl, NHS, etc.) events will take precedence over either an athletic or music practice only if it has been approved by the coach band, or choral director prior to the event. Special events for graduating seniors will take precedence over any practice providing that the coach, band, or choral director has been notified, by the student, that s/he will be participating in the event at least 24 hours prior to the event.

E: If there is a band or choral event which coincides with an athletic contest, the student, parent, building principal, coach, and activity director will make the decision as to which he/she will participate in. Consideration should be given to the sequence in which events were scheduled and commitments made. There will be no repercussions against the student for the decision made.

F: If there are conflicts that cannot be resolved between the students, band/choral directors and the coaches regarding participation in both, the principal will make the decision.

G: Coaches, band, and choral directors shall not make contracts with students that would prohibit students from participating in more than one activity. School should be an opportunity to participate in a variety of activities. All involved should keep in mind that these activities are for students, not for teachers and coaches.

Dances Only Lakewood High School students may attend school dances, except guests with a pass from the principal's office. The host student is responsible for the conduct of his/her guest and will be penalized if the guest misbehaves. Anyone 21 years of age or older will not be allowed at any school dances.

1. All dances will last until 11:00 p.m. unless permission is granted by the principal or his designee.
2. Students may not leave a dance and return.
3. Organizations sponsoring a dance are responsible for the following:
 - a. An individual to play music.
 - b. Students to sell tickets in advance.
 - c. Two students to collect tickets at the door.
 - d. Students to clean up after the dance.
 - e. Students find 2 additional adult chaperones besides sponsor and administrator
4. If a disc jockey or band is to be present, the principal is to be consulted about admission prices prior to placing signs in the building.
5. Tickets to dances will be sold in advance.
6. The dress code for regular dances will be the same as the dress code for the regular school day. Special dances such as prom will require formal or semi-formal dress (no jeans, t-shirts, sweatshirts, tennis shoes, work boots, etc.). Students dressed inappropriately will not be admitted.

National Honor Society (NHS) Tutors Those requiring tutorial assistance for a shorter period of time or who prefer a peer tutor should pick up a request form at the Guidance Office for an NHS tutor. This program is NOT an alternative for those not maintaining a 2.0 for extracurricular eligibility.

LEGITIMATE EDUCATIONAL PURPOSE

Academic Dishonesty

What is cheating?

- Copying another student's homework or allowing copying by another
- Copying during/on a student's test or quiz
- Using any tools on a test or quiz not clearly allowed (e.g. note, formulas, calculator, programmable watch, etc.)
- Plagiarism
- Taking credit for work done by someone else
- Copying from a source without crediting the source
- Using another's ideas without crediting the source
- Providing to or using test answers from another person
- Sabotaging the work of others
- Excessive assistance from parents, peers, etc. on an assignment
- Creating or falsifying date or information
- Taking credit for group work to which you not have contributed

Consequences of Cheating

Teachers may inform students of deviations from the following consequences in writing prior to the date of the assignment. Teachers may choose to give the student a required alternate test/assignment for NO CREDIT.

The number of infractions will be carried over from year to year.

- **First Offense:** Assignment to RTR. Teacher/observer/student calls parents and informs the administrator. The student receives a zero for the assignment (0C). The student is not eligible to be in NHS, Circle of Excellence, or receive other academic honors for the current school year.
- **Second Offense:** RTR plan. The student receives a zero for the assignment. Teacher/observer/student calls parents and informs the administrator. The student is not eligible to be in NHS, Circle of Excellence, or receive other academic honors for the current school year.
- **Third Offense:** RTR plan. The student receives a zero for the assignment. Student/parent/observer/teacher, and administrator meet before the student may return to school (minimum 1-day suspension).

The student is not eligible to be in the NHS, Circle of Excellence, or receive other academic honors for the current school year. The student will be suspended for one-day.

- **Fourth Offense:** RTR plan. The student receives a zero for the assignment and a 10% reduction in the course grade. Student, parent, observer, teacher, administrator meet before student may return to school (minimum 3-day suspension). The student is not eligible to be in NHS, Circle of Excellence, or receive other academic honors for the remainder of his/her high school career.
- **Fifth Offense:** Student receives no credit for the class.

Forgery: Students forging the signature of a parent or staff member, giving false identification or providing incorrect information to school personnel or on the attendance-recording machine is prohibited. Minimum Discipline: RTR

Password Violations: If you give out your password or use someone else's you may be without computer access for up to 30 school days. Minimum Discipline: RTR

PROCEDURES AND CONDUCT

Bus Procedure If a student has a concern or is having problems on the bus, he/she is to follow this bus procedure:

1. Report the incident/concern to the bus driver and allow time for the driver to handle the situation.
2. Report the incident to the assistant principal or head of transportation.

