

# LAKE SHORE PUBLIC SCHOOLS

## ELEMENTARY Student/Parent Handbook 2017-18

*Lake Shore Public Schools offers you a sincere welcome where we believe in “Students First”. In life there are two life-lasting bequests we hope for our children and youth. One is **roots** – family, community, nation; the other is **wings** – education, formation and the capacity to learn. We are dedicated to developing strong wings for each and every one of our students.*

*At Lake Shore we renew our commitment to excellence, our commitment to service for the well-being, and success of our students.*

## **Masonic Heights Elementary School**

22100 Masonic Blvd.  
St. Clair Shores, MI 48082  
586-285-8500

Mr. George Lewis, Principal

[glewis@lsps.org](mailto:glewis@lsps.org)

Ms. Janet Kraft, School Secretary

[jkraft@lsps.org](mailto:jkraft@lsps.org)

## **Rodgers Elementary School**

21601 L'Anse  
St. Clair Shores, MI 48081  
586-285-8600

Ms. Cynthia Sam, Principal

[csam@lsps.org](mailto:csam@lsps.org)

Ms. Carol Peterson

[cpeterson@lsps.org](mailto:cpeterson@lsps.org)

## **Violet Elementary School**

22020 Violet  
St. Clair Shores, MI 48082  
586-285-8700

Ms. Joan Grassi, Principal

[jgrassi@lsps.org](mailto:jgrassi@lsps.org)

Ms. Carol Ponder, School Secretary

[cponder@lsps.org](mailto:cponder@lsps.org)

## **Dr. Joseph DiPonio, Superintendent of Schools 586-285-8480**

Office of Academic and Student Services 586-285-8460

Office of Human Resource Services

Office of Administrative Services & Operations 586-285-8490

Office of Business and Financial Services 586-285-8470

Office of Facilities and Transportation 586-285-8550

St. Clair Shores Adult Education 586-285-8880

St. Clair Shores Public Library 586-771-9020

School Aged Child Care (SACC) 586-285-8612

St. Clair Shores Fire and Police Department 586-455-5222

# STAFF DIRECTORY AND CALENDAR

For Masonic Heights Elementary School's staff directory, please visit:

[http://masonic.lakeshoreschools.org/staff\\_directory](http://masonic.lakeshoreschools.org/staff_directory)

For Rodger Elementary School's staff directory, please visit:

[http://lakeshorerodgers.ss12.sharpschool.com/staff\\_directory](http://lakeshorerodgers.ss12.sharpschool.com/staff_directory)

For Violet Elementary School's staff directory, please visit:

[http://violet.lakeshoreschools.org/staff\\_directory](http://violet.lakeshoreschools.org/staff_directory)

For the current school year calendar, please visit:

[http://lakeshoreschools.org/our\\_district/event\\_calendar](http://lakeshoreschools.org/our_district/event_calendar)

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for use by you and your parents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed on page two of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **MISSION OF THE SCHOOL DISTRICT**

Lake Shore will ensure a high quality education so that each student acquires the skills, knowledge and character to excel in meeting the challenges and opportunities of a rapidly changing world.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, weight, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

## **DEPARTMENT OF HUMAN RESOURCES**

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) school days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **STATEMENT OF EQUAL OPPORTUNITY**

Lake Shore Public Schools does not discriminate against, deny benefits to, or exclude participation by any person in its programs, activities or employment on the basis of race, color, creed, disability, religion, gender, age, weight, ancestry, national origin, or other protected characteristics.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other student(s) or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Any incident of harassment shall be reported promptly to the Human Resources Department at 586-285-8490.

## **SCHOOL DAY**

### **Masonic Heights**

7:50 – Admissions Bell	Kindergarten	7:55 – 3:04
7:55 – Classes Begin	Half-day	7:55 – 11:05
3:04 – Students Dismissed	Early Release	7:55 – 1:34

### **Violet**

8:10 – Admissions Bell	K-5	8:14 – 3:24
8:14 – Classes Begin	Half-day	8:14 – 11:25
3:24 – Students Dismissed	Early Release	8:14 – 1:54

### **Rodgers**

8:10 – Admissions Bell	K-5	8:14 – 3:24
8:14 – Classes Begin	Half-day	8:14 – 11:25
3:24 – Students Dismissed	Early Release	8:14 – 1:54

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are

encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her teacher.

See the District's **Student Code of Conduct (page 43)** for additional detail regarding rights and responsibilities.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. All medications, prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision. The principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live. Age of child must be five (5) years by September 1. If, however, for some reason a parent wishes their child to attend another school in the District, they should contact the Executive Director of Educational Services.

Students who are new enrollees are required to submit the following:

- a birth certificate or similar document,
- custody/guardianship papers from a court (if appropriate),
- **3 items proving residency,**
- proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have official records from the sending school in order to assure proper placement. The school office will assist in obtaining the records if not presented at the time of enrollment. It is necessary to have proof of residency. Any one of the following will meet this requirement Notarized Rent Receipt, Purchase Agreement, Tax Statement or Notarized Proof of Residency. This information must be furnished to the principal who will grant permission to enroll.

