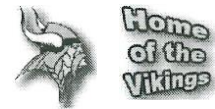


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Daily Schedule

Building opens / supervision of students: 7:05a.m First period class begins: 7:27a.m. School dismisses: 2:15 p.m.

MISSION STATEMENT

The Lakewood Public Schools is preparing our students for success.

VISION STATEMENT

The Lakewood Public Schools will Educate, Empower, and Equip our students for life.

I. ACADEMICS and OTHER GUIDELINES

A. Evaluation -Grading Scale			
A	Excellent	4.0	C Average 2.0
A-		3.7	C- 1.7
B+		3.3	D+ 1.3
B	Good	3.0	D Below Avg. 1.0
B-		2.7	D- 0.7
C+		2.3	F 0.0

I Incomplete; grade has not been calculated due to significant missing assignment(s). An "I" will be re-calculated as an "F" if the missing work is not completed within two weeks of the end of each semester.

B. Grade reports

Updated grades will be posted online and updated weekly. Progress reports will be sent home approx. every 4-5 weeks. Parents may request reports to be mailed home. Report cards will be available and sent home with students. Parents will be notified prior to students being issued report cards.

C. Promotion / Retention

Students who fail to earn passing grades in more than one academic subject will not be considered for promotion. Parents will be notified when academic progress indicates possible retention after the first semester and the midterm of the second semester.

D. Student Awards

•Honor Roll- Minimum 3.00 grade point average (G.P.A.) with no grade below a "C" in any semester. Attendance – less than 4 days. Studious student – No homework room. •Citizenship- No R.T.C., disciplinary referrals, bus conducts, suspensions in semester.

E. Homework

To assist the teacher with conducting the daily lesson with a prepared class of students, those students who arrive in class unprepared (missing or incomplete assignment) will be asked to leave the room to finish their assignment in a supervised work room, and then

return to class prepared for a productive class period.

These students then return to the work room during their next lunch hour to review any work missed due to their absence in the classroom as they completed the missing work, and to help with organization to be prepared for the next class period.

If the student is required to attend the work room five times, a parent meeting to help identify strategies to allow better preparation by the student for the classroom will be held. At the fifth visit to the workroom, the student is placed on social probation until all his / her academic requirements are met. Saturday school is assigned to assist students in meeting academic needs.

Homework is an extension of the classroom by offering support of the educational objectives for the class. The staff at Lakewood Middle School is working to assist and encourage all students to arrive to class with successfully completed homework assignments. Parents are encouraged to review homework assignments with their children on a regular basis.

Daily assignments are updated by 12:00 p.m. and posted to the Lakewood Middle School website for parent review. www.lakewoodps.org

F. Class Work and Absent Students

If a student is absent, it is his/her responsibility to obtain missing assignments from each teacher. Except when truant, students will be given one day to make-up the assignment for an absence. Students who miss a portion of a day should contact teachers prior to leaving early, or upon their return to pick-up assignments from missed classes. Daily assignments are updated by 12:00 p.m. and posted online for review.

G. Homework Pick-Up

If requested before 8:30a.m., homework assignments for an absent student may be picked up at the school office after 2:30p.m. If requested after 8:30a.m., pick-up will be the following day after 2:30p.m.

Requests for homework can be made through the attendance line (616-374-2427) by 8:30a.m. Students going on vacation will have homework available upon their return. Daily assignments are updated by 12:00 p.m. and posted online for review each day.

H. Cheating / Plagiarizing

To submit another's work as their own, to copy, or obtain answers to testing questions / problems is prohibited. Due process will occur regarding a student's explanation during a conference between the teacher, the student, and an administrator if requested by either the teacher or student. Teachers will notify parents immediately following the student's due process to prevent misunderstanding and to discuss disciplinary consequences. Penalties for cheating will be handled by the individual teacher. If cheating persists, students will be referred to the administration for further action.

I. Student Agendas

Each Lakewood Middle School student will be issued a student agenda for the year which will remain the property of Lakewood Middle School. This agenda must be taken to class each day with assignments accurately recorded each period. Lost agendas will be replaced for \$4.00, paid by the student. Parents are encouraged to check the agenda on a regular basis for tests, assignments, and general student progress.

J. Passes out of Class

Students are allocated two passes per day in their agenda to be used in the event that they need to leave class during instructional time. Teachers are given discretion when a pass will be issued to a student during instructional time, and only to students whose own agenda is accurate and up-to-date. Any pass out of a classroom during class time must include the student's name, their destination, and the time the pass was issued. Students who misuse the intention of hall passes (excessive amount of time on a pass or visiting multiple locations on a single pass) may lose the privilege for the use of hall passes.

K. Books and Supplies

Students assume responsibility for returning all materials assigned to them for the school year. Students are expected to pay for damages or replacement cost on lost or damaged materials. Money will be refunded if the missing item is later found and returned.