Students are to report to their bus after the final bell of the day in a timely manner (5-7 minutes). Buses will be waiting for the students as soon as school is over for the day. **Buses will NOT return for students who miss their bus** and parents will be responsible for transporting their child home.

Building Use Students are not to be in the building unless they are under the supervision of a teacher or staff member including a coach.

After school dismissal: Students waiting for a ride or practice are to wait in the atrium area. Academic area, cafeteria, gyms, second floor area are all off limits unless students are being supervised.

Cafeteria Lunch Accounts Students are expected to pay for food from the cafeteria at the time food is received. Students can see their account balance at the register during lunch or before school at the time of the breakfast service. Parents may receive detailed account information by calling 616-374-2415, or on the website listed below.

Lakewood uses an automated point-of-sale computer system to manage students' breakfast and lunch accounts. No charging will be allowed for breakfast, lunch, entrée items or at the snack bar. This includes all full paid and reduced student accounts.

- Every student in the district has an individual account where they can deposit funds to cover meal purchases.
- Parents may prepay for their student's lunch and breakfast. It is recommended that parents pre-pay by the week or month.
- Deposits can be sent to school with your student or mailed directly to the Food Service Office.

Parents may add money to their student(s) lunch accounts as well as monitor their student(s) purchases. Log onto www.sendmoneytoschool.com to be directed to the registration/log-in screen.

Closed Campus Lakewood High School is a closed campus. Students are to remain on school property during regular school hours, including lunch. Students shall be excused to leave class or the building only through the main office. Students requesting early dismissal must provide the office with a note before school from a parent or guardian requesting such a release. In case of early dismissal because of illness or other non-arranged dismissal, students may use the office phone to contact a parent or guardian for permission to be released. Office personnel must talk with the parent/guardian before the student is dismissed. **Text messages**

will NOT be accepted. Students on early dismissal **must** sign out. Students leaving class or campus without permission, or without signing out, will be considered truant.

First violation: assignment to RTR; second violation: one-day suspension; further violations: suspension up to 10 days pending a parent meeting. Students using a vehicle to leave campus without permission violate Lakewood driving privileges.

Confirming an Absence Every absence must be confirmed by a parent or guardian. Parents/guardians will have forty-eight (48) hours to confirm an absence. Whenever a student is absent from school, he/she should have the parent(s)/guardian(s) call the school's attendance office (616) 374-8868 on the day he/she is absent, between the hours of 7:00 a.m. and 2:45 p.m. Before or after school a parent may call the 24-hour attendance line at (616) 374-1210 to leave a message on the answering machine. Students are not allowed to call in for themselves regardless of age. Such acts will be referred to the discipline code. The school will attempt to contact the parent(s)/guardian(s) on the day of the absence to confirm the absence. This will be done through the Skyward automated system. The automated caller will call the homes of **all** students who are absent. If verbal confirmation is not obtained, a written note from the parent(s)/guardian(s) must be brought to the Attendance Office **immediately** upon the student's return to school. Professional appointment verification **must** be verified with an original document within five (5) school days after the appointment. **After five days, the appointment will count as a regular absence and will not be accepted as excused.**

Driving Driving is a privilege which may be withdrawn for violators. Parking permits are required, and students will be charged a one time fee for their high school career based on grade. Seniors must pay \$15, Juniors must pay \$20, and Sophomores and Freshman must pay \$25 for their permits.

Students who drive multiple vehicles must purchase an additional tag for \$5. A student who loses a permit; one will be reissued the replacement cost of \$5. Students using a permit not issued to them face disciplinary action including having their car booted or loss of driving privileges.

1. All students driving to school must park their cars on school property in the south student parking lot.
2. Cars parked in unauthorized areas or without a sticker are subject to towing or may be booted at the owner's expense. A \$15 fine must be paid within two weeks after the date the vehicle was booted or lose driving rights.
3. Cars are not to be driven during the school day or at lunch. Students may not go out to the student parking lot during school hours. Violators are considered truant.
4. Speeding or reckless driving will not be tolerated on school property. Traffic laws apply and students face disciplinary action.
5. Students may leave the south parking lot before the buses leave, however, once the buses begin to depart, students must wait until all the buses have left. Students are not to drive on service road until after 2:30 p.m..
6. Students are responsible for all contents of the vehicle (i.e., weapons, drug and alcohol) while on school property.
7. The handicap parking area is intended for drivers and passengers with a disability. Others may **not** park there.
8. Students driving to school must have a Student Driving Information Form on file in the office. The form includes vehicle information and a place for the parent's signature. Driving forms are available in the office.

