

**LAWRENCE JR. /SR. STUDENT HANDBOOK  
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## **2009-2010**

### **BOARD OF EDUCATION**

Julie Beam  
Charles Carpp  
Dave Garvison  
Jeff Johnson  
Gerry Martin  
Carrie Rokos  
Carole Sjoquist

### **ADMINISTRATION**

John Overley	Superintendent
Robert Gendron	Jr. /Sr. High School Principal
Jeff Miller	Athletic Director

### **JR. /SR. HIGH SCHOOL FACULTY**

David Abel	Pamela Myatt
Aaron Amthor	Ryan Piecyk
Mirinda Amthor	Chris Orlaske
Jim Carey	Ann Richmond
Jennifer Curtis	Melinda Russell-Haight
Kathy Field	Julie Ryder
Carrie Girolami	Mike Salvano
Heather LaBond	Liz Saule
Brad Manning	Winnie Staffen
Valerie Marsh	Sandy Tartaglia
Kay McLeese	Stephen Vaughn
Jeff Miller	

### **SUPPORT STAFF**

Jenny Sinkler	Superintendent's Secretary/Payroll
Jane Buckhout	Superintendent's Secretary/Bookkeeper
Maxine Carlson	Internal Accounts/Attendance Manager
Eula Tarantino	High School Office Manager
Midge Piecyk	Aide
Jennifer Gilbert	Aide
Patricia Strefling	Cafeteria Manager
Jerry Rowe	Transportation Supervisor/Head Custodian
Ron Buckhout	Grounds
James Johnson	Maintenance
Teri Sue Moses	Night Custodian
Travis Shafer	Night Custodian

September 2009

Dear Parents and Students:

The support staff, faculty and administration welcome you to Lawrence Junior/Senior High School. This building has been provided by the taxpayers of this community and we have an obligation to them to use it and our other resources to provide the best education possible.

A high school education is essential in this day and age. Even beyond high school, academic and/or technical training is needed to compete successfully in the job market. With this thought in mind, it is our desire that every student strive to achieve his/her fullest potential. Although we will make every effort to assist the student in achieving success, the ultimate responsibility lies with the student. This includes regular and consistent school attendance, a positive attitude, and a willingness to make an honest effort to successfully complete all school assignments and prepare for all tests and quizzes.

Every well-run organization needs rules and regulations for efficient operation, and a school is no exception. In this handbook, you will find the rules and regulations under which this school is governed. Read it carefully and give its contents your serious consideration. It is hoped that students and parents alike will study its contents so that it becomes familiar material.

In the event that you have any questions regarding any aspect of the handbook or the school program in general, please do not hesitate to contact me by stopping by my office or by telephoning 674-8232.

Our sincere wish is that the coming year is a happy and successful one for each and every student in our school.

Sincerely,

Robert Gendron  
Principal

## DISTRICT MISSION STATEMENT

We, the citizens of the Lawrence Public School community, will provide all students with a safe, positive, and caring environment in which education and learning are the major priorities. This commitment will provide all students with the opportunity to attain the necessary skills to responsibly and successfully interact in the world of work, family, and society now and in the future.

## JR. /SR. HIGH SCHOOL MISSION STATEMENT

In partnership, the professional and support staff of the Lawrence Junior and Senior High School will provide a caring, trusting, learning environment that enhances the academic and social development of all students. It is our goal that each student, upon graduation, will possess the necessary life skills to successfully meet the challenges of work, family and society.

## GENERAL INFORMATION

It is the policy of the Lawrence Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of or be subjected to discrimination during any program or activity or in employment. The following person has been designated to handle inquires regarding nondiscrimination policies; Superintendent, 650 W. St. Joseph St., Lawrence, MI 49064 (269) 674-8233

### Bell Schedules

Warning Bell	7:55
Period 1	8:00 - 8:55
Period 2	8:59 - 9:54
Period 3	9:58-10:53
<b>Jr. High</b> Lunch	10:53-11:23
Jr. High Period 4	10:57-11:48
High School Period 4	11:27-12:18
<b>High School</b> Lunch	11:48-12:18
Period 5	12:22-1:17
Period 6	1:21-2:16
Period 7	2:20-3:15

### School Mascot and Colors

The Tiger is the school mascot and the school colors are purple and white.

## ACADEMIC INFORMATION

### Academic Letters

Students in grades 9-12 who make the honor roll for the first three marking periods of an academic year are awarded an academic letter at the spring awards assembly. If they have been previously awarded the letter they will then be awarded a chevron pin each year thereafter.

### Alternative Sources of Credit

A maximum of two credits will be allowed toward graduation from a source other than a regular day high school (i.e. night school, correspondence school, community education, etc.). These requirements may be altered for transfer students to reflect an appropriate graduation program based on the number of years in their former school. All credits, including advanced placement classes and honors classes, will be weighed the same.

### Class Rank

Only semester grades are used to determine class rank. All grades are given equal weight. All grade point averages will be rounded off to the hundredths place before class rank order is determined.

### Controversial Courses

According to the 1993-1994 State School Aid Act, parents have the right to decide whether their student receives instruction in areas which include communicable disease education, and/or sex education. If the parent wishes to have their student released from the instruction, a request in writing must be submitted to the principal. There is no penalty or loss of credit for those who choose to opt out. If the parent wishes to review the material prior to making a decision or if they wish to observe the instruction, an appointment with the appropriate teacher must be made.

**Diploma**

Lawrence High School awards one diploma.

**Dropping Classes**

A student may drop a class, without penalty, only during the first five days at the beginning of each semester. Any student withdrawing from a class after the drop/add period will receive an "F" for that class and no credit. (Exception: Students, with affected teachers' approval, may change a level up or down in mathematics or English at any time).

**Dual Enrollment Contract**

Participation in Dual Enrollment classes is a special opportunity granted to our top students to encourage intellectual and emotional maturation. If students meet the minimum score requirements on the PLAN or ACT and pass the college's assessment test/placement test requirements, they will be able to participate in the dual enrollment program. It is recommended that first semester juniors take one college class as their first dual enrollment experience. Student responsibilities are as follows:

- Must attend all classes and turn in a weekly attendance sheet to the counseling office.
- Any books or materials required for the class and some fees.
- Transportation to and from college classes. Students are expected to honor the college schedule of classes even when Lawrence High School is on breaks or vacation.
- Maintain a 2.5 GPA in each college class.
- Class withdraws may only be done with the permission of the principal.

Failure to comply with any of the above requirements may result in:

- The student not being allowed to take additional dual enrollment.
- The student's family being billed for the cost of the classes.
- The student being barred from honor student status and eligibility for school scholarships.

Students who satisfy these requirements will be allowed the choice of having dual enrollment courses recorded on their transcripts as letter grades which are part of their GPA or as pass/fail grades for graduation credit.

**Grading System**

The system of grading recommended by the State Department of Education is used, and is as follows:

A Excellent	D Poor
B Very Good	F Failure
C Average	I Incomplete

Point values for letter grades have been adopted by the Lawrence Public Schools and are listed:

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

All incompletes must be made up under the direction of the teacher. An incomplete that is not made up becomes an "F". Marking period grades will each count as 2/5 (40%) of the semester grade. The semester exam will count 1/5 (20%) of the semester grade. In some classes a semester exam is not practical and therefore not used.

**Graduation Requirements for the Class 2010**

A total of 24 credits are required for graduation. Included in the 24 credits are the following required subjects:

- English.....4 Credits
  - English I, II, III
  - One of the following: English IV, Forms of Writing or Communications
- Mathematics.....2 Credits
  - Algebra 1/2 and Algebra 3/4 together will satisfy the algebraic concept requirement.

A third year of math is needed to fulfill the two credit math requirements.
- Science.....2 Credits
  - One credit of physical science and one of life science.
- Social Studies.....3 Credits
  - U.S. History
  - 1/2 credit of Sociology
  - 1/2 credit of Government
  - One credit of social studies electives
- Physical Education.....1 Credit
 

1/2 credit of physical education and 1/2 credit of health will satisfy this requirement.
- Essential Health .....1/2 Credit

Consumer Education.....1/2 Credit

Computer Related Technology.....1 Credit

Arts.....2 credits

These credits may be from the areas of Foreign Language, Industrial Arts, Fine Arts, Performing Arts, Practical Arts, or the Vocational Arts.