L. Library Media Center

The Media Center provides computers for student use. No social media, internet or email will be available to students during school hours. Books may be checked out for two weeks and renewed if necessary. Reference books

are checked out overnight only and must be returned at the beginning of the next school day. Students who have overdue books will pay a fine of ten cents a day until the book is returned. If an overdue book has not been returned after 30 days; the overdue book will be marked lost and the book will be replaced in the library collection. Refunds are not given once the book has been marked lost. 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.

Students with overdue books and fines over \$1.00 may not check out additional materials until the book is returned and payment is made.

II. STUDENT GUIDELINES

A. Respect

All students and adults who work for Lakewood Public Schools, are associated with, or are guests of the school, are to be extended respect and courtesy at all times.

B. Use of Class Time

Students are expected to utilize class time to meet the goals of the daily lesson as directed by the teacher.

C. Guest Teachers

In the absence of the regular teacher, a guest teacher will provide quality instruction. The regular teacher will intervene with students identified as uncooperative by the guest teacher. Repeat offenders may be referred for possible disciplinary action.

D. Use of the Telephone

The office telephones are available for student use in case of an emergency or illness with approval by staff. Parents can reach students by calling the school office during the regular school day. Cell phones must remain in lockers and are not to be used during school hours (7:27a.m.- 2:15 p.m.).

E. Locks and Lockers

Students are authorized to use the locker assigned to them and are responsible for the contents and condition of the locker. Sharing lockers is not allowed. Students may be charged for additional cleaning or removal of items not removed by the student at the end of the year. Appropriate decorations may be applied with magnets or sticky tack. Stickers and tape are not allowed. Decorations without approval are not allowed on the outside of the locker. Students must provide their own locks to use on lockers in the locker room. The school is not responsible for items left in lockers without locks.

School personnel, for any reason, may conduct periodic general inspections or searches due to cause at any time, without notice, without student consent, and

without search warrants. Items which could disrupt or interfere with the learning environment will be removed from the student's possession. Student privacy rights will be respected regarding any items that are not illegal or in violation of school policies.

F. Bicycles / Skateboards

Bicycles will be parked in the bicycle rack and should be secured with a lock at all times. The school will not accept responsibility for the security or safety of bicycles. No skateboards, rollerblades, use of Heelys, Hoover boards, etc. are allowed on school grounds.

G. Clothing and Dress Guidelines

Dress guidelines are designed to maintain a positive overall atmosphere, provide for the health and safety of students, and to reduce staff and faculty time required to enforce a dress code. Clothing for school is to be worn appropriately. Students will refrain from writing on each other or their clothing. Clothing guidelines include:

1. Feet must be covered at all times (shoes or sandals). Slippers are not appropriate for school.
2. Tops and shirts must have sleeves.
3. All clothing (shirts and pants) must completely cover undergarments and not leave exposed backs or midriffs when standing, when raising arms, or when seated. Leggings must be worn under pants with tears or holes. Pants are to be worn at / above the waist. Tears or holes in jeans may violate this standard. Necklines must be modest. Skirts and shorts should be a length equal to the fingertips of an extended arm down the leg.
4. Sagging Pants - Slacks, jeans, shorts, etc. are to be worn at the waist, not hanging low on the hips, or exposing undergarments even if the undergarments are covered by an untucked shirt. Undergarments are defined as any clothing worn under the outer garment.
5. Yoga pants / leggings / tights are acceptable when worn with an accompanying sweater, shirt, or other top which is comparable in length to a skirt.
6. Pajamas, silk / flannel / cotton warm-up pants, or other pajama look-alike pants, beachwear and spandex clothing are not appropriate for school.
7. Coats, jackets, and other outerwear are not to be worn in the classroom. Backpacks, purses, and bags, and outerwear should not be taken to class.
8. Hats, bandanas, hoddies from sweatshirts, and other head coverings may not be worn in the building or cafeteria.

9. Clothing or other apparel with advertisements or slogans for alcoholic beverages, tobacco, drug paraphernalia, violent, hostile / negative phrases, or lettered with inappropriate / double meaning words are not to be worn in school.

10. Bandanas, wallet chains, non-jewelry chains, and other non-essential clothing or accessory items, which prove to be a distraction, are not to be worn.

Students will be asked to obtain clean clothing if their apparel becomes muddy or excessively dirty due to playground activities. It is wise for students to keep a clean spare set of clothing in their locker for such an emergency. Students will be asked to change their clothing if their apparel falls outside the guidelines described above and may require a call to parents.