Violations are recorded for a student's entire high school career. Violation of one of the above policies will result in the following loss of privilege:

1. First offense, one-week loss of driving privileges.
2. Second offense, two weeks loss of driving privileges.
3. Third offense, termination of driving privileges for the remainder of the school year.
4. If caught driving after a third offense, the vehicle will be booted and a \$15 fee will be assessed. RTR up to Suspension
5. Criminal penalties may be instituted.

Eaton ISD Career Prep Center/LCC Driving Policy The school district provides bus transportation for students to and from Eaton ISD Career Prep Center/LCC if enough students are scheduled to ride. Students who wish to exercise the privilege of driving to Eaton ISD Career Prep Center/LCC must abide by the following rules.

1. Your car must be registered with the LHS and Eaton ISD Career Prep Center/LCC.
2. Students must park their cars in the student parking lot only.
3. Students must drive with care at all times and obey all applicable laws of the State of Michigan and all applicable rules of the Lakewood School District.
4. Students are not to drive or be in the cars of other students, except for the specific purposes for which driving privileges have been granted.
5. Parent permission is required to drive.
6. Insurance on the vehicle is required and must be maintained by the student or parent. The school district will not be responsible for any damages that may occur from the student's driving of this vehicle.
7. Failure to comply with any provisions shall result in loss of driving privileges.

Hall Passes Students are not to be in hallways or restrooms during class periods unless they have a pass issued by a staff member. No hall passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by a teacher. Any student found without a hall pass will be subject to RTR up to suspension.

During lunch, students will eat in the cafeteria. No food is allowed outside the cafeteria during assigned lunch periods. The school store, main office, guidance office, media center and cafeteria restrooms will be available during assigned lunch periods. Students may not be in the academic wings of the school. Classes are in session and should not be disturbed.

Homework Request

If your student is absent for two days in a row, you may call into the main office and request homework. All homework requests must be made by 9:00 a.m. If the call is placed after 9:00 a.m., the school can not guarantee homework will be collected for your student. Homework can be picked up after 2:10 p.m.

Head Lice Policy

If a student is found to have lice or nits, parents/guardians will be asked to pick them up from school as soon as possible. **After treating the child's hair, the parents/guardians must bring the student to school** for examination by the designated school personnel. The student will be readmitted to school when they are found to be lice and nit free

Make-Up Work It is the responsibility of the student to make up any required work he/she has missed during his/her absence from school. Students are encouraged to use the Synergy program to get missing work, and have it completed when they return to school. If this is not possible, students should ask the teacher for makeup work the day the student returns to school. If absences are to exceed 5 days, the school should be notified immediately so that a teacher/student agreement can be reached for the length of make-up time. If the notification or an agreement is not made, all make-up work will be completed upon the student's return. Any student that misses a test will be required to make up the test(s) within 2 days. The student must make arrangements with the teacher.

Students missing class for athletics, field trips, RTR visits, and/or in-school performances, are expected to turn in work when it is due. These absences are known in advance or are a result of classroom behavior, and will not be granted extra time.

Media Center

1. The Media Center will be available to students during school hours that the Media Specialist is present.
2. The Media Center provides computers for student use. No social media or email is to be accessed during school hours.
3. Books may be checked out for three weeks and renewed if necessary.
 - a. Students who have overdue books will pay a fine of ten cents a day until the book is returned. If the overdue book has NOT been returned after 30 days the overdue book will be marked lost and replaced in the library collection.

- b. Students will be charged for the cost of a book and/or resource that is lost and/or damaged. A \$2 processing fee will be added on to the cost of the lost and/or damaged book. Refunds are not given once the book has been marked lost.
 - c. Students with overdue books and fines over \$1.00 may not check out additional materials until the book is returned and a payment is made.
 - d. Students must have all fines/accounts paid in full prior to graduation day in order to participate in graduation ceremonies.
4. A drop box is provided for students to return materials when the Media Center is not open.

Medication Although it is more desirable that medication be administered at home, some students are only able to attend school on a regular basis because of the use of medication in the treatment of chronic disabilities or illnesses. If medication (*prescription or non-prescription*) must be taken at school, the following regulations must be followed:

1. **ALL** medication must be brought to school in the *original* container and labeled with the name of the pupil, name of the medication, dosage to be given, and times to be given.
2. Written permission from the prescribing doctor to give the medication during school must be on file at the school signed by the parent or guardian.
3. Medication must be kept in the office during school.
4. All medications that have expired usage dates will be destroyed.
5. Any medications not retrieved on the last day of school will be destroyed.

Students may possess and use a metered dose or dry powder inhaler for asthma or Epi-pens, etc., with the written approval of a physician and parent. Written approval is to be provided to the building principal. Other exceptions may be made when medically justified.