Electives.....9.5 Credits

Students must be enrolled full time the first seven semesters. All requests for early graduation will be reviewed by the administration and the Board of Education on an individual basis.

**Graduation Requirements beginning with the Class of 2011 and all subsequent classes:**

Students will be required to complete 24 hours for graduation including the following requirements (\*\*State Required)

\*\*English, 4 credits. Required classes: English 9, English 10, English 11 & English 12.

\*\*Mathematics, 4 credits. Required classes: Algebra I, Algebra II, Geometry, plus one additional math credit taken during the senior year.

\*\*Science, 3 credits. Required classes: Biology, Chemistry or Physics, plus one additional credit.

\*\*Social Studies, 3 credits. 1/2 Civics, 1/2 Economics, US History & Geography, World History & Geography.

\*\*Physical Education, 1 credit.

\*\*Essential Health, 1/2 credit

Microsoft Office ,1/2 credit

\*\*Visual, Performing, and Applied Arts, 1 credit.

Electives, 7 credits.

Students will also be required to take an on-line learning experience. Beginning with the Class of 2016, 2 credits of Languages other than English will be required. Students must be enrolled full time the first seven semesters. All requests for early graduation will be reviewed by the administration and the Board of Education on an individual basis.

**Homework**

Homework is an extension of the classroom and is an integral part of the total educational experience. Homework is school work assigned by the teacher to be accomplished independently by the student outside the classroom. Homework guides and promotes independent learning and reinforces classroom instruction. The student must assume the responsibility for: a) asking for assistance and/or clarification, b) taking the necessary materials home to complete the assignment, c) completing assignments neatly and on time, d) returning materials and supplies after completing assignments, e) getting and completing assignments after an absence.

**Honor Graduates**

Seniors with a grade point average of 3.0 or higher after seven semesters of work will be graduated with honors. Seniors with a grade point average of 3.5 or higher after seven semesters will be graduated with high honors.

**Honor Roll**

The "Honor Roll" at Lawrence Jr./Sr. High School was established to recognize high student achievement. To be on the honor roll for a marking period, a student must earn a grade point average of 3.0 or better with no letter grades below a "B -".

**Online Courses**

In certain circumstances, students will be given the opportunity to enroll in Michigan Virtual High School online courses. It must be understood that these courses are independent studies and require more work than can be done during the normal school day or week. If students do not have access to internet service outside of the normal school day, it is recommended that they not enroll in the program. Students will be responsible for keeping an activity log daily, printing out class pacing guide bi-weekly, and turning these papers in to the counseling office. Online students are granted extended computer right to complete these courses. Abusing these rights by inappropriate computer activity, per computer usage policy, may result in the loss of computer rights. Violation of any of the rules or failing to complete the course may result in the students receiving an "F" and the family being responsible for the cost of the online class and materials.

**Principal's Honor Roll**

To be recognized for the Principal's Honor Roll, a student must earn all "A's" on his/her marking period report card. The student will receive a special certificate and be honored by the principal at a luncheon.

### **Progress Reports (Below "C" Slips)**

During each marking period, teachers will send home a progress report on each student performing below "C" level work in class. At the discretion of the teacher, a progress report may be used at any time to indicate either a dramatic drop in grades or a significant improvement. These reports will be sent through the mail.

### **Report Cards**

Report cards are issued four times a year. Each marking period is approximately nine weeks in length. The report cards may be retained by the parents.

### **Retention Policy**

It is the philosophy of the Lawrence Public Schools that a student will be retained for an additional year, in a particular subject, if a student fails that subject for the year. A parent who disagrees with a grade placement based on this policy may appeal the decision in writing to a committee composed of the superintendent, principal, guidance counselor and the student's teachers.

### **Student Records**

#### **(NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS)**

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding the records kept on the student by the Lawrence Public School District.

These rights include:

1. The right to examine the student's records,
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees,
3. Records which personally refer to a student are kept confidential except upon consent of the parent or eligible student, or when being used by school personnel for school business. Official agencies which may also request records are listed in the Board of Education Policy on Privacy of Student Records,
4. All rights and protections provided to parents of students under this policy transfer to the student when he/she reaches the age of eighteen (18).

### **Valedictorian/Salutatorian**

These top honors will be selected using the following formula: Grade point average (convert to 4.0 scale and round to three (3) decimals. (Do not count + or -). Use grades only from these subjects: Math, English, Science, Social Studies, Foreign Language (if applicable) for all semesters through the completion of the third marking period of their senior year.

1. GPA \_\_\_\_\_ multiplied by 250 = \_\_\_\_\_
2. SAT or ACT score (choose the one that produces the highest final score)  
SAT score \_\_\_\_\_ divided by 1.6 = \_\_\_\_\_  
Or  
ACT score \_\_\_\_\_ multiplied by 27.778 = \_\_\_\_\_
3. Total score (either GPA plus ACT product, or GPA plus SAT quotient)

### **AGE OF MAJORITY**

A student may, upon reaching the age of majority (18), submit a letter to the principal stating that he/she does not want his/her records or any correspondence sent out without his/her permission. In other words, the student, through the submitted letter, has informed the school that he/she has assumed total responsibility for all school related matters that affect him/her. Please note: **Eighteen-year-olds will have no special privileges! Students that are 18 and older may not sign out and return to school without a valid reason (i.e. medical, dental, court appointment, etc.). Documentation of such appointments may be required to obtain excused absence status.**

### **ANNOUNCEMENTS**

Announcements will be read over the P.A. system each day at the beginning and end of each day. All announcements should be written out and given to the principal's secretary by the end of second hour.

### **ASBESTOS MANAGEMENT PLAN**

A copy of the school district's Asbestos Management Plan and three year update plans are located in each administrative office and in the bus supervisor's office in the bus garage. You may request to review the plan or updates at any time. If you have any questions concerning the plan, you may contact the district's asbestos designated person Jerry Rowe or Superintendent John Overley at 674-8233.

## ASSEMBLIES

There are two kinds of student assemblies: one for making noise (pep assemblies), and the other for listening and remaining quiet (all other assemblies). At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

## ATTENDANCE

### Policy

Regular attendance is necessary for the completion of any course. No amount of make-up work can be as meaningful as attending class. Irregular attendance is one of the major causes of poor work and failure in school. Lawrence Public Schools place a high priority on good attendance and look to parents or guardians to share in this important responsibility. We therefore expect parents to determine when a student should be absent from school. We feel absences should be limited to necessities such as illness, funerals, family emergencies or similar situations. **(The following attendance regulations also apply to students attending the Van Buren Vocational-Technical Center.)**

### Requirement to Receive Credit in a Class

#### When an Absence Occurs

When an absence does occur, the student must bring a written note signed by a parent or guardian. It is the student's responsibility to see that absences are excused. All absences, be they for illness, vacations, hunting, appointments, funerals, or for any other reason are excused as long as the parent or guardian has excused it by written note or parental phone call. Examples of excused absences are:

- 1) personal illness
- 2) death or serious illness in the immediate family
- 3) doctor appointments
- 4) family emergency
- 5) subpoenaed court appearance
- 6) other situations approved by the administration.

**All other absences will be considered unexcused. Unexcused absences will result in the student forfeiting their right to do make-up work or take a missed exam or quiz. Examples of unexcused absences are:**

- 1) over sleeping
- 2) missing the bus
- 3) shopping
- 4) unexplained "personal reasons"
- 5) unexplained "appointments".

After two (2) school days from the student's return, unexcused absences cannot be changed to excused. The note should include the student's name, reason for the absence, date(s) of the absence and signature of the parent or guardian. A telephone call from the parent or guardian will also be accepted. **It is the responsibility of the student to get an unexcused absence changed to excused. Chronic and persistent absenteeism will be referred to the Van Buren County Sheriff Department for truancy.**

### Signing Out

Students that find it necessary to leave school early, must present a note signed by a parent or have office personnel talk to a parent by phone prior to leaving the school building. All students must have permission to sign out prior to leaving. Violations to this rule will be subject to disciplinary actions.