H. Personal Belongings

Toys, laser pointers, walkie-talkies, electronic games, and other items which serve no educational purpose should not be brought to school. Music playback devices (I-Pods, MP3 players), electronic games, etc., while suitable for bus rides, are not allowed to be used at school as they are disruptive to the academic purpose of the school. Paintballs or fireworks of any type are never allowed in the building. Such items of a non-educational purpose will be confiscated and returned to a parent.

I. Cell Phones and Other Electronics

Cell phones, I-pods, MP3 players, smartwatches and or any other electronic devices may not be used while at school from the time the student has access to their locker in the morning (7:20 a.m.) to the end of the normal school day (2:15 p.m.). These items must remain in lockers at all times during the regular school day (including the cafeteria and class changes) with the auditory alarm turned off. Violation of this policy will result in the confiscation of the item for return to a parent. The school is not responsible for lost or damaged personal property.

Kindles, Nooks, and other electronic books will be allowed during FRED time at the teacher's discretion as long as other applications of the device are not accessed. Violations will result in loss of the opportunity for the use of electronic books during FRED.

Should a teacher request student to include such electronic devices into a lesson, students will comply with the specific instructions for use of the device for that class and comply with the above guidelines throughout the remainder of the school day.

J. Tobacco, Drugs, Alcohol

Possession, use, or distribution of alcohol, tobacco products, drug paraphernalia, narcotics, medications, vapes or other controlled substances is unlawful for minors and is prohibited at all times in the building, on school grounds, buses, or bus stops. Possession is defined as being on the person, in personal belongings, or in the vicinity of the individual. Any student in possession of or distribution of these substances, or look-a-likes, will be subject to disciplinary action including suspension, expulsion, and/or prosecution.

K. Weapons

Michigan law requires the expulsion of students who possess a dangerous weapon in a weapon-free school zone. The law mandates that this expulsion be permanent. A dangerous weapon may be defined as, including but not limited to, a firearm, look-alike weapon, chains, paintball guns, knife (regardless of length of blade), brass knuckles, explosive devices, etc. as mandated by state law. A weapon-free school zone is school property, which includes all buildings and property owned or leased by the district. A referral to the appropriate law enforcement agency will also be made in every instance.

The superintendent may waive the mandatory expulsion requirement only in four specific circumstances. A student who brings a dangerous weapon to school need not be expelled if the student can show in a clear and convincing manner that: a) the object was not possessed for use as a weapon, b) the weapon was not knowingly possessed by the student, c) the student didn't have reason to know the object constituted a weapon or d) the weapon was in the student's possession with the permission of school or police authorities.

The same penalties for possession may also apply to any item that looks like a dangerous weapon even if it is determined not to be.

L. Leaving School Grounds

When students are required to leave school they must report to the office and have a parent /guardian sign them out. The student may sign-in again in the office upon their return. A note signed by the parent, guardian, physician, etc. stating the time and date of the appointment should be taken to the office on the morning of the appointment or the day before if the student will report to school late the following morning.

M. Snowballs

Snowball making, possession, throwing, or kicking snow at others is not allowed on school grounds at any time, including noon hour, before, and after school.

N. Snacks, Beverages

Soft drinks, flavored water, food, candy, or other snacks are to be consumed in the cafeteria during lunch or in a designated, supervised area. Storing open cans or cups of beverages in lockers is not allowed. "Energy Drinks", those with the warning "*Not recommended for children*" (Amp, Red Bull, Rip-It, Monster, Full Throttle, Rock Star etc.) are not allowed on school grounds. Such "Energy Drinks" will be confiscated and disposed of. Food is not to be consumed at lockers or in hallways. Gum may be allowed in classrooms at the discretion of the teacher.

Water is the only beverage allowed to be consumed outside of the cafeteria during the school day and must be in a clear, non-colored container (not glass). Water containing additives are not allowed outside of the cafeteria.

O. Lunch Period

Each student is assigned a lunch period of 30 minutes. The first five minutes of noon hour may be used to go to lockers, use the restroom, telephone, etc. The remaining time is to be spent in the cafeteria or other designated supervised area. Students requiring other arrangements during noon hour must obtain a pass which identifies the special arrangement and the person who will provide supervision BEFORE going to lunch. Students are not to occupy hallways or the restrooms in hallways during noon hour.

P. Cafeteria

Use of the cafeteria is a privilege. Uncooperative students may lose cafeteria privileges. While in the cafeteria all students are expected to act responsibly, maintain a safe, clean environment, and after eating, clean their area of debris.

Students may purchase a hot lunch, a la carte' items or they may bring a sack lunch. Beverages in glass containers are not allowed in the cafeteria or on school grounds. "Energy Drinks", those with the warning "*Not recommended for children*" (Amp, Red Bull, Rip-It, Monster, Full Throttle, Rock Star etc.) are not allowed on school grounds. Such "Energy Drinks" will be confiscated and disposed of.

