

Lakewood Middle School



2024—2025

Student Handbook

Lakewood Middle School
8699 E. Brown Road
Woodland, MI 48897
616.374.2400
www.lakewoodps.org

**Lakewood Middle 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 Public Schools.

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 Middle School's mission is Vikings PRIDE:

Positive
Responsibility
Integrity
Determined
Encouraging

Phone Numbers:

Main Office: 374-2400
Athletics: 374-2412
Bus Garage: 374-2221
Counselor: 374-2406
Transportation: 374-2221

**Lakewood Middle School
Office Staff**

Allison Aldrich
Principal

Brienne Guiles
Assistant Principal/Athletic Director

Andrea Keller/Megan Visser
Counselor

Lisa Krikke
Social Worker

Kim Currier
Registrar/Secretary

Meagan Warstler
Attendance/Athletics Secretary



INDEX

| | | | |
|--|-------|--|-------|
| <u>Academics</u> | | Heckling or Display Poor Sportsmanship | Pg 10 |
| Grading Scale | Pg 4 | Criminal Acts | Pg 11 |
| Exams | Pg 4 | Penalties for General Infractions | Pg 11 |
| Progress Reports | Pg 4 | Felony Crime | Pg 11 |
| Report Cards | Pg 4 | Team Rules and Penalties | Pg 11 |
| Incomplete | Pg 4 | Suspensions and Participation | Pg 11 |
| Honor Roll | Pg 4 | Disciplinary Process and Appeals | Pg 11 |
| <u>Academic Programs</u> | | Concussion Awareness | Pg 11 |
| Homebound | Pg 4 | <u>Extracurricular Activities</u> | |
| Google Classroom | Pg | Attendance | Pg 13 |
| <u>Attendance</u> | | Extracurricular Eligibility | Pg 13 |
| Tardy Policy | Pg 5 | Extracurricular Activities Conflict | Pg 14 |
| Absence Policy | Pg 5 | Dances | Pg 14 |
| <u>Discipline Action</u> | | <u>Legitimate Education Purpose</u> | |
| Code of Conduct | Pg 5 | Academic Dishonesty | Pg 14 |
| Elasticity Clause | Pg 5 | Consequences of Academic Dishonesty | Pg 15 |
| Applicability Clause | Pg 6 | Forgery | Pg 15 |
| Expectations of Students | Pg 6 | Password Violations | Pg 15 |
| <u>Disciplinary or Corrective Procedure</u> | | <u>Procedures and Conduct</u> | |
| Proper Communication & Conflict Resolution Process | Pg 6 | Bags/Backpacks | Pg 15 |
| | | Bus Procedure | Pg 15 |
| | | Building Use | Pg 15 |
| Intervention Teams | Pg 6 | Cafeteria Lunch Accounts | Pg 15 |
| Responsible Thinking Classroom Guidelines | Pg 6 | Closed Campus | Pg 16 |
| Responsible Thinking Process | Pg 6 | Confirming Absences | Pg 16 |
| Social Probation | Pg 7 | Food and Drink | Pg 16 |
| In-School Suspension (ISS) | Pg 7 | Hall Passes | Pg 16 |
| Out-of-School Suspension (OSS) | Pg 7 | Homework Requests | Pg 16 |
| Expulsion Procedures | Pg 7 | Head Lice | Pg 17 |
| <u>Disruption to Education Setting</u> | | Make-Up Work | Pg 17 |
| Cafeteria Misconduct | Pg 7 | Media Center | Pg 17 |
| Cell Phones/Personal Property | Pg 7 | Medication | Pg 17 |
| Disrupting Class or Violation of Class Rules | Pg 8 | Messages to Students | Pg 17 |
| Dress Code | Pg 8 | Money | Pg 18 |
| Insubordination | Pg 8 | Parent Communication | Pg 18 |
| Persistent Disobedience | Pg 8 | Photo and Video Production | Pg 18 |
| Public Displays of Affection (PDA) | Pg 8 | Schedule Changes | Pg 18 |
| Profane and Obscene Language/ Gestures | Pg 9 | School Zones | Pg 18 |
| Skipping (Truancy) | Pg 9 | Signing Out Early | Pg 18 |
| Racial/Discriminatory Language | Pg 9 | Student Sales | Pg 18 |
| <u>Extracurricular Activities – Athletics</u> | | <u>Property Loss or Damage</u> | |
| Athletic Mission Statement | Pg 9 | Chromebooks | Pg 18 |
| Player Philosophy | Pg 9 | Textbooks | Pg 18 |
| Athletics as a Privilege | Pg 9 | Personal Property | Pg 19 |
| Athletic Eligibility | Pg 9 | Lockers | Pg 19 |
| MHSAA Requirements | Pg 10 | Defacement or Destruction of Property | Pg 19 |
| Athlete Expectations | Pg 10 | Misuse of Property | Pg 19 |
| Hazing | Pg 10 | Larceny or Possession of Stolen Goods | Pg 19 |
| Ethical and Moral Behavior | Pg 10 | State and Federal Notifications | Pg 19 |
| Internet Activity | Pg 10 | Threats to Health and Safety | Pg 25 |
| | | Emergency Procedures | Pg 28 |
| | | Technology Agreement | Pg 29 |