### Make-Up Work

Teachers prepare lessons which are expected to be taught just once. No amount of make-up work is as meaningful as attending class. The interaction that takes place in the classroom between the teacher and the student can never be made up. However, when an absence does occur, the student is expected to keep pace with the class by making up homework, tests, quizzes, etc.. It is important to note that it is the student's responsibility to approach the teacher and make the necessary arrangements for making up any work missed. Work not made up or not submitted on time may be marked as an "F". If the student is absent because of a suspension, he/she has the right to make up the work missed. Students will be allowed the same amount of time to make up work as they were absent (excused only). Example: if a student is absent two days, they will have two days in which to make up their work. Work not completed in the allotted time will be given a grade of zero. **Students caught skipping will forfeit their right to do make-up work or take an exam or quiz missed.**

### Prearranged Absences

**Doctor/Dental Appointments:** Students are expected to make doctor and dental appointments outside of school hours whenever feasible. Assignments should be obtained in advance when such appointments must be made during school time.

**Vacation Days:** It is the position of the school that vacations should not be taken during times when school is in session. However, if the

parent insists on taking their student out of school, they need to fill out and return the "Vacation Policy" form to the office at least one week prior to the requested leaving date. Copies of the form may be obtained at the office. Students must make up all of their work prior to the vacation, or have it due on the first day back from vacation. Work that is not made up will be given a grade of zero.

**Lawrence Public Schools Vacation Policy Form**

**Parent(s)/Guardian(s),**

**Please read and fill out the appropriate information so your student can be excused according to the Vacation Policy.**

"It is the position of the school that vacation should not be taken during times when school is in session. However, if the parent insists on taking their student out of school, they need to make that request to the building principal at least one week prior to the requested leaving date. Students must make up all of their work prior to the vacation, or have it due on the first day back from vacation. Work that is not made up will be given a grade of zero.

Dear Mr. Gendron,	Date turned into the H.S. office: _____
This is a request for my child(ren), _____, to be excused from school for the following purpose(s):	
_____ Family Vacation	
_____ Hunting	
They will miss _____ days of school on the following dates:	
_____	
I understand that it is our responsibility to make sure the student(s) missing school request and complete necessary assignments according to the policy.	
Parent(s)/Guardian(s) Signature(s): _____	Date: _____
<b><u>Return this form no later than 1 week prior to absences to Mr. Gendron, Principal.</u></b>	
<b><i>pc: Teachers that need notification once Mr. Gendron approves:</i></b>	
1 <sup>st</sup> Hour _____	
2 <sup>nd</sup> Hour _____	
3 <sup>rd</sup> Hour _____	
4 <sup>th</sup> Hour _____	
5 <sup>th</sup> Hour _____	
6 <sup>th</sup> Hour _____	
7 <sup>th</sup> Hour _____	

**College Visitation Days:** Juniors are allowed one and seniors are allowed two college days. These days must be pre-approved at least three (3) days in advance of the scheduled visit. Students must obtain a form from the counseling office and return it with the appropriate signatures upon returning to school. Failure to comply with this rule will result in the student being given an unexcused absence and being subject to disciplinary action.

**Skipping School**

Skipping school is a serious matter. It is defined as missing any portion of the school day without permission of a parent or school authority. If the student is under the age of 16, he/she is violating the State Compulsory Attendance law. Any student who skips is breaking school regulations. **A student caught skipping will forfeit his/her right to do make-up work or take a missed exam or quiz.** Any student who skips will serve a one-day in-house suspension or Saturday School for the first offense. A second offense will result in a one day, out-of-school suspension and a third offense will result in a two-day out-of-school suspension. Further skips may result in a recommendation for expulsion or alternative placement.

**Incentives for Good Attendance**

Students who attend every class session are recognized as having perfect attendance. The only exceptions to this classification are students who are absent because of a court mandated appointment, a funeral, or a school business absence. Absences for illness, injury, medical and dental appointments are not waived and will disqualify students for perfect attendance consideration. **Excessive tardies may also disqualify a student from perfect attendance.** The following incentives will be offered for students with good attendance **provided they have no suspensions:**

- 1) Students with perfect attendance in all classes in a semester (1st or 2nd) will be able to exempt out of one exam.
- 2) Students who achieve perfect attendance for both semesters will receive a promotional award.

### **Tardiness**

Tardiness is defined as arriving in a class after the beginning of the class period. If a student arrives more than 10 minutes late for a class, it shall be considered an absence rather than a tardy.

- A. Excused tardies will not be recorded and must be identified as such by a pass issued by a counselor, teacher or office personnel.
- B. Unexcused tardies are those which have not been verified or excused. Any student arriving tardy in a classroom without a valid excuse will be assigned the following discipline:
  1. A student who accumulates two unexcused tardies in any one semester in a particular class will be assigned a one-hour detention after school.
  2. A third unexcused tardy in a particular class in any one semester will result in two one-hour detentions after school.
  3. Should a student fail to appear for an after-school detention, he/she will automatically receive a Saturday School.
  4. On the fourth and each subsequent unexcused tardy for the semester, the student will receive a Saturday School.

### **Van Buren Technology Center Attendance**

All attendance procedures and regulations apply to the Van Buren Technology Center. Furthermore, students must comply with the following regulations:

1. Students must ride the school bus to and from the Van Buren Technology Center. Failure to comply will result in a one-day in-house suspension or Saturday School for the first offense. For a second offense, the student will receive a three-day out-of-school suspension. Continued abuse of this regulation will lead to dropping the student from the Van Buren Technology program and a corresponding loss of credit.
2. Should a student miss the bus, he/she must report immediately to the principal's office. If transportation is available, a ride will be arranged to the Van Buren Technology Center. If not, the student will remain in the office. If this becomes a chronic problem, the student will be dropped from the Van Buren Technology Center program.
3. Occasionally a student may need to drive to the Van Buren Technology Center. A driving permit must be secured from the principal's office and signed by the school principal or assistant principal prior to driving. No passengers are permitted. Failure to comply will result in a one-day in-house suspension or Saturday School for the first offense. For a second offense, the student will receive a three-day out-of-school suspension. Continued abuse of this regulation will lead to dropping the student from the Van Buren Technology Center program and a corresponding loss of credit.

### **BOOKS**

Textbooks issued to students are property of the school; they are loaned to the students. Books shall be returned when withdrawing from school, or at the end of the semester when requested by the teacher. It is the responsibility of each student to take proper care of all textbooks issued. **Students will be charged for lost or damaged textbooks.** Report cards and transcripts will be held until all textbook obligations are settled.

### **BUS REGULATIONS**

**The bus driver is in complete charge of the bus and all students on a bus must obey all requests promptly and respectfully.**

#### **Responsibility of the Student**

- 1) Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
- 2) Observe classroom conduct (except for ordinary conversation while getting on or off and while riding the bus).
- 3) Obey the driver cheerfully, and report promptly to the school official when instructed to do so by the driver.
- 4) Warn the driver of approaching danger if there is reason to believe the driver is not aware of danger.
- 5) Be in the place designated, both morning and evening, ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and **CANNOT WAIT** for tardy pupils.

#### **Personal Safety**

- 1) Stay off the traveled roadway at all times while waiting for a bus.
- 2) Wait until the bus has come to a complete stop before attempting to get on or off.
- 3) Leave the bus only at the consent of the driver.
- 4) Enter or leave the bus only at the front door after the bus has come to a stop, except in case of an emergency.
- 5) Cross the traveled highway, if necessary after leaving the bus, in the following manner: Make certain the bus is not moving. On alighting, go to the front of the bus within sights of the driver and wait for the proper signal for crossing.
- 6) Keep hands and head inside at all times.
- 7) Inform driver when absence is expected from school.
- 8) Report to driver at once any damage to the bus that is observed.

9) Help keep the bus clean, sanitary and orderly.

### **Responsibility of the Parents**

The responsibility of parents whose children are transported at public expense is:

- 1) To ascertain and insure that their children arrive at the bus stop on time in the morning.
- 2) To provide necessary protection for their children when going to and from the bus stop.
- 3) To accept joint responsibility with the school authorities for proper conduct of their children.
- 4) To make a reasonable effort to understand and cooperate with those responsible for student transportation.
- 5) To realize that all students must be taken home to their regular stops at night. Exceptions may be made by written permission from the parent, also signed by the principal. There will be absolutely no discharge of students downtown.

### **Bus Discipline**

The driver has the responsibility to maintain order and discipline on the bus. Whenever a violation occurs, the parents will be notified in writing. If the problem continues after the first warning, the student will not be allowed to ride the bus for a minimum of three days and a parent conference will be held with the principal. The principal has the authority to reduce or extend the transportation suspension or to take further action, depending on the circumstances surrounding the incident.