Q. Cafeteria Lunch Accounts

Deposits can be made to student cafeteria accounts in advance and credited from this account with each purchase. 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. Parents may receive detailed account information by calling 616-374-2415. You can add money to your child's lunch account at www.lakewoodps.org.

R. Lunch Charges

Students will be allowed to charge one (1) lunch. After the first charge students will be offered a lunch consisting of a cheese sandwich (or comparable item), a vegetable, fruit, and a milk. If the student accepts the lunch it will be charged to the student's account each day until the charges are paid in full. A La Carte' items and snacks may not be charged at any time. No charges will be allowed after the first Friday in May. After this date the student will need to borrow money, call home, or not eat.

III. STUDENT EXPECTATIONS

Students are responsible for his/her actions at all times. The staff of L.M.S. will assist students to act responsibly while they are at school. Students are expected to:

- o Be courteous and respectful to all people and property.
- o Be ready to work at the scheduled beginning of class.
- o Not loiter at classroom doors prior to dismissal.
- o Take required materials to class.
- o Have an acceptable pass prior to leaving a classroom.

Parents will not be notified of each irresponsible choice in behavior, but if the behavior persists or is of a severe nature, parents will be notified and disciplinary action will be taken.

Nothing should stop students from learning or teachers from teaching. It is the student's responsibility to control his / her behavior at all times.

A. Illegal Activities/Criminal Acts

Students attending Lakewood Middle School have the right to receive their education with the assurance that their right to learn and grow in a safe, healthy environment is being protected.

Student conduct which goes beyond improper or disruptive and would be classified as illegal is never tolerated or accepted.

Students who engage in criminal acts at, or related to, the school, will be reported to law enforcement officials as well as disciplined by the school.

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

Beginning in January of 2000, Michigan Public Act 104 requires the exchange of information regarding law violations by students from the police and courts to the schools and the reporting of various incidents and school violations to law enforcement officials.

B. School Sponsored Functions

All expectations for student conduct and school discipline policies apply at all school related functions and at all Lakewood owned facilities.

Students are expected to arrange transportation at the scheduled conclusion of school sponsored functions. Excessive delay in transportation after such events may result in the student being excluded from future events. School policies are in effect for all students while at school sponsored off-campus events.

C. Endangerment

Students are prohibited from creating a situation that could cause harm (physical or emotional) to another person. Such behaviors as, but not limited to, put-downs, name-calling, hitting, profanity, belligerence, throwing objects, pushing, tripping, verbal harassment, spreading rumors, fighting, encouraging a fight, bullying, etc. are prohibited. Students violating this expectation will be subject to disciplinary action up to and including suspension and expulsion.

D. Bullying

Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
2. Adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

- a. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
- b. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, she/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.
- A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.
- c. **Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.
- d. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the district's central administrative office.
- e. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, she/he will promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- f. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- g. **Responsible School Official.** The Superintendent shall be responsible for ensuring the proper implementation of this policy

throughout the district. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

h. **Posting/Publication of Policy.**

Notice of this policy will be: (a) annually circulated to all students and staff, (b) incorporated into the teacher, student, and parent/guardian handbooks.

Definitions

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

E. Hazing

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

"Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights. Hazing creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or being a member of any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately students from the district.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year (longer than one term or semester, but less than a full school year)
- Referral to an appropriate law enforcement agency
- Permanent expulsion

F. Public Displays of Affection

Public displays of affection are not appropriate at any time.

G. Sexual Harassment

The Lakewood Public Schools prohibits sexual harassment of students. Sexual harassment is any unwanted conduct of a sexual nature, which makes an individual feel uncomfortable. Sexual harassment can take many forms including touching, pictures, and verbal or written words. Sexual harassment of students is not only illegal; it is disruptive of the educational process and interferes with this District's commitment to provide a stable learning environment to its students. All students, District staff and volunteers are expected to conduct themselves with respect for the dignity of others. The Lakewood Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

H. Gang Involvement

Gang activities are prohibited at all times in school or on school property. Graffiti, gang clothing, signs, symbols, or any other activity relating to gangs or gang activities will not be permitted. At the first sign of any type of gang-related activity, an administrator will give the student a warning, parents will be notified, and documentation will be placed in the student's file.

A second offense will result in a ten day out of school suspension. A parent meeting will be held before the student is readmitted to school. A recommendation for expulsion may occur.

A third offense will result in a recommendation for expulsion.

I. Athletic Eligibility/Extracurricular

An annual fee of \$100.00 will be charged to middle school athletes. Students eligible for reduced lunch will be charged \$40, and those eligible for free lunch charged \$20. **6th Grade will pay \$20.00 per sport they participate in.** Payment is due prior to the first contest. Physicals must be on file with the athletic department before students are allowed to practice or participate with any school-sponsored team. A copy of Lakewood Middle School's athletic eligibility policy, signed by the student and a parent, must be on file prior to any competition by the student.