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

Demonstration of Learning Exams, projects, paper, presentation, etc. may be given to all students at the end of each term. Demonstrations of Learning may count for up to twenty percent (20%) of the final grade. Teachers will communicate the date and content of exams directly to students ahead of time.

Progress Reports All students' grades are accessible on the internet through Skyward. Students and parents/guardians can choose notification updates. Printed progress reports will be distributed to all students at mid semester. Please contact the middle school office for more information.

Report Cards Report cards will be handed out to students at the end of the term. Students who are absent on the last day of the school year will receive their report card via the mail.

Incomplete 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.

Promotion and Retention Middle School promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement in coursework, attitude, effort, character, etc.
2. Potential for success at the next level
3. Emotional, physical, behavioral, and/or social maturity

ACADEMIC PROGRAMS

Homebound/Homebased Instruction Students, who meet the qualifications, 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.

Google Classroom Each class at the middle school will be using Google Classrooms to help disseminate and share daily academic materials including links to websites, videos, and assignments for students to complete at the request of the instructor. Google Classroom is not a virtual learning option and does not replace the in-person instruction provided by the teacher.

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 middle school are vital for high school and 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 if a student is not in their assigned seat after the bell rings and up to five minutes late to class. After five minutes late, the student is considered absent, unless they have a pass excusing their tardiness from a staff member or office. Students who have excessive tardiness (three or more) will be sent to Responsible Thinking Classroom (RTC) and could ultimately earn one-day suspension and parent conference to discuss the issue.

1 Tardy – Warning

2 Tardies – Warning and review of policy

3 Tardies – Lunch Detention and RTC Form

4 Tardies – Lunch Detention, RTC Form, and Parent Contact

5 Tardies – Lunch Detention, RTC Form, Parent Conference, and Social Probation

6+Tardies – Parent Conference, Behavior Plan, and possible Suspension

Absences Policy Students are expected to be in school every day, every hour. Student attendance will be checked periodically and anyone having 5 or 10 unexcused absences will receive a letter in the mail notifying parents and/or guardians. Students with 12 or more unexcused absences will receive a letter notifying parents of a truancy meeting to be held at the middle school. Students continuing to have poor attendance will be referred to their county of residence truancy court.

Parent or guardians seeking to explain a student's absence must have a note from a medical professional (i.e. Doctor's office, Dentist, etc.), proof of a funeral, and/or administration approval.

Any student, who misses more than fifteen (15) days at the nine (9) week check, will not be eligible for the following nine (9) weeks/quarter for athletics and will be placed on social probation. Attendance will be monitored throughout the school year.

DISCIPLINARY ACTION

CODE OF CONDUCT

A positive and respectful atmosphere at our school 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 in-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 him/her self or others, interferes with the rights of others, or becomes disruptive of the educational process or causes property loss or damage, 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 Middle 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 the 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 classwork.
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 in-route to or from school. Offenses are cumulative during the students' middle 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 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 Communications and Conflict Resolution Process: Though students, parents, and members of the community shall not be denied the right to petition the board for a redress of their complaints, complaints will be referred back through the proper administrator for a 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 employees
2. A principal or athletic director
3. Superintendent
4. Board of Education

Intervention Teams These teams consist of teachers, counselors, administrators, parents, and students who establish a plan for student behavior and consequences.

Responsible Thinking Classroom Guidelines (RTC) RTC will be operated with respect and consideration for others. The rules of the room will be visible; failure to follow the rules will result in immediate suspension from school.