### **SCHEDULING AND ASSIGNMENT**

The Principal will oversee the assignment of each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. No student may legally withdraw from school, even with parental consent, until s/he has reached the age of sixteen.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

### **Immunization Requirements**

Unless given a waiver, students must meet the following requirements:

- |                    |   |
|--------------------|---|
| <b>Diphtheria</b>  | Five (5) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.   |
| <b>Tetanus</b>     | Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.   |
| <b>Pertussis</b>   | Four (4) doses of any appropriate Pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.   |
| <b>Polio</b>       | Four (4) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.   |
| <b>Measles</b>     | Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements. |
| <b>Rubella</b>     | Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements. |
| <b>Mumps</b>       | Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.   |
| <b>Hepatitis B</b> | Three (3) doses of the appropriate vaccine.   |
| <b>Varicella</b>   | Chickenpox – Two (2) doses of the appropriate vaccine on or after the 1 <sup>st</sup> birthday, or laboratory evidence of varicella immunity, or a physician or parent/legal guardian statement certifying the child has had the chicken pox.                                 |

## **USE OF MEDICATIONS**

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

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

A Medication Request and Authorization Form, ***signed by the physician***, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication must be delivered to school directly by the parent in the original prescription container with the child's name on it. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Students may carry certain medications, such as asthma inhalers, after receiving consent from the building principal. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have the responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. It is also the responsibility of the parent to immediately inform the school, in writing, of any change in the child's health affecting the dispensation of medication or of any change in the medication, including discontinuation or modification.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as consistent with school procedures.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

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

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

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

## **SPECIAL EDUCATION**

The school provides a variety of Special Education programs and services for students identified as having a disability under the Individuals with Disabilities Education Improvement Act (IDEIA).

A student may be eligible for special education programs and services through an evaluation with Special Services. A special education evaluation is offered when a student has demonstrated an inability to perform educationally based on an identified handicap as listed in the Michigan Rules for Special Education.

Parents are encouraged to become active participants in this process. For more information please contact the Special Education and Student Services office at 586-285-8610.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehab. Act requires the School to ensure that no individual will be discriminated against on

the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the school principal or the District's Section 504 Coordinator, Mrs. Martha Kliebert at 586-285-8610.

## **SCHOOLS OF CHOICE**

Lake Shore Public Schools offers a choice among its three elementary schools to parents of district students in grades kindergarten through fifth grade. Admittance is based on space available in the receiving school under certain guidelines. Elementary principals have information available and can advise parents considering enrolling their child in another school under this school of choice plan. Parents who choose to enroll their child in another school must assume the responsibility for transportation.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

\*Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes:

- Name
- Address
- Date and place of birth
- Photographs
- Major field of study
- Participation in school activities
- Height and weight
- Attendance
- Date of graduation
- Awards received (including scholarships and honor roll)

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and

outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## **STUDENT FEES, FINES, AND CHARGES**

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

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

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

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

Failure to pay fines, fees or charges may result in the withholding of grades and credits.

## **STUDENT FUNDRAISING**

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

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

No unsupervised house-to-house canvassing is allowed by any student for any fundraising activity.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "*runs for...*", will be monitored by a staff member in order to prevent a student from over extending himself/herself to the point of potential harm.

No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT VALUABLES**

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

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the School. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School.

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.45. Ala carte items are available. Milk is available at a cost of forty (40) cents. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific permission granted by the Principal.

The cost for a breakfast will be \$1.25 per student. Free or reduced fee breakfast will be available for eligible students. Check with your school office for specific schedule and location. Schedules/times vary among buildings.

Applications for the School's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office.

## **CAFETERIA RULES**

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered. Milk is also available. Forms are distributed at the beginning of the school year for any family that may qualify for the reduced lunch fee program. Any student who forgets his/her lunch or has an incorrect amount of lunch money will be allowed to have lunch on credit on that day, provided there is no history of abusing the "lunch credit" system. Payment for "lunch credit" is expected the next day. If a credit payment has not been received, the student will be given a peanut butter and jelly sandwich or a cheese sandwich with a carton of white milk. There is no fee for this lunch. Phone calls home for forgotten lunches and lost money are not made. Also, the office needs, in writing, any food allergies your child may have.

The lunchroom management and your fellow students will appreciate your cooperation in:

- depositing all lunch litter in wastebaskets,
- leaving the table and floor around your place in a clean condition for others,
- keeping food in the cafeteria,
- exchanging food with other students is not advised; each student should eat his/her own lunch.

## **FIRE AND TORNADO DRILLS**

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

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

## **LOCK DOWN**

If the need occurs for the school to enter into a LOCK DOWN condition, staff will take emergency procedures to ensure the safety of all children, visitors, and staff. Entrance to the building is restricted at this time. If the need arises for the building to be evacuated to another site, the following buildings are used.

### **Masonic and Violet** –

Evacuation site is Rodgers, with Lake Shore High School or Kennedy Middle School as the alternate site.

### **Rodgers**

Evacuation site is Lake Shore High School with Kennedy Middle School as the alternate site.

Students are to be released only to parents/guardians or people signed on the emergency cards. Those people will have to provide identification when picking up children.

## **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the media. Listen to local radio/television stations (WWJ, WJR and Channels 2, 4 or 7) for a school closing listed for "Lake Shore Schools" or you may call 586-285-8481 for updated information.

Parents and students are responsible for knowing about emergency closings and delays.

## **PARENTS/VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School. In addition, visitors are required to wear a Visitor's badge obtained from the office while in the building. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Please feel free to leave a voice message or e-mail requesting an appointment.

Visitors and volunteers are not to approach students on school grounds. Any student business must be taken care of through the office (i.e. give student a message, bring them something forgotten or to pick them up, etc.) Students may not bring visitors to school without first obtaining permission from the Principal and classroom teacher.

Parents that wish to volunteer in the school or chaperone a field trip are required to have a Child Protection Volunteer (CPV) form and copy of driver license or state ID on file with the School District. Individuals wishing to volunteer can pick up a CPV form in the main office.

## **USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Books on the shelves may be checked out for a designated period of time. In order to avoid late fees, all materials checked out of the media center must be returned to by the due date.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other

school equipment or facility. Students will be held responsible for the proper use and safekeeping of books, materials, equipment or facility they are allowed to use. Organizations wishing to use the building may obtain a building usage form from the school office.

## **SOLICITATION**

Promotional material of a commercial nature may not be distributed to students without the express permission of the Superintendent of Schools.

## **LOST AND FOUND**

The lost and found area is in the school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester, January and June. It is recommended that any clothing that might be removed during the school day (hat, gloves, etc.) be labeled with the child's name.