## **CAFETERIA REGULATIONS**

All students must report to the cafeteria during their lunch period. Students are responsible for taking care of their own lunch papers, milk cartons, remnants of food, and seeing that their table is clean. All trays are to be returned to the stacking area. Students are not to sit or stand on the cafeteria tables. Throwing of food or any other item is prohibited. Cutting in the cafeteria lines is prohibited and students are not to bring glass bottles into the building at any time. **No food or drinks of any kind are to be taken out of the cafeteria.**

### **Cell Phone Policy**

Cell phones are a major problem on school campuses across the county. Ringing cell phones are disruptive during class time. Camera phones and text messaging can be used to cheat on tests and/or quizzes. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.

**All cell phones must be turned off and kept in your locker. They must not be visible. Students may not use their cell phones between the hours of 8:00 a.m. and the final bell at the end of the day.** Using a cell phone as a clock, calculator, or saying that it “fell out of my pocket” is not an excuse to have a cell phone out. At NO TIME during the restricted hours should the cell phone be exposed on their clothing or otherwise.

If a student is using a cell phone, any of its functions or the phone is exposed **for any reason** during the restricted time, the student will face the following consequences:

1<sup>st</sup> offense: Phone will be confiscated from the student and turned over to the principal for pickup at the end of the day.

2<sup>nd</sup> offense: Phone will be confiscated and will need to be picked up by the parents or guardian of the student.

3<sup>rd</sup> offense: Phone will be confiscated and will need to be picked up by the parents or guardian of the student. Student will be assigned a Saturday School.

4<sup>th</sup> offense: Phone will be confiscated and will need to be picked up by the parents or guardian of the students. Student will be assigned out of school suspension. Progressive discipline will follow each subsequent incident.

Students that refuse to provide the teacher with the cell phone for confiscation will be considered insubordinate and disciplined in an appropriate manner.

The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at anytime. Such incidents will be in violation of school policy and may be turned over to the proper authorities for criminal consequences.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Please keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem. It is affecting all of the students in the class. Confiscated phones will be labeled with the students name and kept in the office until the parent or student takes possession.

**LAWRENCE PUBLIC SCHOOLS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.**

Parents should continue to call the school office for any emergency situation. We will contact your son or daughter. Do not try to contact them by their cell phone.

## CLASS/CLUB MEETINGS

In order to facilitate the conduct of grade level business, class/club meetings will be held on an as needed basis. The principal/assistant principal must approve the advisor's request for a class/club meeting at least one day in advance.

## CLASSROOMS

Snacks, food items, soft drinks, energy drinks, and other beverages are not permitted in classrooms or in the library. Plain water that is in the original plastic bottle will be permitted, with staff discretion.

## CLOSED CAMPUS

Lawrence Jr./Sr. High School maintains a closed campus. This means that a student is not permitted to leave the building or assigned area without permission. Students must obtain parental permission prior to signing out and leaving school. **Failure to comply with this regulation will result in immediate suspension from school. Closed Campus also means NO STUDENT VISITORS.**

## DANCE REGULATIONS

All requests to host dances must be approved by the principal at least one week in advance. The class or organization must complete a "Student Activity Request" form and submit it to the principal for approval.

### Dance Rules

- 1) A minimum of two teachers and three parents must serve as chaperones at each dance. Chaperones will be assigned specific areas to supervise and they must stay until the event terminates. There must be one janitor present. The group sponsoring the dance is responsible for any extra pay due the janitor.
- 2) Junior high school students will not be allowed to attend any high school dances except the winter homecoming dance. High school students will not be allowed to attend any junior high dances.
- 3) No guests will be permitted at junior high dances. High school students may invite one guest from another high school. The guest must enter the dance with his/her Lawrence host. All guests must be registered on the sign-up sheet in the office the week of the dance. Lawrence hosts are responsible for the behavior of their guests.
- 4) No smoking is permitted in the building or on the school grounds.
- 5) No intoxicants or illegal substances are allowed on school grounds. No student will be admitted who appears to be under the influence of alcohol or illegal substances. Possession of alcoholic beverages or illegal substances will result in the student being detained until parents come and pick him/her up. Additionally, according to board policy, the student will be suspended from school for ten days with no make-up rights for the first three days. (See drug free school policy).
- 6) Dances following games will end no later than 11:P.M... The gate will be closed one half hour after the game. Students who leave the dance will not be readmitted.
- 7) Dances that do not follow a game will end no later than 11:00 P.M... The doors will be closed one hour after the beginning of the dance.
- 8) During the dance, students are not allowed in the locker rooms or hallways beyond the restrooms.
- 9) Students need to dance in an appropriate manner. No "dirty dancing" allowed.
- 10) Proper illumination of the dance area must be maintained at all times.
- 11) Chaperones may ask any student to leave if his/her behavior is determined unacceptable. Failure to comply will result in disciplinary action and possible arrest for trespassing.
- 12) Students not in conformance with all dance rules may be denied the right to attend future after-school activities.

## DISCIPLINARY REGULATIONS AND PROCEDURES

### Detention

Detention time will be assigned to students who require disciplinary action for tardiness or minor infractions. Length of time to be served will be determined by the tardy policy or, in the case of inappropriate behavior, the teacher directly involved or the principal. Detention will be served in a supervised classroom from 3:20 to 4:15 p.m... After school detentions will be every Tuesday and Thursday unless a change is announced over the public address system. Twenty-four hour notice will be given to the student on the detention sheet which is taken home and signed by a parent or guardian. **To be admitted to the detention, the student must present the signed detention sheet to the supervisor or arrange parent notification over the telephone through the principal's secretary.** While serving detention, students are expected to be working on school assignments. Students who fail to bring school work will be assigned copying exercises to work on during the detention period. **Failure to report to detention at the assigned time will result in the student being assigned a Saturday School or an out-of-school suspension depending on the situation and at the discretion of the administration. Any student that receives three (3) after-school detentions in a week will receive an out-of-school suspension depending on the number of suspension days left available to serve.**

### **Disciplinary Measures**

The goal of any disciplinary measure is to assist the students to change behavior in such a way that future conduct will be more acceptable and directed toward achieving an education. The following types of disciplinary action may be taken when a student's behavior interferes with his/her educational opportunities, or that of others, or in the safe and orderly conduct of school activities.

- A. Detention
- B. Time Out
- C. Snap Suspensions
- D. Saturday School
- E. Expulsion

### **Due Process Appeal Procedures**

Students or parents may appeal a decision of the administration using the following procedure:

- A) Parents may request a conference with the principal within three (3) school days of the decision. The principal shall affirm or modify the terms of his actions within two (2) school days from the date of the conference.
- B) Within five (5) school days from the principal's decision, the parent may appeal such a decision in writing to the superintendent. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
- C) The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of said decision.
- D) The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
  - 1) Written notice shall be sent to the parent giving the time, date and place of the hearing, including the following information:
    - a) Statement of specific charges;
    - b) The right to request the hearing be open or closed and to have witnesses excluded from all parts of the hearing except where their testimony is necessary if the meeting is closed;
    - c) The right to be represented by counsel or a representative of their choosing;
    - d) The right to present witnesses
  - 2) The hearing is not a court proceeding and court rules of evidence shall not be enforced.
  - 3) There may be present at the hearing, the principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.

### **Expulsion**

Expulsion from school is a denial of the right to attend school and to participate in or attend any school function. Only the Board of Education may expel a student upon the recommendation of the superintendent of schools, his/her designee, and/or the principal of the school, after notice is given to the student and his/her parents of the charges against the student, and a hearing is held as required by law. The principal may immediately remove the student from school if the student's presence poses a danger to persons or property or an ongoing threat of disruption of the educational process.