School personnel will administer no other oral medication, such as aspirin or Tylenol, to students without a physician's order and/or parent permission. All medications must be checked in at the office. Under no circumstances should a student carry their prescription or non-prescription medications with them, except for asthma inhalers.

Messages To Students

Due to the lack of staffing, the office will deliver messages at 9:00 A.M. and 1:40 P.M. It is very important for parents to communicate with their student the night before or in the morning about rides, practice times, doctor's appt., etc. The office cannot guarantee that the student will receive the message if the call is received after 1:50 p.m.

Money For missing items, the school will not be held responsible. Do not carry large sums of money with you to school. Carry only what is absolutely necessary for that day. Checks will not be cashed by the school unless payable to the school. *Do not leave money or valuables in your locker at any time.* **The school will not be held responsible for these.**

Parent Communication Skyward is an automated system that will call the home of students who were absent, on the day of the absence, that were not reported. If your child is accidentally marked absent in a class, it will be taken care of the next school day.

Parent/Guardian are responsible to make sure your contact information (telephone number and/or e-mail address) is correct and up to date. You may access Skyward through the Lakewood Public Schools website at www.lakewoodps.org, and click on the Skyward icon.

Schedule Changes A student must have the permission of a parent/guardian and/or guidance counselor to change his/her schedule. All schedule changes must be done prior to the start of a term. Exceptions: Some changes (within four days) after the start of a term will be made **only** for one of the following reasons:

- Inappropriate academic placement
- Improper grade-level placement
- Vocational/Technical program adjustment
- Approval of Independent Study
- Approval for Dual Enrollment

1. All students must carry a full academic load. Special requests should be directed to the principal.
2. A student can repeat a class with counselor permission in advance. Generally this occurs when the student's intent is to improve his/her skill, not to improve the grade she/he received. Both grades will show on the transcript.
3. It is the student's responsibility to select and complete the required classes for a diploma. Counselors assist in this process.
4. If a student fails a required course, it is the student's responsibility to contact the Guidance Office to reschedule that class. The "F" will permanently remain on the student's official transcript and will be calculated into the Grade Point Average.

School Zones All rules in Lakewood Handbook will be enforced in all school zones:

1. School Property
2. School Bus/Stop
3. Sponsored Activities

Signing Out Early - If your student needs to leave school early a parent/guardian must call the office at 616-374-8868 or leave a message on the automated attendance line before 8:00 a.m. stating what time the student needs to leave and the reason for leaving. A written note from a parent excusing the student is also acceptable, but the student must bring the note to the office before school starts and receive an office pass to get out of class. The student is required to then come to the office and sign out.

Text messages will not be accepted to excuse a student from school.

Transfers All students transferring to Lakewood High School must meet all of Lakewood High School's graduation requirements. Credits from a non-public school refer to Board Policy #5220.

PROPERTY LOSS OR DAMAGE

Textbooks Textbooks are the property of Lakewood High School and are furnished to students. Periodic book inspections are made. It is the student's responsibility to use books properly and to prevent their loss. Students will be required to pay for damaged or lost books, even if it is stolen or damaged by unknown persons. A book is considered lost if it is not returned by the end of the school year in which it was issued. It is the sole responsibility of each student to return his/her text.

Personal Property

Blankets, coats, and other personal items will be stored in lockers during class time. Students who arrive to class with personal items will be instructed to take them to their locker. Our intent is to keep personal items from distracting the educational process and to provide safety to all students and staff members. Failure to comply with these guidelines will be considered insubordination and may lead to disciplinary action.

Note: Any personal property items that potentially interfere with the educational process can be confiscated. These items will be returned to the student or parent at a time designated by an administrator.

Lockers Students will be assigned one locker for their high school career. Each student will be responsible for their locker and pay for any damages to the locker. Lockers are to be kept clean inside and out. No stickers, tapes or adhesives are to be affixed to the lockers. Magnets and plastic adhesives (i.e. HoldTu or Poster Putty) are acceptable.

Vandalism or Defacement: Vandalism or defacement of school property or property of another. Penalty: Minimum Discipline: RTR, reimbursement for damaged property, referral to law enforcement.

Misuse of Property: Misuse of computers, shop facilities, lockers or classroom equipment and/or other school property. Minimum Discipline: RTR, possible dismissal from class; suspension and reimbursement for damage; notice to law enforcement if criminal conduct.

Theft: Stealing property of another person or the school; failure to return property of another person or school.
Minimum Discipline: In-School Suspension, referral to law enforcement.

STATE AND FEDERAL NOTIFICATIONS

FERPA FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

A. **Notice of Rights** The Family Educational Rights and Privacy Act ("FERPA") affords parents, students over 18 years of age ("eligible students"), and parents of dependent students certain rights with respect to education records. Those rights include the following:

1. **Right to Inspect:** A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.