## **STUDENT SALES**

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

## **USE OF TELEPHONES**

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

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **ANIMALS AND PETS**

The office must be notified of animals/pets in the building. Teachers must give specific guidelines for the treatment of the animals in the classroom.

## **BUS REGULATIONS**

We urge parents/guardians to thoroughly discuss the following bus policy with their children. Driving a school bus is a difficult job and we believe that students riding the bus can help prevent accidents by following the rules of good behavior, safety and common sense.

Students are expected to be at their designated bus stops to board the bus five (5) minutes before the time indicated by the schedule. Even a short delay at each stop would make the bus late and cause discomfort to other students waiting for the bus along the route.

Students **MUST** stay off the streets and **MUST** respect private property while waiting for the bus.

Students may not attempt to enter the bus until it has completely stopped at the bus stop. Once inside the bus, students are to remain seated in the seat designated by the driver. Students must keep their bodies entirely inside the bus at all times. The bus driver has the same authority in the bus that the teacher has in the classroom, so all students are to listen and follow the directions of the bus driver.

The bus is an extension of the school classroom, so it must be kept clean, orderly and sanitary. Eating is not permissible on the bus, nor is throwing **ANY ITEMS**. Yelling at people inside or outside the bus is not allowed. Damaging or destroying any part of the bus or its equipment will not be tolerated.

Students are to stay in their seats until the bus comes to a complete stop; then they will be allowed to leave the bus in an orderly fashion. No one is to use the emergency door unless the bus driver directs them to use it.

Only those students from a designated transportation area may ride a particular bus. Students may not enter or exit at a stop other than their own without the written permission of a parent/guardian and a building administrator. Neither non-bus students nor students assigned to ride another bus may ride unless written permission is given by a building administrator and a parent/guardian.

Other school rules, dealing with such things as damage to property, respect shown to other students, smoking, theft, drugs, fighting, use of vulgar language or gestures and snowballing, shall be strictly enforced.

Students who violate the rules shall be appropriately disciplined. The administration may suspend a student from riding the bus for a specific period. During this period, a student shall be responsible for his/her transportation to and from school. Parental conferences may be scheduled. Repeated offenses may result in lengthy or permanent exclusions from the bus.

The following list of rules is posted in each bus as a reminder to students of appropriate bus behavior.

### **DON'T LOSE YOUR RIDING PRIVILEGE!**

#### **FOLLOW THESE RULES**

1. Observe same conduct as in the classroom.
2. Listen and follow the directions of the driver.
3. Stay seated. Keep head, hands and feet inside the bus.

4. Be courteous, use no profane language or gestures.
5. Do not eat, drink, or smoke on the bus. Keep the bus clean.
6. The bus driver is authorized to assign seats.
7. Do not be destructive.
8. NO yelling.

## **LIFE LONG GUIDELINES**

Trustworthiness	To act in a manner that makes one worthy of trust and confidence
Truthfulness	To be honest about things and feelings with oneself and others
Active Listening	To listen with the intention of understanding what the speaker intends to communicate
No Put-Downs	To never use words, actions and/or body language that degrade, humiliate, or dishonor others
Personal Best	To do one's best given the circumstances and available resources

## **LIFESKILLS**

Caring	To feel and show concern for others
Common Sense	To use good judgment
Cooperation	To work together toward a common goal or purpose
Courage	To act according to one's beliefs despite fear of adverse consequences
Curiosity	A desire to investigate and seek understanding of one's world
Effort	To do your best
Flexibility	To be willing to alter plans when necessary
Friendship	To make and keep a friend through mutual trust and caring
Initiative	To do something, of one's own free will, because it needs to be done
Integrity	To act according to a sense of what's right and wrong
Organization	To plan, arrange and implement in an orderly way; to keep things orderly and ready to use
Patience	To wait calmly for someone or something
Perseverance	To keep at it
Pride	Satisfaction from doing one's personal best
Problem Solving	To create solutions to difficult situations and everyday problems
Resourcefulness	To respond to challenges and opportunities in innovative and creative ways
Responsibility	To respond when appropriate: to be accountable for one's actions
Sense of Humor	To laugh and be playful without harming others

## **CLASSROOM RULES**

Each teacher will establish rules for his or her own classroom to help insure the maximum learning for everyone. Students are expected to abide by the rules established by the teacher. (See Student Code of Conduct.)

## **DETENTION**

Detention period is a time when the student is assigned to stay in a designated area for any infraction or unacceptable student behavior. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time.

## **STUDENT ASSISTANCE SPECIALIST**

The Student Assistance Specialist (SAS) is a full-time staff member at each school who provides support services to students and their families. These services include: 1) Student support groups focusing on such issues as divorce adjustment, self-esteem, social skills, life skills, friendships and grief/loss; 2) consultation to teachers and parents; 3) individual counseling and; 4) community agency referral.

## **TEXTBOOKS/FINES**

The Lake Shore Public Schools provide all students with a complete set of textbooks/workbooks that are used to support our curriculum. We ask all parents to support the care and maintenance of these books throughout the year. We do assess fines for books/workbooks that are lost, damaged or destroyed. These are collected at the end of the year before report cards are mailed out.

## **BICYCLE RULES**

The school recommends that only 3<sup>rd</sup> –5<sup>th</sup> graders ride bicycles to school. All bicycles must be locked to the school's bike rack.

## **CROSSING GUARDS**

The St. Clair Shores Police Department has crossing guards stationed at certain corners to aid us in guarding your child safely to and from school. Guards are on duty twenty (20) minutes before and after school. These guards are not on duty at lunchtime. Locations of crossing guards are as follows:

Masonic and Harper  
Harper and L'Anse  
Violet and Greater Mack

13 Mile Rd and Greater Mack  
Evergreen and Harper  
Couchez and Greater Mack

### **SACC SCHOOL AGED CHILD CARE**

S.A.C.C. services are available to students before and after school. This is a program designated to help the working parent with child care services that are convenient and affordable. For costs of the S.A.C.C. program, please contact 586-285-8618.