Responsible Thinking Process The Responsible Thinking Process is central to Lakewood Middle 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 discussed 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 discuss with the staff member. Day one includes the day the student chooses or is asked to leave his/her class. If a student fails to discuss with the faculty member, the student may be suspended. When a student decides to leave a

classroom or other supervised areas, they are to report directly to the Responsible Thinking Classroom (RTC). Failure to do so may result in immediate suspension from school. Once a student has been suspended for failure to discuss with a staff member, the student will have one (1) day to negotiate or be suspended for three (3) days. Multiple referrals to RTC may result in longer suspensions.

Possible suspensions per visit to RTC:

4th & 5th referral to RTC = 1 day

6th & 7th referral to RTC = 3 days

8th & 9th referral to RTC = 5 days

10th referral to RTC = 10 days

Social Probation: This occurs when an administrator determines, based upon a violation of school rules, that a student may not attend in-school special events and/or 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 the 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 the 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 classwork in the Responsible Thinking Classroom or another room set aside for these students. A staff member or team supervises and assists students with their assignments.

Out of School Suspension (OSS): This is defined as 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 email as soon as possible of the suspension, the reasons for it, and the steps for the student's return.
3. 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.
4. Suspended or RTC students may also be placed on social probation.
5. Suspensions during the week of exams will be enforced the first week of the following term.

Expulsion Procedures Expulsion is exclusion from school for more than 59 school days to permanent expulsion.

1. Written notice of charges against a student, time, and place for hearing will be mailed to the student's parent/guardian.
2. Parent or guardian and the student may be present at the hearing with legal counsel at his/her own expense.
3. Students may provide evidence at the hearing, including any testimony, witnesses, or documents the student produces.
4. The Superintendent's decision shall be based upon the evidence presented.
5. The rules of evidence and of court proceedings do not apply.
6. The Superintendent's decision may be appealed to the Board within 5 days.

DISRUPTION TO EDUCATIONAL SETTING

Cafeteria Misconduct Throwing food, leaving the table and/or floor a mess, failure to clean up utensils and trays, removing food from the cafeteria, or cutting in line. Minimum Discipline: RTC.

Cell Phones/Personal Property Students are discouraged from bringing any personal property to school including cell phones. LMS 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 store them in

their locker and be 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 the school day 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.

4th or more Offense: Persistent Disobedience, Discipline referral

Disrupting Class or Violation of Class Rules Minimum Discipline: RTC

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. Hard-soled/Soft-soled footwear must be worn at all times; slippers are not considered footwear.
2. All shirts must be long enough, so they do not reveal a student's midriff. Shirts must have sleeves and cover undergarments.
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). Shorts must cover undergarments.
5. Clothing shall not promote profane, vulgar, or obscene suggestions, sexually suggestive language, advertises alcoholic beverages, 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. The wearing of hats, caps, and hoods are prohibited upon entrance into the building up until school dismissal. Exceptions can be made for religious or established cultural customs.
8. Clothing accessories that may endanger others are prohibited.
9. Pajamas are not acceptable attire.
10. Outdoor apparel, bulky coats, trench coats, or similar apparel or garments must be left in the student's locker and not worn to class unless a student has the expressed permission of the administration. This does not include semi-formal or formal wear including tuxedos, suits, and blazers.

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 provided by the 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. School staff are acting "*in loco parentis*," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. Any defiance of a request by any adult employee will be considered insubordination. In addition, students must present their name to school personnel upon request. Minimum Discipline: RTC

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 and are prohibited during the school day or at school-related or school-sponsored events. Minimum Discipline: Warning and parent contact.

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

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

Racial/Discriminatory Language Any use of language that discriminates, infers, or denigrates any one's race, gender, sexual orientation, clothing choice, political views, etc. will not be tolerated. Repeated references or referrals will be dealt with accordingly. Minimum Discipline: RTC

EXTRACURRICULAR ACTIVITIES

ATHLETIC CODE OF CONDUCT FOR LAKEWOOD MIDDLE SCHOOL STUDENTS

The athletic code is in effect during an athlete's entire career. Since the code is a part of the middle 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 middle school.

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. Middle school athletics are about learning, developing, and fostering a passion for athletics and athletic competition more than wins and losses.