A parent or eligible student should submit to the school principal or assistant principal a written request that clearly identifies the record(s) he/she wishes to inspect. The principal or assistant principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student's records may be inspected.

2. **Right to Request Amendment:** A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal. This request should clearly identify the part of the record that the parent of an eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **Right to Consent to Disclosure:** A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

4. **Right to Complain:** A parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605
5. **Parents Right To Know:** Lakewood Public Schools complies with the No Child Left Behind Act which gives the parents the right to request and receive information regarding the professional qualifications of their child's classroom teachers. This information may include the following:
- Whether a teacher has met state qualifications and licensing criteria for the grade and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived. The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications. Any parent interested in obtaining this information should contact Superintendent, 223 W. Broadway, Woodland, MI 48897

B. Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a student objects to such disclosure. The primary purpose of directory information is to allow the district to include this type of information from the student's education records in certain school publications. Examples include: A playbill, showing student's role in drama productions, yearbook, honor roll or other recognition lists, Graduation programs, sports activity sheets.

Directory information, which is information that is generally not considered harmful of an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition two federal laws require local educational agencies (LEAs) receiving assistance under the ESEA to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The district designates the following personally identifiable information contained in a student's education record as directory information:

Name, address, telephone listing, electronic mail address, photograph, date and place of birth, date of attendance, major field of study, grade level, date of graduation, honors and awards, participation in officially recognized activities/sports, and weight/height of members of athletic teams

If you do not want Lakewood Public Schools to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing by August 1 of each school year.

Written objections to the release of directory information should be submitted to:

*Lakewood High School
Stephen Williams, Principal
7223 Velte Road
Lake Odessa, MI 48849*

C. Military Recruiting Representatives

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to:

*Lakewood High School
Steve Williams, Principal
7223 Velte Road*

D. FERPA Policy

Copies of the district's FERPA policy may be obtained from:
Lakewood Public Schools
223 W. Broadway
Woodland, MI 48849

Social Security Number Confidentiality Pursuant to both state and federal law, it is the policy of this School District to protect the confidentiality of social security numbers. No person shall knowingly disclose, transfer or unlawfully use the social security number of any employee, student, or other individual. The Lakewood Public Schools Board of Education or their designee shall establish rules and regulations to implement this policy.

The Lakewood Public Schools Board of Education or their designee shall ensure that:

1. The confidentiality of social security numbers is maintained to the extent practicable;
2. The unlawful disclosure of social security numbers is prohibited;
3. Access to information or documents containing social security numbers is limited; and
4. Documents containing social security numbers are disposed of properly.

This policy and its rules shall be published in the appropriate handbooks, manuals, and other similar documents. The published document(s) may also be made available electronically. Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

Responsibility It is the responsibility of the Lakewood Public Schools Board of Education, Superintendent, Directors and authorizing employees not to intentionally do any of the following:

- Shall not publicly display all or more than four (4) sequential digits of the social security number.
- Shall not visibly print all or more than four sequential digits of the social security number as the primary account number for an individual.
- Shall not visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, or permit or license.
- Shall not require an individual to use or transmit all or more than four sequential digits of his or her social security number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.
- Shall not include all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulations from outside of the envelope or packaging.

It is not a violation of this act to use all or more than four sequential digits of a social security number in the following acceptable business practices:

- Meeting the request of law enforcement agencies, courts, or prosecutors as part of a criminal investigation or prosecution, or providing all or more than four sequential digits of a social security number of employees or students.
- An administrative use of all or more than four sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:
 - Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transactions, product, services, or employment.
 - Investigate an individual's claim, credit, criminal, or driving history.
 - Detect, prevent, or deter identity theft or another crime.
 - Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
 - Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.

- o Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

Lakewood Public Schools shall publish this privacy policy in an employee handbook, or in one or more similar documents, of which may be made available electronically.

Exemption from disclosure All or more than four sequential digits of a social security number contained in a public record are exempt from disclosure under the freedom of information act, 1976, PA 442, MCL 15.231 to 15.246 pursuant to section 13 (1)(d) of the freedom of information act, 1976 PA 442, MCL 15.243.

Non-Discrimination The Lakewood Public School district prohibits discrimination and/or harassment in all programs and activities. This prohibition includes discrimination and/or harassment on the basis of age, race, creed, color, gender, national origin, cultural or economic background, height, weight, marital status, lack of English language skills, or disability.

Any person who believes that he or she has been unlawfully discriminated against or harassed may bring forward a complaint, which will be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Dr. Steven C. Skalka, Superintendent
Lakewood Public Schools
223 W. Broadway
Woodland, MI 48897
616-374-8043 stevenskalka@lakewoodps.org

Board Policy 2260 prohibits harassment and discrimination and is available online and upon request.