### **LEAVING SCHOOL EARLY**

Please send a note to school in advance if you need to make an appointment for your child with the doctor, dentist, or any reason for which your child may have to leave school early. All children must be picked up and signed out at the school office. Do not go to the classroom. We will send for the student. It is important for us to know that either the parent is picking up the child, or a person authorized by the parent. Identification of the person picking up the child will be required.

### **PARENT-TEACHER CLUB**

Parents are urged to actively participate in school events so that they can obtain first hand information and become informed members of the school community. Parent attendance is also an outward sign to children that their parents care about them and their education. Parent volunteers are always needed and welcomed at various times in the operation of the school. We encourage parents/guardians to attend a minimum of two meetings per year.

### **PARENT-TEACHER CONFERENCES**

Scheduled during each school year, conferences provide an opportunity for a closer working relationship between teacher and parents. This leads to greater mutual understanding of the child. Parents are urged to attend these conferences and also are encouraged to contact the school when they feel a specially scheduled conference would be beneficial.

### **SCHOOL PARKING LOT**

If you plan on walking into the building while dropping off a child, you may park in the school lot. Please say good-bye and return to your car and create a parking space for someone else. Cars coming in and out of the parking lot driveway create a hazard for children walking on the adjacent sidewalk. Your cooperation in this regard is most necessary for the safety of all our children.

## **SCHOOL PICTURES**

School pictures are taken each year. The pictures will be on a prepaid basis. Parents are not obligated to purchase these pictures. You will be notified as to the date chosen for your child's pictures.

## **SNOWBALL THROWING**

Snowball throwing is not allowed on the school grounds or as students come to and return home from school.

## **SCHOOL NEWSLETTERS**

Newsletters are prepared periodically and posted on the website: <http://www.lakeshoreschools.org>

## **HOMEBOUND SERVICES**

There are times when a student may be ill and may miss school for an extended period of time. When this happens, a Homebound Teacher may be used. A student may be eligible for a Homebound Teacher if the following criteria are met:

1. A student must be out of school for a medical reason for a minimum of five (5) consecutive days or it must be verified by a doctor that the student will be out of school for a minimum of five (5) consecutive days. Homebound Service can start on the first day of absence provided it is verified that the student will be missing at least five (5) consecutive school days.
2. A "Homebound Referral Form" must be obtained from the principal by the student or the parent/guardian. It is to be filled out by the parent/guardian and the doctor.
3. The Homebound Referral Form must be returned to the principal who will send completed documents to Diane Dymczyk, Homebound Coordinator at [ddymczyk@lsps.org](mailto:ddymczyk@lsps.org) or 586.285.8768 to begin student services. The Homebound Coordinator will coordinate services with the teachers and parents within three days.

## **CUSTODY ORDERS**

It is the policy of the school district to provide student and record access to both custodial and non-custodial parents. This policy will be changed only if, and when, the school is provided with a custody-court order, which specifically denies such access. The court with appropriate jurisdiction must properly certify any such order.

## **RECESS REGULATIONS**

Students must play in authorized areas and within sight of the supervisors. Students are expected to listen to and obey the recess supervisors. Respect for the property and privacy of adjacent homes is expected. Ball games are allowed but these games should be played away from smaller children. Hard balls, softballs and bats are not allowed. Play ball games in areas where you will not have the problem of balls going over fences or on the school building. If that does happen, for your own safety, you cannot go and get the ball. Let the recess supervisor know what happened. You can play on all of the playground equipment, but use the equipment correctly and carefully. When there is outdoor recess, all students are to be outside and can return to the building only with the recess supervisor's permission. If you get hurt or have any other problem during recess, let a supervisor or the teacher know what happened.

Because of the danger to other children and windows, no stone throwing or snowball throwing is EVER allowed. ***SNOW BALL THROWING IS FORBIDDEN AT ALL TIMES ON SCHOOL PROPERTY.***

## **PROPERTY RIGHTS**

Student lockers and desks remain, at all times, the sole and exclusive property of Lake Shore Public Schools. The District reserves the right to visually inspect such property at anytime.

## **ELECTRONIC DEVICES**

Student may be in possession of a cellular telephone, pager/beeper, or other electronic communication devices, provided that during regular school hours such devices are turned off and kept out of sight. Wireless, unfiltered connection to the Internet, and photographic capability devices are not allowed. See BOE policy: Students, 4515.

Electronic games are allowed only when permission is granted from the classroom teacher or administrator.

## **SAFETY PATROL AND/OR SERVICE SQUAD**

Fourth and fifth grade students with good habits and good citizenship may be selected for either of these groups. Specific responsibilities will be discussed in the fall with those children selected to participate in the program. We appreciate their service and try to offer them special treats and activities.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. A field trip consent form will be provided. Attendance rules apply to all field trips.

### **GRADES AND REPORT CARDS**

The school uses a standard grade reporting system consisting of letter grades, other notations and written comments. Grades indicate the level of a student's academic and social growth. Academic grades reflect student learning of district core curriculum standards. Grades are derived from student assessments such as tests, homework, projects, participation and teacher observation.

Grades and report cards are only part of good parent-teacher communication. Teachers and parents are encouraged to contact one another as needed.

### **GRADING PERIODS**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term.

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

### **RECOGNITION OF STUDENT ACHIEVEMENT**

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

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the M-STEP tests.

Homework will not generally be used for disciplinary reasons but to enhance and supplement the student's learning.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to take the appropriate state assessment. They will be given once a year to students in the third, fourth and fifth grades. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional assessments are administered to students to monitor progress, determine educational mastery levels, and help staff set instructional goals.

When necessary, other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

If your child is going to be absent, please call the school before 9:00 a.m.

All parents and guardians are requested to notify the school prior to starting time if their child will be absent from school. If your child is absent and the school has not been notified, we will call you. This will help assure the school and parents that all students are present and accounted for if they were sent to school in the A.M. If a child has been in attendance in the morning and will not return in the afternoon, please notify the office as soon as possible.