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's 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 and/or during the current grade check of student/athletes. If the student is not meeting that expectation, then they 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 fails to pass the minimum number of courses three weeks in a row in any given season, 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 in good standing with the District in regard to academic and athletic fines (i.e. book fines, missing equipment, etc.)
 4. Must have a valid Physical, Athlete Emergency Health Form, and Athletic Responsibility Acknowledgment Form on file in the Athletic Office.
 5. Athletes must maintain 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;
 - 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.
- Student-athletes must maintain and return all school issued equipment/uniforms. If a student loses or have an item stolen, they are still responsible for replacement costs of that item.

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 Lakewood Athletic Handbook and 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 sports season, the penalty will be carried over into the next sports season in which the athlete participates. All penalties that are carried over to the next sports 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 a 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 prescription medicine that could alter the student's behavior or affect the student's ability to participate in the activity. The 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.

** For more information — see your counselor and athletic director.*

(Content Meets MDCH Requirements)

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

UNDERSTANDING CONCUSSION VIA COMMON SYMPTOMS

Memory Problems
Confusion/Double Vision
“Feeling Down”
Headache
Not “Feeling Right”
Feeling Irritable
Slow Reaction Time Dizzy/Nausea
Sleep Problems
Pressure in the Head
Lack of Balance
Sensitivity to Light/Noise
Fogginess

WHAT IS A CONCUSSION?

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

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

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** A healthcare professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay (i.e. cleared by a doctor in writing). A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSIONS** Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily

- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

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

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

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a healthcare professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing, or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Students may not return to activity/participation until cleared in writing by a doctor. Remember: Concussions affect people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

EXTRACURRICULAR ACTIVITIES

Attendance Students may not participate in any extracurricular event as an athlete or spectator 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 (i.e. doctor) appointments including court appearances, the student must provide verification with an original document on 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. All spectators, including students, must leave the building after school and can return 30 minutes prior to the event unless they have specific permission from administration.

Extracurricular Eligibility

A. To participate in any extracurricular activity, the student must be currently passing (five (5) classes) in the current term before he/she wishes to participate. Eligibility checks will be made throughout the season. Grade checks will start ~~after the 3rd week~~ at the start of each season and will occur weekly thereafter until the season concludes.

B. 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 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 program 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.
- 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: Athletes participating in a club sport outside of Lakewood Middle School must inform their school coach of this participation as soon as possible. If an athlete is participating in the same sport in middle school and club, the athlete is only eligible to participate in two events for that club or risk being ineligible for the remainder of the school sport season. Athletes can participate in a different club sport (ex. volleyball club and school basketball) than their school sport as long as they prioritize the school sport games and develop an agreeable practice schedule with their school sport coach.
- H: 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 Middle School students may attend school dances.

1. Students may not leave a dance and return.
2. 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 two additional adult chaperones besides sponsor and administrator.
3. 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.
4. Tickets to dances will be sold in advance.
5. The dress code for regular dances will be the same as the dress code for the regular school day.

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. notes, formulas, calculator, programmable watch, etc.)
- Plagiarism

- 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 data or information
- Taking credit for group work to which you have not contributed

Consequences of Academic Dishonesty

Teachers may inform students of deviations from the following consequences prior to the date of the assignment.

- **First Offense:** Teacher/observer/student calls parents and informs the administrator. The student receives a zero for the assignment (0). The student is not eligible to receive other academic honors for the current school year.
- **Second Offense:** RTC plan. The student receives a zero for the assignment. Teacher/observer/student calls the parent and informs the administrator. The student is not eligible to receive other academic honors for the current school year.
- **Third Offense:** RTC plan. The student receives a zero for the assignment (minimum 1-day suspension). The student is not eligible to receive other academic honors for the current school year.
- **Fourth Offense:** RTC plan. The student receives a zero for the assignment and a minimum 3-day suspension. The student is not eligible to receive other academic honors for the remainder of his/her middle school career.

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: RTC

Password Violations If a student gives out his/her password or uses someone else's, they may be without computer access for up to 30 school days. Minimum Discipline: RTC

PROCEDURES AND CONDUCT

Bags/Backpacks Every student is issued a locker, so no bags of any kind are allowed in classrooms. Students will be asked to put their bags in their lockers by teachers and staff. The final determination of a bag is up to the building administration. Minimum discipline continual refusal to put bags in lockers could a lunch detention

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. Students waiting for a ride or practice are to wait in the main hallway vestibule area. Academic area, cafeteria, media center, commons area, and gym 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 Middle 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 leaving class or campus without permission, or without signing out, will be considered truant.