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 staff, third parties, including Board members, parents, guests, contractors, vendors 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 employees will be required to annually 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 she/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the teacher, principal, assistant principal or counselor. The student may also report concerns to any building staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

The principal or designee 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 and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include 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 allegation 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 Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders aimed at the prevention of bullying or 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, she/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 or 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 handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (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 not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., form rival school, different state, rural area, city etc.)

“Intimidation/Menacing” includes, but 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 a 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” includes, but 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.

THREAT TO HEALTH AND SAFETY

Alcohol or Non-Alcohol Malt Beverages: Use, possession of, or being under the influence is forbidden. The odor of alcohol on a student’s breath will be considered as use. Possession includes being on a student’s person, in belongings or vehicle on school property or at a school event. Minimum Discipline: ten (10) days out of school suspension, Recommendation for Expulsion, referral to law enforcement. The penalty may be reduced if the student seeks assessment or treatment for substance abuse.

Ammunition: If a student is found in the possession of the following: bullet, shells, gunpowder, firecracker or anything containing gunpowder or explosives, minimum discipline is one (1) day out of school suspension. Ammunition found in a vehicle results in minimum Discipline: in-school suspension.

Arson: Willful burning or attempting to burn the building or property of the school or another. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion, referral to law enforcement.

Bomb Threat: Either verbal, written or electronic threats of this nature are prohibited. To make or communicate a bomb threat, even if it does not result in evacuation of the building. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion, referral to law enforcement.

Prohibited Conduct

1. **Bullying and other aggressive behavior toward students:** See Board Policy 5517

Hazing: See Board Policy

Drugs & Drug Paraphernalia: Use, possession or being under the influence of illegal or legal drugs or look-alikes including marijuana, inhalants, prescription drugs, steroids, non-prescription/over the counter medications including diet pills, caffeine pills, herbal remedies and cold medication. Drug paraphernalia includes pipes, roach clips, rolling papers. Possession includes on a student’s person, belonging or vehicle or on school property or at a school event. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion referral to law enforcement. The penalty may be reduced if the student seeks assessment or treatment for substance abuse.

Distribution or sale of illegal or legal drugs, including marijuana, prescription, over the counter drugs, or look-alikes. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion, referral to law enforcement.

EMERGENCY PROCEDURES

Tornado and Severe Weather Instructions

School will not be dismissed during tornado warnings. Buses will run at regularly scheduled dismissal times, weather permitting. Parents may pick up their children if desired and absenteeism will not be counted.

Two tornado drills are conducted per year. In case of tornado or a drill:

1. Remain in the classroom until instructed to do otherwise. The fire alarm system will not be used as a signal. Instructions are announced over the P.A.
2. Proceed to the nearest hallway.
3. The green arrows in the halls indicate the safest areas in the building. Stand or crouch covering head and face against the hallway wall between the green arrows.
4. Do not remain in the area indicated by red arrows.
5. Place the thickest book you have over your head for protection.

6. Do not talk while in the hall as it is possible that power may be out and oral instructions may be provided.
7. Students are not to be in the gym, auditorium, media center, or any of the music rooms. Students in the cafeteria are to go to the south wall. Students in room 56 & 58 are to go under tables in these rooms.

Fire Drills

State law requires five fire drills per year. During a drill:

1. All students should leave the building in one minute or less through the nearest exit.
2. Walk briskly. Do not run or push the person ahead of you.
3. Leave everything in the room. Do not go to your locker.
4. Remain calm and do not talk while exiting. Panic causes more injuries than actual fires do.
5. After exiting the building, walk across all driveways and parking lots. Do not stand on driveways or between the buildings as these will be used for fire fighting equipment.
6. If you use a front exit, do not go onto the shoulder of the highway.
7. Doors and windows to all rooms are to be closed by the teacher or by the last person leaving the room.
8. The first person to reach the outside door holds the door open until everyone is out and then closes the door.
9. Promptly return to the building upon the sound of the all-clear bell.

Lockdown

State Law requires all Michigan schools to conduct two lockdown drills per year.

Inside Threat:

- Definition: Intruder, active shooter, or threat inside of building
- Signal: Verbal announcement on P.A. "Inside Threat, Lockdown".
- Steps of Action:
 - * Outside activities are moved to a safe location outside of building
 - * Initiate Lockdown procedures
 - * Remain in position until all clear and notified by law enforcement, fire, emergency manager, or principal unlocks doors.