If a student arrives at school late, they must check in at the office so we know they are not absent. If a student becomes ill in school, he/she should advise the classroom teacher so that proper attention can be provided. The classroom teacher will send the student to the office, where a determination will be made to send the student home or have the pupil remain in school. If a student is to be sent home, the parent will be contacted. In all cases of sickness or accident, it is necessary for a parent or an adult designated by the parent to call for the child at the school and sign him/her out in the office. **Children will not be sent home alone. For this reason, it is essential that student contact information is up to date with accurate cell, work, and home phone numbers.**

It is also imperative that you inform the teacher and school office if your child has a special health condition.

***Tardiness***

A student who is not in his/her assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the School office before proceeding to class.

***Vacations during the School Year***

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

***Make-up of Tests and Other School Work***

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments. Make-up work, due to suspension must be completed by the time the student returns to school. Make-up work due to excused absence must be completed in a time period to be determined by the teacher.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP Test or other standardized test, the student should consult with the classroom teacher to arrange for taking the test.

**TRUANCY**

Section 1561 of the Michigan School Code makes school attendance compulsory through the age of eighteen (18). Parents are expected to comply with compulsory education rules and policies. Parents shall not excuse their child from school for reasons that are arbitrary and capricious. If a parent consistently excuses their child from attending school for reasons that are deemed by the County to be unreasonable, the school shall seek legal remedies.

A student absent without the consent of his parent is truant. This is an unexcused absence and the student will not be readmitted to the school unless his parents accompany him. Work must be made up. Repeated truancy may be cause for disciplinary action, suspension, expulsion, or legal action through the county attendance office. You are truant if you: 1) leave school without signing out in the office, 2) leave school at lunch without permission, 3) are absent from school without prior permission from your parents.

## **POSITION STATEMENT: VIOLENCE AND SAFETY IN SCHOOLS**

Unfortunately, violence and aggressive behavior have become more common in our society. Such behavior by students in schools reflects the community and society in which we live. Violence and aggression create a significant problem for school staff and students. Addressing the problem must be a joint effort of the community, state and local governments and the schools. As such, the Lake Shore Public Schools accepts its role and is committed to providing a safe environment for all students.

Lake Shore Public Schools recognizes that students, Lake Shore employees and their families deserve a safe, secure and non-violent environment within which to attend their classes and all school functions.

To ensure a safe environment for every student, their families and Lake Shore employee, the Lake Shore Public Schools and community will NOT tolerate violent or threatening behavior of any kind.

## **SUSPENSION**

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardian will be notified of the action taken and will have complete custody and jurisdiction of the child during the suspension. A suspended student may not loiter or appear on school property or at any school sponsored activity at or away from the school and will be required to make up all work and tests missed. It is his/her responsibility to make arrangements with the teacher to do so. A student will be readmitted to school after a satisfactory solution to his conduct is agreed upon by parents/guardian and administration. Any unlawful act taking place on school grounds, buses or to and from school not only makes the student subject to penalties which the courts may prescribe but also result in suspension or dismissal from school.

## **WEAPONS POLICY**

In order to maintain a safe and orderly environment for students, the District prohibits the possession of guns or other weapons by any person while on school property. This includes reasonable facsimiles of such weapons. The District will pursue to the fullest extent of the law, action against any individual in possession of guns and other weapons while on school property. Students who violate this policy may be subject to permanent expulsion.

## **USE OF TOBACCO PRODUCTS**

The use of tobacco products is prohibited, at all times, in ALL District owned schools and buildings. Tobacco use is also restricted on school grounds to after 6:00 P.M. on school days or on weekends. These rules comply with Act 140 of 1993, violation of which is a misdemeanor. Your cooperation in adhering to this policy is appreciated. This policy applies to students and parents, as well as staff members and other members of the community.

## DRESS AND GROOMING GUIDELINES

It is necessarily emphasized that the basic responsibility for acceptable dress, both in schools and in the community belongs to the parents. Specific applications of the dress code will be dependent upon building environment, class requirements and age and characteristics of the student. As such, specific rules may differ between the elementary, middle and high school dress codes.

The overall appearance of a student should not disrupt the educational process. Students are advised that cleanliness, neatness and other aspects of personal appearance are mandatory.

In School you <b>MAY</b> wear	In School you <b>MAY NOT</b> wear
<p>Skirts and dresses which are no shorter than your fingertips with your arms at your sides.</p> <p>Shirts, blouses, tops with sleeves.</p>	<p>Winter jackets, hats or snow boots in the classroom.</p> <p>Outlandish costumes or dress.</p> <p>Bare midriff, halter-tops, muscle shirts or spaghetti straps.</p> <p>Clothing printed with abusive, foul or bad language or inappropriate pictures.</p> <p>Clothing promoting alcohol, tobacco, or drug use.</p> <p>Shoes without socks.</p> <p>Flip-flops or open toed shoes to school.</p> <p>Open toed shoes may not be worn outside on the school playground or P.E. classes.</p> <p>Wheelies, roller skates or roller blades may not be worn on school property.</p>

**NOTE:** It is best to leave a pair of gym shoes in your locker for gym, in case of wet feet or in case you wear boots and forget your shoes.

## PARENTAL RIGHTS

It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this District serve the needs of its students by cooperating with the student's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment.

In recognition of the rights of parents and legal guardians, the Board shall ensure that a parent or legal guardian responsible for the care and custody of a pupil enrolled in this school district may do all of the following:

- A. Review the curriculum, textbooks, and teaching materials of the school in which the pupil is enrolled at a reasonable time and place and in a reasonable manner.
- B. Be present, to a reasonable degree, and at reasonable times and subject to reasonable restrictions, controls and limits to observe instructional activity in a class or course in which the pupil is enrolled and present. "Instructional activity" does not include testing.