### **Major Infractions**

The following unacceptable behavior herein defined will result in suspension and possible expulsion:

- 1) Persistent Disobedience: Recurring instances of refusal to obey school personnel or to comply with school rules and regulations.
- 2) Arson: Willfully burning, or attempting to burn any building, structure, personal property or school property.
- 3) Safety Equipment: Tampering with any safety equipment including fire alarms, fire extinguishers, safety signs, etc...
- 4) Use or Possession of Tobacco: Smoking, chewing, holding, passing, disposing of in any manner, or any other overt possession of tobacco on school property or at any home or away school events.
- 5) Alcohol and/or Illegal Substances: Using, possessing, or distributing alcoholic beverages or illegal substances. (See Board Policy, page 25)
- 6) Malt Beverages: The possession, consumption, or distribution of malt beverages (regardless of their alcohol content) on school grounds or while a student is associated with any school activity is inappropriate conduct.
- 7) Bomb Threats: Disrupting school procedures by placing, threatening to place, or falsely reporting explosive or flammable devices on school property.
- 8) Extortion: Securing or attempting to secure money or other items of value in school or on school property by the use of threats and/or violence.
- 9) Fireworks or Explosives: Possession or use of fireworks or any explosive on school property.
- 10) Forgery: Falsifying in writing, names, times, dates, grades, addresses, or other data.
- 11) Fighting: Fighting of any kind cannot be tolerated in the school environment. Fighting will be defined as physical contact in which two or more parties are active participants in what does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, etc. Students do not automatically have the right to strike back when another student takes a swing at them. The administration reserves the right to determine whether a student was an active participant in the fight or was defending himself/herself from bodily harm.

#### Consequences for Fighting\*

1st offense	1-3 days suspension
2nd offense	3-5 days suspension
3rd offense	10 day suspension/to recommendation for expulsion

**\*The administration reserves the right to impose a lesser/greater penalty if the situation warrants it.**

12) **Assault:** Physically attacking any person on school property, going to or from school, or during any home or away school event.

#### Physical Assault - Part I.

Public Act 104 of 1999 (SB 206) creates Section 1311a of the Revised School Code, adding “physical assaults” upon school employees, volunteers, or contractor to the categories of misconduct for which a Michigan public school student must be expelled. Similar to the mandatory exclusion for dangerous weapons, criminal sexual conduct, and arson, any student in grade six (6) or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled subject to reinstatement after 180 days. The statute defines physical assault as “intentionally causing or attempting to cause physical harm to another through force or violence.” As with expulsions for weapons, criminal sexual conduct, and arson, the student is permanently expelled from all Michigan public schools.

#### Physical Assault - Part 2

Public Act 102 of 1999 (HB 4220) adds Sections 1308, 1310, and 1310A to the Revised School Code. The mandatory expulsion provision applies to a physical assault by a student upon another student which occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade six (6) or above commits a physical assault against another student and the assault is reported to the board or administration, the school board shall expel the student for up to 180 school days. The administration shall investigate all reports of assault and forward their reports and findings to the school board.

Definition of physical assault: intentionally causing or attempting to cause serious physical harm to another through violence or force. The initial sanction imposed by the administration is a preliminary disciplinary consequence/sanction and is subject to review and/or modification (either by increasing, decreasing, or affirming the penalty) by the Board of Education during the expulsion review.

#### Student Behavior

The students and staff at Lawrence Jr. /Sr. High School are committed to working together in an environment in which complete attention may be directed to the learning process. Discipline regulations and procedures have been adopted to ensure this commitment, to guide students in assuming responsibility for their behavior, and to help students in obtaining every possible educational benefit from the years spent in high school.

#### Suspensions, Out-of-School (O.S.S.)

A student may be suspended from school for up to ten (10) days by the administration for disciplinary infractions. The student is permitted to make up work missed due to the suspension. When a suspension occurs, homework will be prepared for the time the student is on suspension. The student is expected to complete the homework and turn it in on the first day back from the suspension. A suspension out of school means that a student **shall not participate in or attend any school sponsored activity on the day(s) of suspension.** If a snow day should occur on the day of a suspension, the student will be reassigned a suspension the next regular day of school.

#### Suspensions, Snap

Public Act 103 of 1999 (SB 183) adds Section 1309 to the Revised School Code and introduces “snap suspensions” to the disciplinary process which permits a teacher to suspend a student from any “class, subject, or activity” for up to one day. The availability of the snap suspension process does not in any way preclude the staff or administration from applying the non-snap disciplinary procedures that have historically been applied in the district.

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student’s behavior is so unruly, disruptive or abusive that it materially interferes with the teacher’s ability to effectively teach the class, subject or activity, or the student’s behavior interferes with the ability of other students to learn. A student can be “snap suspended” when they commit a violation of law or engage in disruptive behavior which includes, but is not limited to, the following conduct:

- 1) Throwing objects that can cause bodily injury or property damage;
- 2) Fighting;
- 3) Directing profanity, vulgar language or obscene gestures toward the teacher or other students;
- 4) Violating safety rules a communicated in student handbooks or classroom rules;
- 5) Failing to comply with directives given by the teacher;
- 6) Expressing racial or ethnic slurs toward the teacher or another student;
- 7) Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence;
- 8) Possessing a laser pointer;
- 9) Violating district dress code standards;
- 10) Destroying/defacing school property;

- 11) Violating computer use policies, rules or agreements;
- 12) Verbal threats towards the teacher or another student.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he/she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted, during the term of the suspension, to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in the discretion of the building administrators, within the parameters outlined in the student handbook and in accordance with Board of Education policy.

The teacher must immediately report the suspension to the principal and send the student, along with a suspension referral form, to the office for appropriate supervision. The student shall not be returned to the teacher's classroom that day without the mutual agreement of the teacher and principal. By the end of the school day, on the day of the suspension, the teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so request. Teachers must complete and return to the office a snap suspension form that documents the reason for suspension, parental contact information and parent/guardian conference date.

#### **Time Out**

When a student's presence in a classroom is disruptive to the educational process of others, a teacher may choose to utilize a time out. A time out is when the student is sent to the office for the purpose of removing him/her from the classroom. The administration will take no action unless the teacher makes a request.

#### **Unacceptable Behavior**

Identified below are examples of unacceptable student behavior. The severity and frequency of student misbehavior will be taken into account when determining consequences.

- 1) Classroom Disruption: Classroom disruption is behavior which disrupts the educational process of the students in the classroom,
- 2) Cheating: Plagiarizing or not doing your own classroom assignment or copying another's test, report, project, etc. is considered cheating.
- 3) Disrespect: All school personnel will be treated with respect at all times. Disrespect for any school employee will not be tolerated.
- 4) Improper Driving: Improper driving is disruptive, distracting, noisy, or dangerous driving on school property.
- 5) Insubordination: Insubordination is refusing to appropriately respond to or comply with a reasonable request by authorized school personnel.
- 6) Loitering: Loitering is unauthorized lingering in the corridors, lavatories or building in general. Students remaining in the building after school must be supervised.
- 7) Obscenity: Obscenity is using language in verbal or written form, pictures, caricatures, or gestures, which are offensive to the general standards of the school and the community.
- 8) Public Display of Affection: Public display of affection is any body contact such as holding hands, arms around shoulder, kissing, etc...
- 9) Skipping Class: Skipping class is failing to report to an assigned classroom or teacher at the regularly scheduled time.
- 10) Scuffling: Scuffling is the physical actions of two or more individuals which could lead to injury.
- 11) Lunchroom Disruption: Lunchroom disruption is being involved in behavior which infringes on the right of other students attempting to eat their lunch. It includes leaving trash on the tables, misusing food, being disrespectful and eating in the halls.
- 12) Trespassing: Trespassing is being on school property at any time unless authorized and on official school business.
- 13) Laser Pointer Pens: The possession and use of laser pointer pens is prohibited at school and on school busses. These items are potentially dangerous and will not be permitted at school or on school grounds.

#### **Verbal Assault**

PA 104, now Section 1311a(2), also mandates expulsion for up to 180 school days of any student in grade six (6) or above who commits a "verbal assault" against a school employee, volunteer, or contractor. For the purpose of this policy, verbal assault shall be defined as any verbal threat to inflict injury upon another person, under such circumstance which creates a reasonable fear of imminent injury. The administration shall investigate all reports of verbal assault and forward their reports and findings to the school board.

The initial sanction imposed by the administration is a preliminary disciplinary consequence/sanction and is subject to review and/or modification (either by increasing, decreasing, or affirming the penalty) by the Board of Education during the expulsion review. Suspensions or expulsions of students who have an Individualized Education Plan (IEP) must continue to comply with all mandates within IDEA 97 and its companion federal regulations.

- 13) Bullying Prohibited: Bullying is a form of harassment. For the purpose of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or

gender based verbal put-downs, extortion of money or possessions within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, which is protected by state or federal law.