Outside Threat:

- Definition: Imminent threat or intruder, active shooter, or threat outside of building
- Signal: Verbal announcement on P.A. "Outside Threat, Lockdown"
- Steps of Action:
 - * Move students into building quickly, if unable, move to designated area away from building
 - * Initiate lockdown procedures
 - * Remain in position until all clear and notified by principal

Shelter In Place:

- Definition: One of three codes to determine plan of action.
- Signal: "Shelter in Place Code # ____"
 - * Close and lock exterior doors and windows
 - * Resume normal classroom activities

Code #1 Bomb Threat

Definition: An explosive or incendiary device present in the school or premises, which may explode.

Code #2 Hazardous Materials

Definition: A release of a hazardous material has occurred

Code #3 Potential Threat

Definition: a possible threat outside of the school has been identified by law enforcement or first responder. (i.e.: Barricaded, armed suspect in neighborhood or person in area of potential threat)

Harassment: See Board Policy 5516

False Fire Alarm: Pulling a fire alarm without a fire. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion.

Fighting/Physical Assault: Assault is initiating an attack on another intending to do harm or is likely to cause harm. Minimum Discipline: 3 day out of school suspension up to expulsion, notice to law enforcement.

Inappropriate Behavior or Actions: Minimum Discipline: RTR

Rape/Criminal Sexual Conduct: Force or coercion used for sexual contact including touching and fondling. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion, referral to law enforcement.

Reckless Endangerment: Students, who put the safety and well being of other student(s) in danger by throwing an object, tripping someone, or any similar action, will be subject to disciplinary action. Minimum Discipline: 1 day out of school suspension.

Searches To maintain order and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks and may seize any illegal, unauthorized items, or contraband. Lockers are the property of the school, and can be searched at any time without notice.

A student's person and/or personal effects (i.e., purse, book bag, athletic bag), may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. If a search yields illegal or contraband materials, such findings shall be turned over to police and disciplinary action will be taken.

Searches of the interior of a student vehicle shall be conducted in the presence of the student. If a student refuses to cooperate in a search of their belongings or vehicle, parents will be contacted and possibly law enforcement.

Canine Searches On occasion, license trainers and trained dogs are brought into the school to find items that are not to be in school or on school property. The dogs may pass through hallways, locker rooms and parking lots. Students shall not be subject to search by dogs. Coats, backpacks, and purses may be subject to canine searches if brought to the classroom.

Sexual Harassment The Lakewood Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal, it is disruptive of the educational process and interferes with this district's commitment to provide a stable learning environment to its students. All students, District staff and volunteers are expected to conduct themselves with respect for the dignity of others. The Lakewood Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual harassments of students by District staff, District volunteers, students, or other members of the public at school or school activities.

Section 2. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or District volunteers to appropriate corrective action, including discipline, when:

a. submission to sexual harassing conduct or communications is made, either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, services, or participation in school activities;

b. submission to or rejection of such conduct or communications by a student is used as the basis for academic decisions affecting that student; or

c. such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:

1. verbal harassment or abuse of a sexual nature;

2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications to students;
4. unwelcome touching of a sexual nature;
5. suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats concerning a student's grades, graduation or other school related matters;
6. sexual name calling, gestures, jokes and spreading sexual rumors about students;
7. possession of pictures, magazines, or books of sexually suggestive content;
8. display of pictures with sexually suggestive content.

Section 3. Reports of Sexual Harassment

The District encourages any student who believes he or she has been subjected to sexual harassment to report his/her concern directly to the building principal, guidance counselor, or other District representative designated to receive such complaints. A complaint procedure is described in Section 4. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or designated law enforcement agency.

All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any individual who violates this policy will be subject to appropriate corrective action, including suspension or expulsion if the individual is a student, or termination from employment if an employee is involved.

Section 4. Policy Implementation Procedures

Any student who alleges sexual harassment by any Lakewood Public School employee, District volunteer, Lakewood student or other person should report directly to a building principal, guidance counselor, or other District representative who may be designated to receive such complaints. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

Should a guidance counselor or other person receive a complaint of sexual harassment, the complaint should be immediately reported to the appropriate building principal and the Superintendent. The principal or his/her designee shall promptly conduct an investigation and inform the Superintendent of the outcome.

Third Party Rule Any third party intervening which leads or could lead to arguments, fight etc. between two other people. Minimum Discipline: In-School suspension.

Unauthorized Areas Students may not enter without permission, teacher's lounge, boiler room, kitchen, the areas west of the school, the grass median in front of the school, the parking lot during school time, and the staff parking lot or north bus parking lot. During lunches: second floor level, gym, training room and all academic hallways are off-limits. Minimum Discipline: In-school suspension.