Students must have attended school four (4) class periods to be eligible for participation the day of any practice or contest. Check with the athletic director prior to any scheduled absence.

To be eligible students must maintain a 2.0 GPA and not be failing more than one class and not have suspensions once the season has begun.

Failure to do so will require a weekly eligibility plan. Insufficient evaluations on the weekly eligibility plan will require a minimum one-week suspension from all team practices and contests. The suspension will be used to meet academic requirements. Reinstatement to the team will occur when a weekly eligibility plan is adequate in all areas.

Athletes are responsible for uniforms and equipment issued to them. Students are expected to pay for lost / damaged uniforms or equipment.

IV. DISCIPLINE POLICY

The following policies and procedures are designed to maintain a safe, orderly environment for learning and support individual responsibility by all students.

A. Responsible Thinking Process: Students who make personal choices, which disrupts classroom instruction or the learning environment, will be removed from class to a supervised area (Responsible Thinking Classroom, or R.T.C.) to write a plan. This plan will identify alternate behaviors which would be acceptable in a classroom setting. The student will review this plan with the classroom teacher to negotiate return to class within three days or suspension may occur. Students who are removed from a class will not be allowed to return to that class until the student and the teacher accept the plan.

Any behavior in R.T.C. which is disruptive will result in an out of school suspension. A parent meeting will be held to determine when the student will be allowed to return to school. The student will then return to R.T.C. to fulfill his /her plan for return to the regular schedule.

B. Suspension: Suspension out of school may be assigned for any disrespectful action or behavior that disrupts the learning environment and may range from 1-10 school days. Parents will be asked to meet with an administrator prior to the student's return to school at which time restorative practices will be discussed. The implemental timeline will be established. Schoolwork assigned during the suspension is expected to be complete upon the student's return to school.

C. Expulsion: Expulsion procedures will be initiated according to the Lakewood Board of Education policy. When attempts at intervention are not successful, actions are of a severe nature, or by nature are illegal and governed by local or state guidelines, expulsion may occur. Students will be afforded the right to due process in accordance with Board of Education policy.

D. Social Probation

Students on social probation are not eligible to attend any extra-curricular activity. This includes, but is not limited to; dances, athletic events, club activities, in school assemblies and non-educational field trips. A

student may be placed on social probation for non-payment of fees, fines for lost instructional materials, media center fees, academic standing, or failure to attend Saturday School. Students will be removed from social probation when specified conditions are met.

V. ATTENDANCE

The school district is accountable to the State of Michigan for the attendance of all students. Parents / guardians are asked to make every effort possible to take vacations, schedule medical appointments, hunting, shopping trips, etc. after school hours or during school vacations. Compliance with the Compulsory School Attendance Law (380.1561) requires "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

A. Missed Days of Instruction

Parents or guardians must contact the attendance secretary when a student will miss a day of instruction. Please call the attendance line, (616) 374-2427, to communicate a student's absence. The attendance line operates 24 hours / day. Parents may send a note with the student explaining the absence. If a note is written, please include a telephone number where the parent / guardian can be reached.

B. Truancy

Chronic absenteeism will be reported to the student's county of residence. *If a parent/guardian gives permission to miss days of instruction without an excused absence, the student is not to be on any Lakewood School Property during that entire school day, including after school events on those days.* Attendance concerns may be referred to the School Assistant Principal.

C. Saturday School

Saturday School is required to make-up instructional time and missed work when a student meets or exceeds nine (9) absences in any semester or for students who are truant, or who miss instruction due to misbehavior. Students will be assigned to attend one Saturday School for each absence after the ninth absence each semester, or for each instance of truancy or misbehavior. Saturday School operates between the hours of 8:00 a.m. and 12:00 p.m. on designated Saturdays each month. Students will be notified of

their required attendance in advance of the designated Saturday. Failure to attend an assigned Saturday School may result in social probation until the Saturday School is made up.

D. Responsibility to Notify Parents

A letter will be sent to parents after four and six days and a final notice after the ninth day of instruction each semester.

E. Absence Classification

The table below defines samples of missed days of instruction but is not all-inclusive. Contact the school office for specific cases not identified below.

Do Not Count Toward 8 Allowable Absences

Field trips	Athletic events
Job shadowing	Funerals
Doctor excused illness	Suspension
Court appearances	Religious holiday
Homebound tutoring	Orthodontic / dental app.
Schools failure to provide regular transportation	

Will Count Toward the 8 Absences

Vacations	Faulty Alarm
Shopping	Babysitting
Regular Illness (not doctor excused)	
Working outside of school	Hunting

VI. ADDITIONAL INFORMATION

1. Inclement Weather

The superintendent of schools makes the final decision regarding school attendance during inclement weather. Notification of cancellation is given to area television and radio stations in the Grand Rapids and Lansing area. Honeywell Instant-Alert will be sent to all homes regarding school closings or weather related events.