14) Hazing Prohibited: Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership totally or predominately other 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 disciplinary action, up to suspension or removal from the organization and/or suspension or expulsion from school.

15) Weapons: Recognizing the importance of providing as safe and secure learning environment for its students and employees, the Lawrence Board of Education has adopted a new weapons policy. The board will permanently expel any student who brings a weapon to school and/or has one in his/her possession on school property, within a thousand feet of school property, at a bus stop, on a field trip, or at a school sponsored activity. Expulsions will be imposed according to procedures set forth in the student handbook and/or other appropriate documents.

The following devices are included in the definition of a weapon: Any device (firearm) that is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air. These include guns, rifles, revolvers, pistols, pellet guns, B-B guns, and starter pistols. Destructive devices such as explosives, incendiaries, and poison gases. Dirks, stilettos, knives with a blade over 3-inches, pocket knives opened by a mechanical device, iron bars, or brass knuckles. Knives with blades shorter than 3” may also be classified as a weapon, depending on its use. These shorter bladed knives may not automatically be classified as a weapon, but are still not to be possessed by a person on school property. Basic rule of thumb: knives of any size should **not** be on school property.

16) Threats/Intimidation: Any physical, written, or verbal acts that threaten the physical and/or emotional well-being of another person, student, faculty or staff member.

17) Theft and/or Possession of Stolen Property: Dishonestly acquiring the property of another or others in school or on school grounds.

18) Sexual Harassment and Intimidation: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment and intimidation is a major offense which can result in suspension. Any student who feels he/she is being sexually harassed is encouraged to report the incident to a teacher, guidance counselor or administrator.

19) Vandalism: Willful destruction or damage to property belonging to the school or others while under school jurisdiction.

20) Sexual Misconduct: Touching another person in an inappropriate manner.

21) Gang Symbols and Actions: The growing problem of gangs and gang violence are cause for major concern. Therefore, any gang action, graffiti, paraphernalia, symbols, or signs are strictly prohibited on school property or at any school activities.

### **Drug-Free School Policy**

The Lawrence Public School Board of Education recognizes the importance of providing all students with a drug and alcohol free school. Therefore, it is Board Policy that the unlawful use, possession, distribution and/or manufacturing of illegal drugs, substances and alcohol is wrong and harmful and strictly prohibited on school property, school vehicles or as any part of any on-campus or off-campus activities. As part of this policy, the Board of Education authorizes the use of contraband detection dogs to search for unlawful and/or illegal substances or materials on school grounds. These searches will include school buildings, student lockers, and vehicles parked on school property.

Students in grades 7-12 who violate this prohibition shall be liable to disciplinary action (consistent with local, state and federal law), which will include:

First offense: ten (10) day suspension with no makeup of school work for the first three (3) days of the suspension and up to and including expulsion and referral for prosecution. A parent conference will be required and the completion of a drug and/or alcohol counseling and rehabilitation and reentry program may be required.\*

\*Student-athletes may have their first offense athletic suspension reduced by 50% if he/she agrees to and follows through with substance abuse education.

The Board of Education recognizes the value of drug and alcohol abuse treatment programs. Current information concerning treatment programs in the county is available in the building principal’s office or can be obtained by calling or visiting the Van Buren County Substances Services office in Paw Paw, MI. Compliance with the standards of conduct required in this policy is mandatory.

### **DRESS CODE**

Most forms of student dress are acceptable as long as they are neat, clean, and not considered distracting to the process of education. Students are expected to dress in non-revealing fashion and in good taste. As a general rule concerning the dress code, tops need to be about

3" wide on each shoulder and shorts and skirts/dresses must be of a reasonable length, as to not bring attention to their shortness. A general rule would be to have the shorts or skirt measure to the end of the fingertips when the arms are extended down by the side.

- 1) Headwear is not permitted in the building except when students are arriving or departing. Hats are to be put in one's locker.
- 2) Students are required to leave all coats, jackets, and flannels in their locker. Coats, jackets, and flannels are not to be worn in the classrooms or in the cafeteria.
- 3) Footwear with soles must be worn at all times.
- 4) Sweat suits and warm-ups are permitted but if worn to class they may not be worn in physical education classes.
- 5) Sunglasses, unless prescribed for health reasons, are not permitted.
- 6) Articles of clothing (T-shirts, jackets, patches, etc.) advertising alcoholic beverages or tobacco products or promoting drugs or containing words, slogans, and pictures that are considered obscene or vulgar, will not be permitted.
- 7) No biker shorts are allowed.
- 8) Midriffs are to be covered.
- 9) No "skimpy" tank tops are to be worn.

Questions regarding attire other than as noted above will be handled on an individual basis. Students will be notified whenever exceptions to the dress code will be made, i.e. homecoming. **The administration reserves the right to determine if a student's attire is appropriate.**

## **DRIVER EDUCATION**

Driver Education is designed, by law, to give those students who have reached the age of 14 years, 9 months at least 24 hours of classroom instruction and a minimum of six (6) hours of driving. Classes are offered at Lawrence High School through independent companies. Information can be picked up in the office.

## **DRIVING AND PARKING**

AS PARKING IS LIMITED, STUDENTS MUST REGISTER THEIR VEHICLE IN THE PRINCIPAL'S OFFICE. PERMITS FOR THE SCHOOL PARKING LOT WILL BE ISSUED ONLY TO JUNIORS AND SENIORS. Once the registration form is completed, the student will be issued a parking permit that must be displayed hanging from the rear view mirror. The first permit will be given out free of charge. A second or subsequent permit will have a charge of \$10.00. Student parking without permits will be subject to losing their parking privileges. Students who drive vehicles to school should understand clearly that driving is a privilege; and, if abused, the privilege may be taken away. Students with permits will be allowed to park in that designated area only. Sophomore parking will be available on a limited basis in a designated area at the bus garage. This will be done on a trial basis and privileges may be revoked at any time. All vehicles must be driven in a legal and safe manner on school property and on streets adjacent to the school. **Vehicles parked on school property are subject to inspection by school authorities and contraband detection dogs.**

STUDENTS ARE NOT PERMITTED TO REMAIN IN VEHICLES AFTER THEY ARE PARKED. LOITERING IN THE PARKING LOT IS NOT ALLOWED. STUDENTS ARE NOT PERMITTED TO DRIVE THEIR VEHICLES TO THE TECHNOLOGY CENTER. VIOLATORS WILL LOSE THEIR DRIVING PRIVILEGE.

## **ELECTRONIC DEVICES**

Non-communication electronic devices, (i.e. Ipods, mp3, etc.), are permitted on teacher by teacher basis. Some teachers allow students to use these devices as a reward system in their class while others do not. If a teacher asks the student to remove or for possession of their electronic device and they refuse, it will be treated as insubordination and the appropriate discipline will follow. Due to the enormous time spent on stolen electronic devices, the school will NOT investigate stolen electronic devices. Their security is the sole responsibility of the student.

**LAWRENCE PUBLIC SCHOOLS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.**

## **EMERGENCY SCHOOL CLOSING**

If the Lawrence Public Schools must be closed because of inclement weather, the following radio and television stations will announce closing information: WKZO-590AM, WOOD-1300AM, WHFB-100FM, WHFB-1060AM, COSY-98.3FM and television channels 3 and 8. Occasionally a storm may cause school to close during the day before regular dismissal time. Parents should make emergency arrangements with the student so that the student knows what he/she is to do or where to go.

## **FIRE, TORNADO AND LOCK DOWN DRILLS**

Emergency drills are held at regular, unannounced intervals. Students should acquaint themselves with the designated route from each of their classrooms. These drills are of vital importance in helping students to understand the procedures to follow in the event of a real emergency. When the alarm sounds for a fire or tornado drill, rise quickly, form a line and file out of the room and out the assigned exit for that room. The teachers, seeing that everyone has left the room, will close the classroom door, follow their group, and take along their class roll book. Students are to proceed out of the doors of the building and walk far enough from the building so that no entrance area is crowded. All fire

drills will be conducted without talking. In the case of a tornado drill or tornado alerts, students will generally remain in the building. Lock down drills will be conducted so that students and teachers know the shelter areas and the procedures to follow.

## HALLS & CLASSROOMS

Halls become congested at certain times during the day. To avoid accidents, students are prohibited from running, pushing, and general horseplay. Snacks, food items, soft drinks, energy drinks, and other beverages are not permitted in the hallways during the school day. These items are permitted prior to first period and after last period. Students are encouraged to dispose of cans and refuse in the trash cans available in the hallways. Glass bottles are not permitted at any time. Refusal to cooperate with hallway regulations will result in a detention.