## **STUDENT CODE OF CONDUCT**

### **I. PHILOSOPHY**

The purpose of discipline is to help the individual acquire skills, habits, interests, and ideals which are designed for the well being of self, others, and society as a whole. Discipline is defined as the self-control of conduct by the individual or by external authority. It includes the entire program of adapting the individual student to life in society and involves three major emphases:

1. To guide the student to enhance the immediate efforts of teachers and other students in the learning situation, and, therefore, does not threaten either the classroom or the instruction which is taking place.
2. To assist the student in becoming a responsible, productive and self-disciplined citizen within the school, and in preparation for assuming adult responsibilities. It is expected that the student will assume personal responsibility for his own behavior.
3. To provide a safe environment for all students to learn and to interact/relate with peers and adults. See Appendix B, Violence and Safety in Schools.

Similarly, an effective educational program depends upon the establishment of the rights, responsibilities, and privileges for all members of the school community.

It is the responsibility of all students, parent(s) or legal guardians, teachers, administrators, and others concerned with the schools to cooperate in establishing and maintaining a safe and orderly learning environment for our students.

Students will be given due process (see page 45). Students also have the duty to recognize and not to infringe upon the rights of others.

Teachers and administrators also have rights, responsibilities, and duties. By law, teachers are responsible for maintaining a suitable learning environment. Administrators have the responsibility for maintaining and supporting a safe and orderly learning environment for all students.

Administrators are authorized by law to suspend students from school. The teacher has the authority to separate students from class in keeping with established school procedures. Parents or legal guardians have primary rights in matters regarding the child, but they are also required by law to cooperate with school authorities. A safe school environment is best established and maintained when parents support and cooperate with school officials.

The following rules, regulations, and due process procedures are designed to protect all members of the Lake Shore educational community and to provide the order necessary for the educational process.

## II. INTRODUCTION

Every effort will be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. Exclusions may fall in the following categories:

**Short-Term Suspension** - is defined as exclusion of a student from school for up to ten school days, and/or from all extracurricular activities. These may take the form of in-school or out-of-school suspension. Building administrators may render short-term expulsions.

**Extended Suspension** - is defined as exclusion of a student from all classes and extra-curricular activities for more than ten days. (In the case of a handicapped student, an individualized educational planning committee must be convened.) Only the Superintendent may render extended suspension.

**Expulsion** - is defined as the permanent exclusion of a student from school. Expulsions will be enacted only by action of the Board of Education. Students who are permanently expelled may have the right to seek reinstatement after a suitable interval of time. If expulsion is determined to be appropriate, and the student is under the age of seventeen (17), the District shall notify the juvenile division of the probate court.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 380.1311 of the School Code. The Board's duly approved policies and by-laws will also serve to establish authority and to provide detail as to how this code of conduct will be implemented.

Exercising the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those that may result in suspension, or expulsion from Lake Shore Schools. These categories are general and are not deemed to be all-inclusive. In addition, the Board has approved penalties and procedures

for infractions of the Student Code of Conduct as contained in the student/parent handbook.

The parent(s) or legal guardian will be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's/assistant principal's office.

### **III. MISCONDUCT CATEGORIES**

- A. Matters relating to private and public property.
  - 1. Theft
  - 2. Robbery
  - 3. Destruction or defacing of property
  - 4. Vandalism
  - 5. Unauthorized presence in a building
  - 6. Tampering or altering school computer records and/or files
  
- B. Matters pertaining to citizenship
  - 1. Violation of state laws, local ordinances, safety and fire codes, laws pertaining to civil disobedience
  - 2. Profane, obscene language/gestures or degrading epithets
  - 3. Racial, ethnic, religious slurs
  - 4. Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or contact of a sexual nature
  - 5. Insubordination
  - 6. Disruptive behavior
  - 7. Repeated violations of school rules
  - 8. Selling, buying, possessing, giving, accepting, or using tobacco, alcoholic beverages, narcotics, controlled substances, or behavior-altering substances. (Drugs may be used only in acceptance with Board policy 4330.) Alcoholic beverages shall include non-alcoholic malt beverages and "look-alikes".
  - 9. Being under the influence of any controlled or behavior altering substance.
  - 10. Possession, without administrative permission, of a pocket pager or other type of electronic communication device.
  - 11. Plagiarism, forgery or cheating on school assignments or tests.
  - 12. Gambling on school property.
  - 13. Hazing
  
- C. Matters pertaining to attendance.
  - 1. Violation of compulsory attendance laws
  - 2. Skipping school and cutting classes
  - 3. Failure to attend school regularly
  - 4. Persistent tardiness

- D. Matters pertaining to the safety of others.
  - 1. Fighting
  - 2. Physical attacks or threats to students or school personnel
  - 3. Extortion
  - 4. Disruptive bus conduct
  - 5. Gang or gang related activities
  - 6. Intimidation
  - 7. Assaultive behavior; verbal, physical, and/or emotional towards students, teachers or other staff
  - 8. Possession of a weapon other than those dealt with under III-H
  
- E. Persistent disobedience and/or breaking of school rules and regulations.
  
- F. Gross misconduct/misbehavior conduct detrimental to the functioning of the school or school activities. This includes, but is not limited to:
  - 1. Membership in a fraternity, sorority or secret society.
  - 2. Membership in a “gang” or any gang activity.
  
- G. Student Dress
  - 1. Student dress should promote standards of cleanliness and modesty and not interfere with the educational programs of the schools.
  - 2. Dress that relates to/or promotes gang activity will be prohibited (see Board Policy 4511).
  - 3. Specific applications of the dress code will vary between schools and will be dependent upon building environment, class requirements and age characteristics of the student.
  
- H. Possession of a dangerous weapon or explosive in a school building or on school grounds or commission of arson or a rape or other criminal sexual conduct, in a school building or on school grounds. (See: State of Michigan General School Laws 380.1311 and 380.1313 in Appendix A and Board Policy 4610.01)

#### **IV. DUE PROCESS**

On the basis of school law, the principals of Lake Shore Public Schools are delegated the authority to suspend a student from school. In such actions the following procedural due process shall be adhered to:

- A. Prior to any disciplinary action being taken, students will be fully informed of the charges brought against them including the rationale for the action and the conditions of time and termination.