2. Early School Closings

Families should establish plans for early dismissal of school due to inclement weather or other emergencies. A Honeywell Instant-Alert notice will be sent to all homes with updated Honeywell contact information.

3. Emergency Drills

All fire, weather, and emergency secure-in-place, hazardous material drills will be conducted in accordance with state guidelines. Proper conduct during such drills and specific routes for exit or cover will be posted in each room of the building. The schedule of drills will be posted on the District webpage.

4. Tornado Policy

In the event of a tornado watch, students will remain in school and will be dismissed and transported in the usual manner. In the event of a tornado warning issued prior to dismissal, students will remain in school until

the warning is canceled. Parents may pick up their child during a tornado warning or tornado watch. Students will not be allowed to walk home during a tornado warning.

5. Parent- Teacher Conferences

Middle School Parent / Teacher conferences will be held:

Wednesday Nov. 6th from 4:00 – 7:00

Thursday Nov. 7th from 12:00-3:00 & 4:00-7:00

Parents are welcome to arrange conferences with individual teachers during the academic year. Contact the school office (616) 374-2400 to schedule a time.

6. Student Visitors

Students from other buildings or school districts will not be permitted to visit classrooms or the cafeteria while school is in session or attend dances and other social activities after school hours.

7. Student Records

Student records containing scholastic data, test results, report card summaries, health data, registration, and transfer records will remain on file as mandated by state law. Access to such records is limited to persons who work with individual students. Parents who wish to review their son / daughter's records with the principal should contact the school office.

8. Schools of Choice

An annual report will be available to all parents of school age children residing within the boundaries of Lakewood Public Schools, which addresses the status of each school within the district in regard to criteria set forth in P.A. 25. These reports will ensure accurate definition of student programs, opportunities and the rate of achievement related to the core curriculum. Information regarding "Schools of Choice" will be disseminated through public media to ensure parents are aware of the structure of the plan. Community meetings will be held to discuss the Schools of Choice Plan and its goals.

9. Online Learning

Recent changes to the State of Michigan School Aid Act allow all students in grades 6-12 (with consent of their parent or guardian) to enroll into one or two online courses during their academic term. Lakewood Public Schools is not required to provide the technology or Internet access. The request for online course enrollment must be made in the academic term or summer preceding the enrollment. For more information about this change, and to see if you are a good candidate for taking online courses, please see your school counselor.

10. Medication

Medication must be dispensed from the office. A request for administration of medicine during the school day requires a signed parental request as well as the physician's prescription on the original container. At no time will students be allowed to share prescription or over-the-counter medications with other students. Over-the-counter medications will be confiscated if used or dispensed in a manner different from the policy above. Possession, distribution, or use of medications in a manner different from the policy described above may result in disciplinary action in accordance with school drug policies.

11. Confidentiality

The goal of the school counselor and social worker is to maintain confidentiality when it comes to students and parents at Lakewood Middle School. Meetings held with the school counselor and social worker will remain confidential unless the student or parent gives permission to share information with related parties.

Circumstances do arise when we must disclose information to appropriate professionals based on Michigan state law and Lakewood Public Schools district policy. Our ultimate goal is to keep children at Lakewood Middle School safe from harm. Reasons for reporting include the following: student in danger of harming self, student in danger of harming others, student in danger of being harmed, or if required to do so by court order.

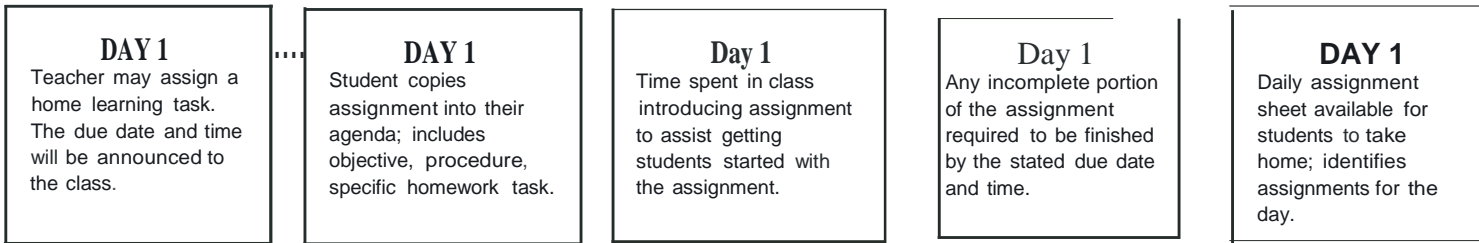
HALL PASS- for use when called to the office, counselor, or other location initiated by the school