## HALL PASSES

Students are to take care of their personal business on their own time, not school classroom time. Hall passes are to be used **sparingly**, if at all. Any student in the hallways must have a hall pass.

## HAZING BILL SIGNED INTO LAW

In May, 2004, Gov. Jennifer Granholm signed legislation that makes hazing at colleges, high schools and middle schools a crime. Public Acts 111 and 112 of 2004 would make Michigan the 44th state in the nation with such laws.

Superintendents should be aware that this act applies to “a person who attends, is employed by, or is a volunteer of an educational institution from engaging in or participate in the hazing of an individual.” If an employee is found liable of a civil action for hazing, there is the possibility that litigation may be brought against the school administration.

This Legislation came about as a result of a number of recent hazing incidents which occurred in Michigan. The new Act defines “hazing” as an intentional, knowing, or reckless act by a person or group that is directed against an individual, and that the person knew or should have known would endanger the physical health or safety of another. In the context of this legislation hazing applies for the purpose of pledging, initiation into, affiliation with, participation in, holding office in, or maintaining membership in any organization.

The Act also increases the penalty for hazing to a 93 day, \$2,500 misdemeanor and a 15-year, \$10,000 felony, depending on the severity of the incident.

## IMMUNIZATIONS

Michigan State Law requires that children attending Michigan Public Schools be immunized against certain diseases unless they are exempted because of religious beliefs. The school must be notified in writing or such exemptions. Failure to comply with this law may result in suspension from school. If parents have questions regarding immunization requirements, please contact the Van Buren Health Department in Hartford, your doctor, or the school.

## INSURANCE

All students are covered by a student accident program which is a supplement to any accident insurance which a student’s parents have. This covers students during any period of time when the student is in school or when attending a school-sponsored activity. Parents must file claims in the manner set up by the insurance company. Further information about student insurance is available in the principal’s office.

## LOCKERS

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker which should be kept clean, neat, and securely closed. In most cases, the students will have to share a locker with another student. **Students are to be keeping the locker they are assigned unless permission to change has been granted from the principal’s office.** The principal is in charge of lockers and it should be kept in mind that the principal or any staff member delegated by him/her has the right to inspect any locker at any time. **Lockers are subject to inspection by contraband detection dogs.** Appropriate pictures, etc. placed in lockers should be attached with poster putty only. Students who damage/vandalize lockers or use them for the storage of illegal or prohibited substances will be denied the use of locker space and charged a fee for damages. The school is not responsible for possessions stored in the lockers. Valuables may be checked in the office for safe keeping. Students observed kicking or otherwise damaging a locker will be subject to a detention or suspension.

## LOCKER POLICY

### Lockers are school property:

All lockers (including gym lockers) within the school and utilized by students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students/athletes utilizing gym lockers may obtain locks for their lockers by requesting one from the high school office. Students are responsible for returning the lock at the end of the sports season or the end of the year. Students will be billed for cost/stolen locks that are not returned.

**Legitimate use of school lockers:**

The school assigns lockers to its pupils for the pupil's convenience and temporary use. In most cases, students will have to share a locker with another student. Pupils are to use lockers exclusively to store school-related materials and authorized personal items. Pupils are solely responsible for the contents of their lockers.

**Search of lockers contents:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for pupils and personnel. The Board authorizes the school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of the lockers search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

**Seizure:**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substance or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items. Or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public principal and his/her designee of items removed from the locker.

**Notice of Policy:**

A copy of the school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

**LOITERING**

Loitering in the hallways or building is not permitted. Students not involved in some extracurricular activity must exit the building the afternoon by 3:40 p.m.. Once a social event or game is over, students must leave the building immediately. Failure to comply with these regulations will result in a detention or suspension.

**LOST AND FOUND**

It is strongly recommended that students label all personal property with their name. The student's locker is to be locked at all times. If one loses an article, it is to be reported to the office. Any found articles are to be turned in to the office. The school will not assume responsibility for any items lost or stolen.

**MEDICATION**

Diagnosis and treatment of illness and the prescribing of drugs are not the responsibility of the public schools and are not to be practiced by any personnel, unless authorized herein below. It is the policy of the board that the school personnel should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other non prescribed medications shall not be practiced by any school personnel.

In certain circumstances, when prescription medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication the student will use; but the parents must submit a signed "Permission to Self Administer Medication" form to the building administrator, requesting the school's cooperation in such supervision. Over-the-counter medications will not be maintained on any school premises, including athletic areas, unless a parent makes a written request to administer a specific medication and provides the medication.

Any student that has a need to use a needle or any sharp medical device for administration of medication or for testing must keep the said items in the office and administer the medication or test in the office area.

**PARENT'S RIGHT TO KNOW**

Following the regulations of No Child Left Behind, the parents have the right to request information concerning teacher certification and information as to whether the teacher is "highly qualified."

## **POLICE INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL**

Law enforcement officials may be called to conduct an investigation of alleged criminal conduct on the school premises. They may also be summoned in the event of a disturbance. Prior to police questioning, if a student is under the age of 18, a reasonable attempt to contact the student's parents, guardian, or representative shall be made. If the parent cannot be present during questioning, the principal or a designated, certified school staff person shall be present.

## **POSTERS**

Posters must be approved by the office secretary before being placed on walls. Do **not** use scotch tape on the walls. Masking tape is suitable as it will not damage painted surfaces. Care should be taken in preparation of posters to see that words are spelled correctly.

## **SEARCH AND SEIZURE**

Whenever school officials have reasonable grounds to believe that a search will disclose evidence a student has violated or is violating school rules, a search may be conducted. Any and/or all items which may be used to disrupt or interfere with the safe, healthful, and/or orderly conduct of school programs, discovered as a result of such a search may be seized. The school retains custody of its lockers, desks, and all other properties assigned to students for storage and other legitimate uses. Lockers, desks, and all other school properties are subject to periodic inspections, both announced and unannounced.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND GRIEVANCE PROCEDURES**

Lawrence Public School recognizes and complies with section 504 of the Rehabilitation Act of 1973. Lawrence Public Schools also:

- Adheres to the requirement that all handicapped students be provided with a free appropriate public education (FAPE)
- Recognizes that all students covered under the Individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected under Section 504.
- Recognizes that both laws, Section 504 and IDEA, require a plan. The Special Education IEP will suffice for students covered under both laws.

### **District Section 504 Plan**

- 1) Any one or more persons knowledgeable about the student may refer the student for consideration. Generally, this referral may be made to the teacher, counselor, principal, etc..
- 2) Generally, the student is then considered for coverage under the Special Education laws of IDEA (Individuals with Disabilities Education Act). To qualify for consideration under IDEA, it must be demonstrated that a disability adversely affects educational performance. This decision is generally made during the Special Education teaming process. Should the answer be yes, the Special Education evaluation process goes into effect.
- 3) If the answer is no, the student automatically should be considered for coverage under Section 504. The question then becomes, does the handicapping condition substantially limit one or more major life activities. The decision is generally made by a committee knowledgeable about the student.
- 4) Should the answer be yes, the student automatically is covered under 504 and becomes eligible to a free, appropriate education comparable to that provided to the non-handicapped student.
- 5) This education includes the right to reasonable physical and/or instructional accommodations. These may include a variety of things and will be written into the Student Accommodation Plan.
- 6) Persons included in writing the plan may include: The student's teacher, parent(s), principal, counselor, doctor, Special Education personnel, etc... In any event, the parent should be informed of the plan and if at all possible, be included in the formalization and writing of the plan.
- 7) It is essential that a specific date be assigned for plan review. A plan review should take place at a minimum of once per year.

### **Grievance Procedures for**

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendment Act of 1972

Title II of the Americans with Disability Act of 1990

Section 504 of the Rehabilitation Act of 1973

### **Age Discrimination Act of 1975**

Section I Any person believing that the Lawrence Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Administration Building, 650 W. St. Joseph St., Lawrence, MI 49064, 616-674-8233.

Section II The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, 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 signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business day's receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step one. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 3: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, 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.