- B. Prior to any disciplinary action being taken, the student will be provided an opportunity to present his or her view of the situation.
- C. The parents/guardians will be notified by phone or personal contact if the student is to be suspended from school. This will occur as soon as possible following disciplinary action. Written documentation of such contact shall be maintained. Verbal notification will be followed by written communication to the parent(s) or guardian stating the charges, reasons and conditions of the suspension.
- D. The following appeal procedures are provided for students being disciplined:
  - 1. Parents may request a conference with the principal. Such requests shall be made verbally or in writing and must occur within the period of suspension. The principal shall affirm or modify the terms of the action within two school days from the date of the conference. Parents will be notified in writing of the principal's decision.
  - 2. Within five school days from the principal's decision, the parents may appeal such decision to the superintendent of schools or designee. At this level the appeal must be in writing. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal. Parents will be notified in writing of the superintendent's decision.
  - 3. The superintendent's decision may be appealed to the Board of Education. Such an appeal must be made in writing within five (5) school days of such a decision.
  - 4. The Board of Education shall schedule a hearing within ten school days of receipt of the appeal and shall notify the parents that said hearing shall be conducted under the following rules and regulations:
    - a. Written notice shall be given of the time, date and place of the hearing.
    - b. The student or parent may be represented by an attorney or other adviser of their choosing.
    - c. Witnesses may be present at the hearing and the student or representative may question witnesses testifying against the student. The student may present their own witnesses.
    - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
    - e. There may be present at the hearing any such resource persons as the president of the Board of Education deems essential to the proper determination of the case.

- f. The hearing before the Board may be in either open or closed session at the option of the student/parent.
    - g. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
  5. If the student/parent/guardian does not elect to dispute an **expulsion**, the Board of Education will review the recommendation of the Superintendent and make such determination as is appropriate. If the student/parent/guardian does not elect to appeal a **long term suspension** (or fails to meet the appeal deadline), the Superintendent will review the recommendation of the building administrator and make such determination as is appropriate.
- E. Recommendation for the expulsion of a student from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:
  1. The student shall be under suspension pending the recommendation of the superintendent to the Board and pending the Board's decision.
  2. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
  3. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing. The hearing shall be in open session unless the student or parent(s) request a closed hearing.
  4. The hearing procedure shall follow that set forth in IV-D-4 of this document.

5. Board action on recommendations for expulsion may be taken at either a regular or special meeting and will involve two steps:
  - a. Discussion in open or closed session, at the option of the student/parent.
  - b. Official action in open session.

## **V. SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. Other random searches may be conducted at the discretion of the building principal.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent deems it in the best interest of the school. This means of detection shall be used to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or other administrator in the presence of the student and a staff member other than the

principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. Such a search should be in an area close to the incident that protects the privacy of the student.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.

## **VI. EXPULSION FOR POSSESSION OF DANGEROUS WEAPON, ARSON OR CRIMINAL SEXUAL CONDUCT**

### **A. Definition**

If a student possesses a dangerous weapon in a school building or on school grounds, or commits an arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the Board of Education, or its designee, shall expel the student from the school district permanently (subject to potential reinstatement as described below), unless the student can establish at least one (1) of the following in a clear and convincing manner to the Board of Education or its designee:

- (1) The object or instrument possessed by the student was not possessed for use as a weapon, or for the direct or indirect delivery to another student for use as a weapon;
- (2) The weapon was not knowingly possessed by the student;
- (3) The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- (4) The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

For the purposes of this policy the following definitions shall apply:

**ARSON** - The term “arson” means setting fire to or doing any act that results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such acts, or to prepare to set a fire to:

1. a building
2. the contents of a building or other real property or personal property exceeding \$50.00 in value.

**CRIMINAL SEXUAL CONDUCT**- The term “criminal sexual conduct” means sexual penetration or sexual contact with a person under any one or a combination of the following:

1. sexual penetration or contact with another person age 15 and under;
2. sexual contact with another person ages 13 through 15 where the actor is 5 or more years older than the other person;
3. sexual penetration or contact with another person ages 13 through 15 where the actor has used a position of authority over the victim to coerce submission;
4. sexual penetration or contact with a victim where the actor is aided and abetted by one or more person(s) and the actor knows or should know that the victim is mentally incapable or physically helpless or the actor uses force or coercion to accomplish sexual penetration or contact with such a victim;
5. sexual penetration or contact where the actor is armed with a weapon or any article used in a manner to lead the victim to reasonably believe it to be a weapon;
6. sexual penetration or contact where the actor causes personal injury to the victim or force, violence or coercion is used to accomplish sexual penetration or contact.

**DANGEROUS WEAPON** - The term “dangerous weapon” shall include, but not necessarily be limited to, all of the following; a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, brass knuckles or explosive device. A dangerous weapon may also include any offensive or defensive instrument that is used, or may be used, to inflict pain or injury on others as determined by the Superintendent. Also, reasonable facsimiles of those weapons described above may also be classified as dangerous weapons.