Student Name: _____

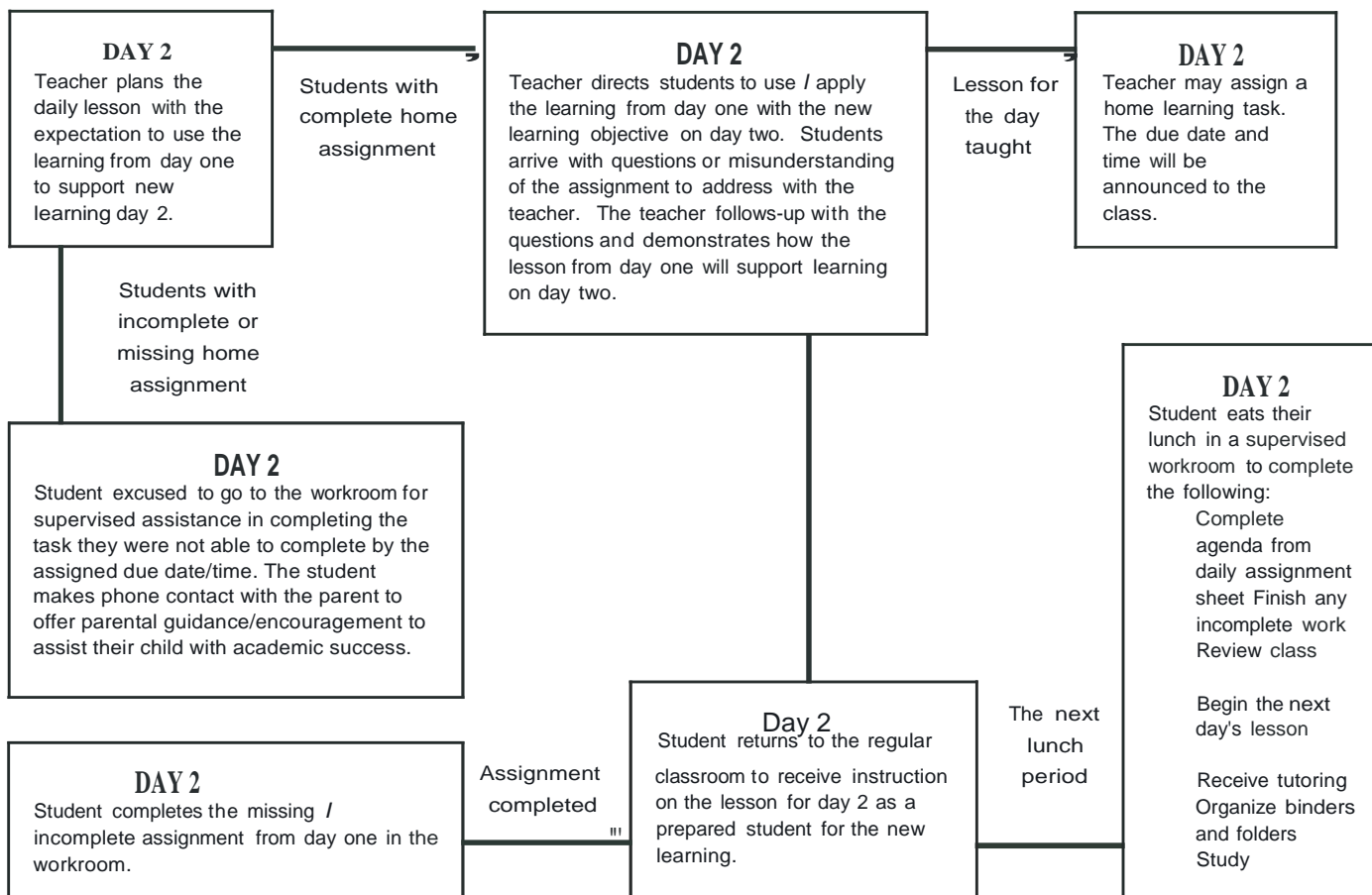
Date Destination Time Out Teachers Signature

<u>Date</u>	<u>Destination</u>	<u>Time Out</u>	<u>Teachers Signature</u>

Homework is due on the assigned date at the assigned time. Students who do not prepare for class by completing assignments will be supported in meeting academic expectations according to the chart below:



Academic assistance available- workroom opens 7:25a.m.; teachers available 7:25a.m.; workroom open during all lunch hours; tutorial help available (sign-up through assistant principal's office); daily assignment sheets available online after 12:00 p.m. each day



After the first 5 visits to the workroom in any 9 week period, a parent meeting is required to look for interventions to help students. Saturday School is offered twice each month to allow the student to spend time on academic needs with tutorial support. Social probation may be assigned until academic responsibilities are addressed by the student and learning goals are met. The goal of the program is to assist students in demonstrating their learning and not earn grades based on missing work.



