

Student/Parent Handbook 2021-2022



Lakewood Middle School

8699 East Brown Road
Woodland, Michigan 48897

Office	616-374-2400
Attendance	616-374-2427
Fax	616-374-2424
Transportation	616-374-0759
Food Service	616-374-2415

DAILY SCHEDULE

Doors open	7:05am
First period begins	7:27am
School Dismisses	2:15pm

MISSION STATEMENT

Preparing our students for success.

VISION STATEMENT

Educate, Empower and Equip our students for life.

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I. **ACADEMICS**

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.
- Studios 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) may 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 receive homework upon 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 personal 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/resource that is lost/damaged. A \$2 processing fee will be added on to the cost of the lost/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 (7:27 a.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. Pants are to be worn at/above the waist. 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. Pajamas, silk/flannel/cotton warm-up pants, or other pajama look-alike pants, beachwear and spandex clothing are not appropriate for school.
6. Coats, jackets, and other outerwear are not to be worn in the classroom. Backpacks, purses, bags, and outerwear should not be taken to class.
7. Hats, bandanas, hoodies from sweatshirts, and other head coverings may not be worn in the building or cafeteria.
8. 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.
9. 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, 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, smartwatches and or any other personal 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 students 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/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.

O. Lunch Period

Each student is assigned a lunch period of 30 minutes. The first five minutes of the lunch 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. If necessary, seating may be assigned for the duration of lunch.

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.

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.sendmoneytoschool.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 LMS will assist students to act responsibly while they are at school. Students are expected to:

- Be courteous and respectful to all people and property
- Be ready to work at the scheduled beginning of class.
- Not loiter at classroom doors prior to dismissal.
- Take required materials to class.

- 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. 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.

B. Applicability Clause

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

C. 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.

D. 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.

E. 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.

F. 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.

G. 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, or 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

H. Public Displays of Affection

Public displays of affection are not appropriate at any time.

I. 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.

J. 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.

K. 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 Lakenood 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.
School's failure to provide regular transportation

Will Count Toward the 8 Absences

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

VI. ADDITIONAL INFORMATION

A. 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. A Skyward Skylert notice will be sent to all homes regarding school closings or weather-related events.

B. Early School Closings

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

C. 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.

D. 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.

E. Parent- Teacher Conferences

Middle School Parent Teacher conferences are held in early November each school year. Please refer to the published school calendar for the correct dates and times. Parents are welcome to arrange conferences with individual teachers during the academic year. Contact the school office (616) 374-2400 to schedule a time.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

VII. ADDITIONAL IMPORTANT CLUASES & POLICIES

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 steps below.

DAY 1

1. Teacher may assign a home learning task. The due date and time will be announced to the class.
2. Student copies assignment into their agenda; includes objective, procedure specific homework task.
3. Time is spent in class introducing the assignment and to assist getting students started with the assignment.
4. Any incomplete portion of the assignment will be required to be finished by the stated due date/time.
5. Daily assignment sheets are available for students to take home; identifies assignments for the day.

Academic assistance is available. The workroom is open at 7:25am and during all lunch periods. Tutorial help is available by signing up in the Principal's office. Daily assignment sheets are available online after 12:00pm at www.lakewoodps.org

DAY 2

1. Teacher plans daily lesson with the expectation to use the learning from DAY 1 to support new learning in DAY 2.
 - Students with incomplete or missing assignment(s) will continue to step 2
 - Students with completed assignment(s) will continue to step 3
2. Missing or incomplete assignment- Student is excused to go to the workroom for supervised assistance in completing the task they were not able to complete by the assigned due date/time. The student makes phone contact with the parent to receive parental guidance/encouragement to assist their child with academic success.
 - a. Upon completing the assignment student will return to the regular classroom to receive instruction on the lesson for DAY 2 as a prepared student for the new learning (step 3).
 - b. If the student cannot complete the assignment during the class hour the student will return to the workroom during their next scheduled lunch period, take the assignment home or both. If the student has had their lunch period, the student can take the assignment home to complete but will still report to the workroom during the lunch period the following day.
 - c. While the student is in the workroom during their lunch period the following will occur:
 - i. Staff will be available for supervision and assistance as needed
 - ii. The student will complete their agenda from the daily assignment sheet, finish any incomplete schoolwork, begin the next day's lesson, receive tutoring, organize binders and folders, study.
3. Completed assignment - Teacher directs students to use/apply the learning from DAY 1 with the new learning objective on DAY 2. Students arrive with questions or misunderstanding of the assignment to address with the teacher. The teacher follows-up with the questions and demonstrates how the lesson from DAY 1 will support learning on DAY 2.
4. Teacher may assign a home learning task. The due date and time will be announced to the class.