## B. Procedures

1. If a student is expelled pursuant to this policy, that fact shall be entered on the student's permanent education record. Within three (3) days of the expulsion of a student under this policy, the Board of Education or its designee shall refer the student's name to the county department of social services or the county community mental health agency. The Board of Education or its designee shall notify the student's parent(s) or legal guardian of the referral, or notify the student of the referral if the student is at least age eighteen (18) or is an emancipated minor.
2. If a student is expelled pursuant to this policy, the parent(s) or legal guardian of the student, or the student if at least eighteen (18) years of age or if an emancipated minor, may petition the Board of Education for reinstatement to public education in the school district, but only in accordance with the terms of this subsection. (These reinstatement terms shall also apply to students expelled from another school district for possession of a dangerous weapon, arson, or rape, and who may be seeking to be reinstated to public education in the Lake Shore Public Schools.)
  - a. For a student who was enrolled in grade 5 or below at the time of expulsion, and the expulsion is for a reason other than a firearm or threat with a dangerous weapon, a petition for reinstatement may be initiated any time following the date of expulsion. Such a student shall not be reinstated before the expiration of ten (10) school days from the date of expulsion.
  - b. For a student who was enrolled in grade 5 or below at the time of expulsion, and the reason is related to a firearm or dangerous weapon, a petition for reinstatement may be initiated at any time after sixty (60) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion.
  - c. For a student who was enrolled in grade 6 or above at the time of expulsion, a petition for reinstatement may be initiated at any time after one hundred fifty (150) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of one hundred eighty (180) school days from the date of expulsion.

- d. The school district shall make a form for reinstatement available to the parent(s) or legal guardian of a student expelled under the policy, or to a student if at least eighteen (18) years of age or an emancipated minor. The Board of Education or its designee is not required to assist in the preparation of any petition for reinstatement.
- e. Within ten (10) school days after the receipt of a petition for reinstatement under this subsection, the Board of Education or its designee shall appoint a committee to review the petition and any supporting documentation. The committee shall be comprised of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent or legal guardian of a student enrolled in the school district. The superintendent or his or her designee may submit a recommendation to the committee for or against reinstatement, along with supporting documentation.
- f. Within ten (10) days following the appointment of the reinstatement committee, the committee shall review the petition for reinstatement and any supporting documentation and any recommendation and supporting documentation submitted by the superintendent or his or her designee on the issue of reinstatement, and shall submit a recommendation to the Board of Education regarding reinstatement. The recommendation shall either be for unconditional reinstatement, or conditional reinstatement or against reinstatement. The recommendation shall be based upon consideration of all of the following factors:
  - (i) The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
  - (ii) The extent to which reinstatement of the individual would create a risk of school district or individual liability for the Board of Education or school district personnel.
  - (iii) The age and maturity of the individual.
  - (iv) The individual's school record before the incident that caused the expulsion.
  - (v) The individual's attitude concerning the incident that caused the expulsion.

- (vi) The individual's behavior since the expulsion and the prospects for re-mediation of the individual.
  - (vii) If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.
- g. Not later than the next regularly scheduled Board of Education meeting following the receipt of the recommendation of a reinstatement committee, the Board of Education shall render a decision either to reinstate an individual unconditionally, or reinstate an individual conditionally, or deny an individual reinstatement. The decision of the Board of Education is final, and not subject to reconsideration or appeal.
- h. If the Board of Education renders a decision to reinstate an individual conditionally, the School Board may require an individual, or the parent or legal guardian if the petition was filed by the parent or legal guardian, to agree in writing to specific conditions before conditionally reinstating an individual to public education in the school district. (Such proposed conditions may also be included in support of a petition for reinstatement.) The conditions may include, but are not limited to, any of the following:
- (i) Agreement to a behavior contract, which may involve the student, a parent or legal guardian, or an outside agency.
  - (ii) Participation in a completion of an anger management program or other appropriate counseling.
  - (iii) Periodic progress reviews.
  - (iv) Specific immediate consequences for failure to conform to condition(s), including, but not limited to, immediate expulsion.
3. A student expelled under this policy may, if deemed appropriate by the superintendent, be enrolled in the District's alternative education program if permitted by law. This option shall be available so long as such a program is provided at separate facilities or at times separate from those used for general education students.

4. Nothing in the policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and state laws. (See Board Policy 2461)

## **VII. HOME STUDY**

A Home Study Program may be made available, if deemed appropriate by the superintendent, for those students who have been suspended for more than ten days. The request for such a program must be initiated by the parent or legal guardian to the principal.

- A. Arrangement for assignment will be made by the principal or through the Counseling Department.
- B. The appointed teacher(s) or counselor will provide the weekly assignments.
- C. The responsibility for the completion of the assignments must remain with the student.

## **VIII. GUIDELINE FOR RE-ADMITTANCE FOLLOWING EX-PULSION FOR MISCONDUCT OTHER THAN POSSESSION OF DANGEROUS WEAPON, ARSON OR CRIMINAL SEXUAL CONDUCT**

All requests for readmission will be submitted to the superintendent. The following guidelines should be followed before the student is readmitted to school:

- A. A petition for reinstatement may be initiated at any time after sixty (60) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion.
- B. School officials should work with the police, courts, parent(s) or legal guardian, and the student to determine the best course of action.
- C. Students are not to be readmitted until all concerned are satisfied that the student's readmission will not be injurious to self or other students or to the student requesting re-admittance.

- D. School officials may require further professional opinions before arriving at a decision relative to re-admittance (e.g. psychiatric evaluation, medical examination, etc.).
- E. The final decision must be based on what is best for the school community and the individual involved.

## **ADDITIONAL REFERENCES**

### Lake Shore Public Schools' Policies:

2461	Suspension/Expulsion of Disabled Students
3213	Student Supervision and Welfare
3362	Sexual Harassment
3362.01	Threatening Behavior Toward Staff Members
4500	Student Conduct
4512	Use of Tobacco
4513	Care of District Property
4515	Electronic Communication Devices
4516	Student Hazing
4517	Student Harassment
4518	Drug Prevention
4600	Student Discipline

Lake Shore Public Schools Position Statement: "Violence and Safety in Schools"

State of Michigan General School Laws, 1976, Revised 1987, 1995, 1996

Lake Shore Public Schools has an "Emergency Procedure" plan for the District. If you desire more information regarding this, please contact the Building Principal.

## **LAKE SHORE PUBLIC SCHOOLS BOARD OF EDUCATION**

[http://lakeshoreschools.org/our\\_district/board\\_of\\_education](http://lakeshoreschools.org/our_district/board_of_education)