Tobacco: Use or possession of tobacco or tobacco like products, including any and all types of vaping products is prohibited on school property, school buses, at school activities and events, also at off campus school related events by everyone at all times. Use of tobacco/vape products means the carrying of a lighted cigar, cigarette, pipe or other lighted smoking device, lighter or matches; the inhaling or chewing of a tobacco product; or the placing of a tobacco product within a person's mouth. This also includes the use of any type of electronic/vaping, smoking (nicotine delivery) device. The odor of tobacco/vape on the breath or hands will be considered proof of a violation of policy. The same penalties apply to any substance that looks like tobacco, i.e., mint chew, vaping product.

If tobacco is found in a students' vehicle, a parent/guardian will be notified. **Possession and/or use of tobacco/vape products by minors are also a violation of state law** and will be treated as such.

First Violation: A Police official may issue a citation which would result in a fine and create a juvenile record. The student will earn a 3 day out-of-school suspension.

Second Violation: A Police official will issue a citation that would increase the fine and another juvenile record. Student will earn a 5 day out-of-school suspension.

Third Violation: A Police official will issue a third citation which will increase in value and another juvenile record. Student will earn a 10 day out-of-school suspension.

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

Weapons and Explosives:

Possession or use of weapons is prohibited. Weapons include a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, B-B guns, look-alikes, ammunition, self-defense spray or foam device, anything intended for use as a weapon. Explosives include items such as homemade bombs, firecrackers, etc. Penalty: Suspension up to permanent expulsion, referral to law enforcement. Permanent expulsion is mandated by state law for weapons, including B-B guns, look-alikes, ammunition and explosives. Any knife over 3 inches will result in a minimum discipline of a 5-day out of school suspension. Any knife under 3 inches student will receive a minimum discipline of 1 day out of school suspension.

Technology Agreement

Lakewood Public Schools encourages and strongly supports the use of educational technology while preparing students for success. Depending on the grade and developmental level, LPS students will have access to a variety of different technologies to help them learn, grow, and develop into responsible, self-directed, lifelong learners.

Lakewood Public Schools agrees and complies with the tenets of the Children’s Internet Protection Act (CIPA). The district utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene.

As a technology user I agree to the following:

1. Your use of the District’s Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
2. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources.
3. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions unless authorized by a teacher or administrator.
4. The purpose of my technology use at LPS is for educational purposes only and for me to follow the directions of LPS staff.
5. I will not use the technology resources of the district for my personal gain.
6. I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
7. I will not knowingly attempt to disable, evade or defeat the district’s Internet filtering software. I will abide by the policies and guidelines of the district which concern all aspects of staff or student privacy and Internet safety. This includes the use of VPNs and Proxies to bypass restricted access.
8. I will not use any of the technology systems to violate any laws or rules in the student handbook.
9. I will not violate any copyright laws. This includes sharing, installing, recording or distributing of copyrighted software, audio, and video media.
10. I will not install, download or use any software, apps or extensions on any LPS devices. I will not remove any software, apps or extensions from LPS devices.
11. I will not use anyone else's ID or password. I will not use a computer that another person is logged into. I will not share my password with anyone else. I understand the use of someone else's login information will result in disciplinary action.
12. I understand that the District reserves the rights to monitor Internet activity and review any files, data, or information stored on, scanned, or printed using the District’s Technology Resources and to report misuse to a LPS staff member.

13. I Understand the District reserves the right to remove any material from Technology Resources that the District chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
14. I will not harm or destroy any hardware, software, or data that belongs to the LPS and its users. This includes any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, hacking or school hardware. I understand that I will be held financially responsible for damages if I vandalize any of the school's technology systems.
15. I will not use any LPS Technology Resources or my own personal devices to engage in cyberbullying. This includes misrepresenting others and posting inappropriate information meant to harass, intimidate, or embarrass other students or staff on any social media or website.
16. If I have received any cyberbullying or harassment from a student or a staff member. I will disclose this information to a LPS staff member immediately.
You have been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic. You will return all Technology Resources to the school in good working order immediately on request.
17. I understand that this policy is in effect at all times including remote or direct access, on or off school premises.

Consequences for Violation of Lakewood Public Schools Acceptable Use of Technology will be addressed in the Student Handbook. For more information, please read our Lakewood Public Schools Board of Education technology policies (Policy 7540.01-04).

Computer: Violation of the Acceptable Use Policy may result in the following actions:

First Offense: Out of school suspension for three days, 30 school days without computer access, RTR, and a parent meeting for re-entry. Withdrawal from any computer or related class for one trimester.

Second Offense: Out of school suspension for five days, 90 school days without computer access, RTR, and a parent meeting for re-entry. Possible recommendation to the school board for expulsion. Withdrawal from any computer or related class for one full year.

Third Offense: Out of school suspension for 10 days. Permanent ban from computer use. Recommendation for expulsion.