First violation: assignment to RTC;

Second violation: one-day suspension;

Further violations: suspension up to 10 days pending a parent meeting.

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) 374-2400 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) 374-2400 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 may count as a regular absence and may not be accepted as excused.**

Food and Drink Students are to consume food and drink in the cafeteria. Water is allowed in classrooms and gum at the discretion of the classroom teacher. No caffeinated, energy, or sugary beverages may be consumed during the academic school times or in the hallways between classes. Minimum Discipline: Disposal of food/drink

Hall Passes Students are not to be in hallways or restrooms during class periods unless they have a pass issued by a staff member. Any student found without a hall pass will be subject to RTC. During lunch, students will eat in the cafeteria. No food is allowed outside the cafeteria during assigned lunch periods. The main office and cafeteria/main hallway 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 a student is absent for two days in a row, the parent/guardian may call 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 cannot guarantee homework will be collected for the student. Homework requests for a vacation may not be supplied prior to trip. Homework can be picked up after 2:30 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 expected to check their Google Classrooms daily and encouraged to use the Skyward 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 five 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 shall be completed upon the student's return. Any student that misses a quiz/test shall make up said test(s) within 2 days. The student must make arrangements with the teacher. Students missing class for athletics, field trips, RTC 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 hours when the Media Specialist is present.
2. 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 payment is made.
 - d. Students must have all fines/accounts paid in full prior to receiving the next years' registration information (i.e. schedule, ocker, chrome book, etc.).
3. 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 a 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 and be 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 EpiPen, 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 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 to students after 2:00 P.M. It is very important for

parents to communicate with their student(s) 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. Students should not carry large sums of money with them to school. They should carry only what is absolutely necessary for that day. Checks will not be cashed by the school unless payable to the school. *Students should not leave money or valuables in their 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. Parents/Guardians are responsible to make sure their 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.

Photo and Video Production Students may be photographed or videotaped while participating in school programs and activities. These photographs and videos may be used for school district use. At some times, these photographs or videos may be used in school publications, on school Facebook/Twitter feed, etc. **If a parent/guardian does not wish to have their student's photograph or video used for these purposes, please write a letter to the school leadership requesting exemption from the aforementioned.**

Schedule Changes A student must have the permission of a parent/guardian and the building principal to change his/her schedule. Students will have two weeks after the beginning of each semester to request a schedule change in writing in the main office. Students must explain the academic reasoning behind the request. Schedule changes may be made by the administration throughout the semester.

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

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

Signing Out Early If a student needs to leave school early, a parent/guardian must call the office at 616-374-2400 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 and parent are required to then come to the office and sign out.

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

Student Sales Students are not permitted to sell any item or service in school, or on the campus, without the approval of school leadership. Minimum Discipline: Parent Contact

PROPERTY LOSS OR DAMAGE

Chromebooks Chromebooks are the property of Lakewood Public Schools and are provided to students to enhance the educational process. Each device is individually assigned to students and monitored using various filtering and security software. Students are to treat each device with respect and care required to maintain each device in working order. It is the responsibility of the student to protect, charge, and use each device in accordance with the Acceptable Use Policy signed by both student and parent/guardian when the device was issued. It is also the student's responsibility to notify a teacher or the office of any physical damage, hardware issues, or misuse of the device on the internet immediately.

Textbooks Textbooks are the property of Lakewood Public Schools 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 textbook(s).

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. The school's 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 each school year. 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. Lockers shall not be shared between or among students.

Defacement or Destruction of Property A student who defaces and/or destroys property shall be suspended. In addition, the student and his/her parent or guardian shall assume financial responsibility for the repair of the damage. This includes extracurricular activities, at school or away. Minimum Discipline: Suspension and Payment for Repair of Damages

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

Larceny or Possession of Stolen Goods A student who steals from another person, or from the school, including materials improperly removed from the library, or who has stolen goods on his/her person or in his/her locker, shall be suspended, and restitution must be made. Minimum Discipline: Suspension, possible recommendation for expulsion, and (1) a return of stolen items and/or money, or (2) restitution equivalent to the value of the items stolen.