COMPUTER / TECHNOLOGY USE AGREEMENT

All students will use the Lakewood Middle School technology resources in an appropriate manner. Students will:

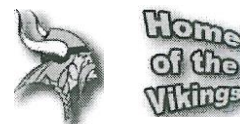
- Use school facilities and equipment only for school related educational activities. Access to the district network is only available for school approved computers / technology.
Use the Internet only for activities related to the curriculum expectations.
Adhere to copyright laws.
Not transmit material that is in violation of local, state or federal laws or regulations.
Refrain from sharing their user ID and password with anyone and will not use another's user ID or password.
Access only personal files or those to which they have been given permission to access by an authorized staff member.
- Use only school approved software in compliance with licensing agreements.
- Avoid monopolizing systems, overloading networks, and printing excessive materials.
- Adhere to class specific guidelines as outlined by teachers.
- Be responsible for the replacement cost of misused equipment. Computer privileges will be revoked until compensation is made.

Images of the school, students in the school and use of the Lakewood Public School logo on personal web site are prohibited at all times.

Misuse of technology shall include, but is not limited to, viewing or attempting to access websites whose content is sexually inappropriate for a school setting, the placing of unlawful, inappropriate, pornographic, indecent, racist, inflammatory, sexist, or threatening information or objectionable language into the system or any component of it, software piracy, the improper access of information, or misrepresentation of another individual or organization; the deliberate destruction or alteration or diminishment in value or effectiveness of the technology; use for political purposes or to lobby for votes; obtaining names, addresses, telephone numbers, passwords, or other personal information; or use for personal financial gain. (Board Policy Ref p., 36250).

Students in violation of the technology agreement will have all computer access revoked and be subject to the consequences as outlined in the student handbook.

A signed copy (parent and student) of the computer / technology agreement must be on file prior to network access by a student.



SEPTEMBER: Creative – characterized by originality and expressiveness;
imaginative

OCTOBER: Prepared – to make things or oneself ready beforehand for a specific
purpose, event, or occasion

NOVEMBER: Commitment – a pledge to do, or a promise to a course of action;
completion of a task to the best of one's ability

DECEMBER: Compassion – awareness of the suffering of another accompanied
by the wish to relieve it

JANUARY: Honest – not false or misleading; genuine; having a good reputation

FEBRUARY: Humor – the ability to perceive, enjoy, or express what is amusing

MARCH: Courtesy – willingness or generosity in providing something needed;
polite behavior

APRIL: Helpful – providing assistance; useful; giving help

MAY: Enthusiasm – great excitement for or interest in a subject or
cause

VII. GRIEVANCE PROCEDURES FOR TITLE IV, TITLE IX, TITLE II, SECTION 504, AND AGE DISCRIMINATION

The Lakewood Public School District will not knowingly discriminate on the basis of age, race, creed, color, sex, national origin, cultural or economic background, height, weight, marital status, lack of English language skills or disability in its programs or activities.

Any person believing that Lakewood Public School District or any part of the school organization has inadequately applied the principle and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which will be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Lakewood Public Schools
223 W. Broadway, Woodland, MI

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Superintendent of Schools who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1 - A written statement of the grievance shall be submitted to the Superintendent of Schools within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) business days.

Step 2- A complainant wishing to appeal the decision of the Superintendent may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond within ten (10) business days.

Step 3- If unsatisfied, the complainant may appeal through a signed, written statement of the Board of Education within five (5) business days of receiving the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties, and their representative within (40) business days of receipt

of such appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-261. Inquiries regarding the nondiscrimination policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, and Washington D.C. 20202. The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

VIII. FERPA COMPLIANCE

Lakewood Public Schools recognizes the rights given to parents and students regarding student records under the Family Educational Rights and Privacy Act (FERPA). These rights are 1) The right to inspect and review the student's education records. 2) The right to request the amendment of the student's education record. 3) The right to consent to disclosures of personally identifiable information contained in the student's education records. 4) The right to file a complaint with the U.S. Department of Education. Further details may be obtained in Board of Education Policies #5240, #5250, and #5260, which are available at the Superintendent's office.

IX. PARENTS RIGHT TO KNOW Lakewood Public Schools comply with every Student Succeeds Act which gives parents the right to request and receive information regarding the professional qualifications of their child's classroom teachers. This information may include 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, the field of discipline of the certification or degree, and whether the child is provided services by a paraprofessional including their qualifications. Any parent interested in obtaining this information should contact:

Randy Fleenor, Superintendent
223 W. Broadway
Woodland, MI 48897