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 students 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.

VIII. VIKING ACTION FOR SUCCESS



SEPTEMBER: Exuberant – uninhibitedly enthusiastic; abounding in vitality; extremely joyful and vigorous.

OCTOBER: Attentive – giving attention; thoughtful of others; considerate, polite, courteous.

NOVEMBER: Patient – having or showing the capacity for endurance quietly and steadily; persevering with fortitude and calm without complaint or anger.

DECEMBER: Considerate – showing kindly awareness or regard for another's feelings, circumstances.

JANUARY: Energetic – possessing or exhibiting energy, especially in abundance; powerful in action or effect.

FEBRUARY: Optimistic – maintain a favorable view of events or conditions and to expect the most favorable outcomes.

MARCH: Trustworthy – deserving of trust or confidence; dependable; reliable.

APRIL: Courageous – to act in accordance with one's beliefs, especially in spite of criticism.

MAY: Affable – Pleasantly easy to approach and to talk to; friendly, warm, polite.

IX. 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/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 48897

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/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.

X. 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.

XI. 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:

Steven Skalka, Superintendent
223 W. Broadway
Woodland, MI 48897

Acceptable Use Policy | Student 5-12

Student name (print First/Last Name)

Grade

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. My 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. I 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 me a "public forum." I may not use the Technology Resources for commercial purposes or to support or oppose political positions unless authorized by a teacher or administrator.
4. The purpose of my technology use at LPS is for educational purposes only and for me to follow the directions of LPS staff.
5. I will not use the technology resources of the district for my personal gain.
6. I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
7. I will not knowingly attempt to disable, evade or defeat the district's Internet filtering software. I will abide by the policies and guidelines of the district which concern all aspects of staff or student privacy and Internet safety. This includes the use of VPNs and Proxies to bypass restricted access.
8. I will not use any of the technology systems to violate any laws or rules in the student handbook.
9. I will not violate any copyright laws. This includes sharing, installing, recording or distributing of copyrighted software, audio, and video media.
10. I will not install, download or use any software, apps or extensions on any LPS devices. I will not remove any software, apps or extensions from LPS devices.
11. I will not use anyone else's ID or password. I will not use a computer that another person is logged into. I will not share my password with anyone else. I understand the use of someone else's login information will result in disciplinary action.
12. I understand that the District reserves the rights to monitor Internet activity and review any files, data, or information stored on, scanned, or printed using the District's Technology Resources and to report misuse to a LPS staff member.
13. I understand the District reserves the right to remove any material from Technology Resources that the District chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
14. I will not harm or destroy any hardware, software, or data that belongs to the LPS and its users. This includes any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, hacking or school hardware. I understand that I will be held financially responsible for damages if I vandalize any of the school's technology systems.
15. I will not use any LPS Technology Resources or my own personal devices to engage in cyberbullying. This includes misrepresenting others and posting inappropriate information meant to harass, intimidate, or embarrass other students or staff on any social media or website.
16. If I have received any cyberbullying or harassment from a student or a staff member. I will disclose this information to a LPS staff member immediately.
You have been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic. You will return all Technology Resources to the school in good working order immediately on request.
17. I understand that this policy is in effect at all times including remote or direct access, on or off school premises.

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

I have read the above rules for acceptable technology use. I understand them, and I agree to comply with them. Should I violate the rules, I understand that I will lose access privileges throughout the district and that discipline/appropriate legal action will be taken against me.

Student Signature

Date

Acceptable Use Policy | Parent 5-12

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I understand that my child has been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic. I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian (print First/Last Name)

Parent/Guardian Signature

Date

REVISED 2/18/2021