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 an amendment to the school principal. This request should clearly identify the part of the record that the parent of an eligible student wants to be 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 a 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 Complaint: 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. Parent's 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 a student's role in drama productions, yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets, etc. Directory information, which is information that is generally not considered harmful or 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 a parent/guardian does not want Lakewood Public Schools to disclose directory information from their student's education records without their prior written consent, they 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 Middle School
Allison Aldrich, Principal
8699 East Brown Road
Woodland, MI 48897*

C. FERPA Policy

Copies of the district's FERPA policy may be obtained from:

*Lakewood Public Schools
223 W. Broadway
Woodland, MI 48849*

D. Individuals with Disabilities The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact Lakewood Middle School at (616) 374-2400 to inquire about evaluation procedures and programs.

E. 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 individuals. 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.

F. 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.
- 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.
 - 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, which may be made available electronically.

G. Exemption from Disclosure All or more than four sequential digits of a social security number contained in a public record is 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.

H. 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:

Jodi Duits, Superintendent
 Lakewood Public Schools
 223 W. Broadway
 Woodland, MI 48897
 616-374-8043 duitsj@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 school 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, 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 an 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, 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 is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival schools, different states, rural areas, cities, etc.)

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; substantially damage or interfere with a person’s property; or 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.

THREATS TO HEALTH AND SAFETY

Use and Possession of Alcohol, Tobacco, and Drugs and/or Distribution of Controlled Substances

The use and/or possession of alcohol, tobacco (including vapes), drugs, or being under the influence of narcotics on school property is prohibited. This will include the immediate vicinity where they are identified with the school, while they are under school jurisdiction, as for example, on the school bus to away athletic contests, on other school-sponsored activities, on school grounds of competing schools, or at any other school-sponsored extracurricular activity. Students in possession of drug paraphernalia on school property will be subject to discipline by building administration.

Possession of alcohol, tobacco (including chewing tobacco, vaping products), and drugs (narcotics), is defined as “being in physical possession” as contrary to state law and indicative of its intended use. Any alcohol, tobacco, or drugs, found in the possession of any student shall be confiscated.

Minimum Discipline (use or possession of alcohol, drugs, controlled substances, or paraphernalia): 10-Day Suspension and Report to the Local Law Enforcement Agency.

Minimum Discipline (distribution of alcohol, drugs, controlled substances): 10-Day Suspension, Report to the Local Law Enforcement Agency, and recommendation for expulsion.

Minimum Discipline (use or possession of tobacco, vaping): 3-Day Suspension

Ammunition If a student is found in the possession of the following: bullet, shells, gunpowder, firecracker or anything containing gunpowder or explosive. Minimum Discipline: Suspension

Arson or Attempted Arson A student who sets a fire on school grounds, or who is caught in the act of setting a fire, shall be suspended. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion

Bomb Threats and False Alarms A student, who threatens the school with a “bomb scare” or who turns in/pulls a false fire alarm, shall be suspended. Minimum Discipline: 10-Day Suspension, Recommendation for Expulsion

Prohibited Conduct

1. **Bullying and Other Aggressive Behavior toward Students:** See Board Policy 5517
2. **Hazing:** See Board Policy

Assault/Battery This refers to a physical attack of one person or a group of persons upon another who does not wish to become involved in combat and has not provoked the attack. Words alone are never considered provocation for an attack. When an assault occurs, a suspension will result. Assault and Battery of school personnel will result in expulsion from school. Minimum Discipline: 3-Day Suspension, Recommendation for Expulsion May Occur Consistent with Current Legislation

FIGHTING This is the mutual willingness of students who engage in physical combat regardless of who initiated the physical violence/contact in an attempt to do harm to one another. If the fighting takes place on school grounds or on the way to or from school, a suspension will result.

In Order to maintain a safe learning environment, the Lakewood Middle School Administration will do the following when a fight/assault altercation has occurred:

- ❖ Ask for a written statement for each student involved
- ❖ Ask for potential witnesses from each student involved
- ❖ Contact the parent/guardian at their home or work and explain the disciplinary measures imposed by Lakewood Middle School

Minimum Discipline: 1-Day Suspension

Inappropriate Behavior or Actions: As defined by building administration. Minimum Discipline: RTC

Protective Services The Michigan Child Protection law is clear that the duty of educators is to report all instances in which there is reasonable cause to suspect child abuse or neglect. This requires educators to be prudent in their actions. They are legally obligated to conduct themselves as the normally prudent educator would when faced with a similar circumstance and information. Failure to report suspicious incidents places educators in jeopardy of criminal and civil liability. Under the Child Protection Act, the school is to “allow access to the student without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child.” Lakewood Public Schools believes that it should protect the child first and school officials will cooperate with Protective Services during investigations, which allege child abuse and/or neglect. Therefore, school officials will not contact parents prior to any Protective Services investigation.

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 Suspension.

Searches To maintain order and to protect the safety and welfare of students and school personnel, school administration 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 material, such findings shall be turned over to the police and disciplinary action will be taken.

Canine Searches On occasion, licensed 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 prohibit 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 providing 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 harassment of students by district staff, district volunteers, students, or other members of the public at school or school activities.

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 sexually 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 creating 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.

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, school 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.

Policy Implementation Procedures

Any student who alleges sexual harassment by any Lakewood Public School employee, district volunteer, Lakewood student, or another person should report directly to a building principal, school 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 school 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, fights, etc. between two other people. Minimum Discipline: In-school suspension.

Unauthorized Areas Students may not enter without permission, teacher's lounges/work rooms, main office conference room, boiler room/custodial areas, kitchen, and academic areas during certain times in the day.

Students may not be outside without supervision and must stay out of parking areas, areas west of the building, wooded areas, walking trail, and outside the 5th grade academic wing doors. Minimum Discipline: In-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, or 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 will result in a minimum discipline of 1 day out of school suspension.

EMERGENCY PROCEDURES

Extreme Weather

Tornado and Severe Weather Instructions

The 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 severe weather drills are conducted per year. In case of severe weather 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 designated place based on the map located in each academic space.
3. Do not talk while in the hall, as it is possible that power may be out and oral instructions may be provided.
4. Students are not to seek cover in areas with free-spanning roofs (i.e. gym, commons area, academic hallways, band room, art room, etc.). Students in the cafeteria are to go into the kitchen. Stay away from all doors and windows.

Evacuation

Fire Drill

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 firefighting equipment.
6. Doors and windows to all rooms are to be closed and lights turned off by the teacher or by the last person leaving the room.
7. The first person to reach the outside door holds the door open until everyone is out and then closes the door.
8. Promptly return to the building upon the sound of the all-clear via PA announcement.

Lockdown

Inside Threat:

- Definition: Threat or hazard inside the building
- Signal: Verbal announcement via PA
- Steps of Action:
 - * Outside activities are moved to a safe location outside the building
 - * Initiate Lockdown procedures
 - * Disregard fire alarms
 - * Be prepared to exit the building quickly or defend yourself
 - * Remain in position until all clear and notified by law enforcement, fire, emergency manager, or principal unlocks doors.

Lock Out

Outside Threat:

- Definition: Imminent threat or hazard outside the building. Also, it may be used for a medical emergency to keep students in classrooms.
- Signal: Verbal announcement via PA
- Steps of Action:
 - * Move into the building quickly.
 - * Close windows and keep the classroom door locked, continue with classroom lessons.
 - * Remain in position until all clear and/or notified by principal otherwise
 - * Disregard fire alarms

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 an 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.
17. You will return all technology resources to the school in good working order immediately on request.
18. 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: Receive a minimum consequence of a detention.



Student & Parent/Guardian Acknowledgement Form

Part I.

AGREEMENT FOR ACCESS AND USE OF TECHNOLOGY, DISTRICT NETWORKS AND INTERNET (pages 29-30)

As a student's parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able use District technology resources and the Districts Internet and wide area connections until both my student and I have signed this agreement. I also understand that my student has been taught proper use of the District technology resources and the Districts Internet and wide area connection. I agree to indemnify the District for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.

Part II.

I have received, read, and understand the LMS Student Handbook. Specifically, but not limited to, I understand:

- The rules, regulations, and procedures in the Lakewood Middle School Student Handbook 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 and 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 the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion, or referral to a law enforcement agency.
- The Lakewood Middle School Administration reserves the right to apply the rules, regulations, and procedures for off-campus conduct.
- Students bringing personal property (cell phones, air pods, jewelry, etc.) to school do so at their own risk. School personnel will not get involved in the investigation of loss of a student's personal property.
- A recommendation for expulsion may result when a student assaults another student.
- Student lockers are property of the school district. To maintain a safe learning environment, the contents of lockers can be searched randomly or when there is a reasonable suspicion that they contain illegal items.
- Students who are suspended or absent from school are not allowed to participate or attend extra-curricular activities occurring that day.

| | | | |
|----------------|---------------------------------|----------------------------|---------------|
| _____ Grade | _____ Student Name (printed) | _____ Student Signature | _____ Date |
| | _____ Parent Signature | _____ Date | |