<b>Complaint Form</b>		
<input type="checkbox"/> Title VI	<input type="checkbox"/> Title IX	<input type="checkbox"/> Section 504
<input type="checkbox"/> Age Discrimination Act	<input type="checkbox"/> Title II	
Name _____	Date _____	
Address _____		
Telephone _____	School/work location _____	
Status of person filing complaint: _____ Student      _____ Employee		
_____ Parent/Guardian      _____ Other		
Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):		
Signature of Complainant: _____		
Date Complaint Filed: _____		
Signature of person receiving complaint: _____		
Date Received: _____ Complaint Number: _____		
Complaint Authority: _____		

Submit all copies to the local Civil Rights Coordinator. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Civil Rights Coordinator.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) also specify rights relating to educational records. This Act gives the parent or guardian the right to:

- 1) inspect and review his/her child's educational records;
- 2) make copies of these records;
- 3) receive a list of all individuals having access to these records;
- 4) ask for an explanation of any item in the records;
- 5) ask for an amendment to any report on the grounds that is inaccurate, misleading, or violates the child's rights;
- 6) a hearing on the issue if the school refuses to make the amendment.

## **SICK ROOM POLICY**

Occasionally students may need the use of the sick room. Students will be allowed to remain in the sick room for a period of 15 minutes and then must return to class or call their parents to pick them up and take them home. Students will sign in when using the sick room.

## **SKATEBOARDS/HEELIES**

Skateboards are not allowed on school property. They will be confiscated and must be picked up by a student's parents. "Heelies", shoes with wheels within the soles, will not be allowed to be worn unless the wheels are not activated.

## **SNOWBALLS**

Snowballs can and sometimes do cause serious injury. Do not take the chance that you will be responsible for an injury sustained by a fellow student. Throwing snowballs may be punishable by a detention or suspension.

## **TELEPHONE**

The use of the office telephone is not granted to students during the school day except for school business or in case of an emergency. Students may, with office permission, use the office telephone before or after regular school hours.

## **TITLE IX**

The Lawrence Public Schools District Title IX coordinator is John Overley, superintendent. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. His address is Lawrence Public Schools, 650 W. St. Joseph Street, Lawrence MI 49064. His telephone number is 269-674-8233. The Lawrence Public Schools does not discriminate on the basis of sex in the education programs or activities it operates. We also do not discriminate on the basis of sex in admission or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR.

## **VISION SCREENING**

According to R325, 13094 of Act no. 368 of the Public Acts of 1978, "Vision screening of school-age children shall, at a minimum, be done in grades KG, 1, 3,5,7,9 and in conjunction with driver training. For school children who are not in graded programs, screening shall be done biennially starting at age 6."

## **VISITORS**

Lawrence Jr./Sr. High School is a closed campus. Student visitors are allowed only if accompanied by a parent, not another student. Parents, of course, are welcome at all times. When parents or other adult visitors come to the school, all students are the hosts and hostesses and are expected to display friendliness, courtesy, and hospitality. We ask that all visitors report to the office immediately upon arrival into the building. Guests are welcome at most of our senior high dances as long as they are currently enrolled in another senior high school and are signed up in the office prior to the dance.

## **WITHDRAWAL PROCEDURE**

Students who leave Lawrence Jr. /Sr. High School during the school year must pick up a withdrawal form from the counselor's office at the beginning of the last day. Upon withdrawal, all books and materials must be returned. All obligations must be cleared before a student's record can be forwarded to another school.

## **ATHLETIC CODE**

The following rules and regulations apply to all participants in all sports at Lawrence Jr.-Sr. High School, but are not intended to be all-inclusive. They cover areas specific to participation in Lawrence Jr.-Sr. High School sports and are in addition to all rules and regulations outlined in the High School and Middle School Student Handbooks and Michigan High School Athletic Association rules.

Violations of any rule will subject a student-athlete to penalties as outlined here or in the Lawrence Jr.-Sr. High School Student Handbook, MHSAA regulations, and/or team rules specific to the sport in which the student-athlete is competing. In addition to all general rules outlined in this document, each coach will present in writing to the athletes, the rules and expectations specific to that sport and season as approved by the Athletic Director and not in conflict with the following rules.

### **I. IN-SEASON**

A. The athletic season starts with the first day for practice allowed by the Michigan High School Athletic Association (MHSAA) for that specific sport.

B. Season ends based on the completion of the last competition in that sport.

## **II. PRACTICE**

### **A. During PRE-CONTEST SEASON**

1. All athletes are expected to start practice the first day allowed by the MHSAA.

2. Exceptions:

- a. When an athlete's seasons overlap
- b. Family emergencies (illness, death in the family, etc.)
3. An athlete who starts practice later than the first day:

a. Must make up all missed work as prescribed by the coach

### **B. During REGULAR SEASON**

1. Other than the exceptions listed above (overlapping season/family emergency), the season begins when the athlete reports to the first day of practice.

2. All athletes are expected to be at all practices and competitions unless excused by the coach, athletic director and/or principal prior to the practice or contest.

3. Penalties:                   1st Offense –Miss one contest  
                                      2nd Offense -Suspension or expulsion from the squad

### **C. Practice during School Vacations, Family Vacations and Holidays.**

1. It is expected that once an athlete commits himself/herself to a sport, he/she will not interrupt this responsibility by going on vacation. Practices and competitions for some sports may be held on holidays or during vacations. We attempt to minimize these conflicts, but circumstances beyond our control do not allow us to eliminate team responsibilities during those time periods.

2. All athletes are expected to practice and compete during these times deemed necessary by the coach. However, practices may be excused with a written request by the parents/guardian to the coach and athletic director at least one week prior to the vacation/holiday break explaining why the student will miss practice.

3. Unexcused missed practices may result in suspension of up to three competitions or expulsion from the squad.

D. Equal gym time will be provided for male and female athletic teams. Equality will be determined by the Athletic Director.

## **III. ATTENDANCE**

### **A. Attendance**

1. Athletes are required to be in every class for the entire day unless pre-excused through the high school office at least 24 hours in advance. Exception to this rule can be made only by the Administration.

2. When an athlete is going to be absent from school, the parent-guardian must notify the school office as per the student handbook. In addition, the Parent/guardian must notify the athletic director.

3. All violations of rules and regulations outlined in the Student Handbook that result in a student/athlete being assigned to a out of school suspension or a Saturday school suspension will result in suspension from the next competition. Recurring violations may result in further suspension or expulsion from the team.

## **IV. WEEKLY ELIGIBILITY**

In addition to the MHSAA Eligibility Rules, the following will also apply:

1. Eligibility will be determined on a weekly and semester basis by the teacher and/or the athletic director/principal.

2. Weekly eligibility reports will be filled out by the teaching staff and turned in to the Athletic Department by 12:00 pm Friday. The eligibility status runs from Monday through Saturday.

3. In order to be eligible for the week, the student-athlete must not have an accumulative grade of two D-'s or below in any two classes.

4. In order to be eligible for the semester, a student-athlete must have passed 66% (five of the seven) classes that the student was enrolled in.

## **Citizenship**

1. An athlete assigned a "P" in citizenship in a class will be declared ineligible for the following week.

2. Ineligibility in a week includes all games scheduled Monday through Saturday.

## **V. FACILITIES AND EQUIPMENT**

### **A. Facilities**

1. Only athletes and coaches in season shall use the facilities designated for their particular sport. The Athletic Director must approve the use of all facilities.

2. The coaches' offices are off limits for all athletes except under the following conditions:

- a. under the supervision of the coach or athletic director.
- b. Student has expressed permission of the coach or athletic director.

3. During the school year, out of season conditioning must adhere to the following guidelines:

- a. Must not involve athletes that are actively in a sports season.
- b. Must follow MHSAA guidelines.

#### B. Equipment

1. All athletes are financially responsible for equipment issued to them throughout the school year.
2. Equipment issued to athletes is to be worn only for practice or competition.
3. Lockers and locks will be provided to the athlete and will be used to store seasonal equipment.

#### VI. BEHAVIOR

1. The behavior of Lawrence Jr.-Sr. High School student-athletes will be held to the highest of standards. Athletes must understand that they represent the community and the school.
2. Proper behavior in school, at athletic contests and during bus rides shall be exhibited at all times.
3. Coaches will deal with poor sportsmanship, vulgarity and other forms of poor behavior and disrespect. These issues will be addressed by team and/or school rules.
4. All unacceptable behavior is outlined in the Lawrence Jr.-Sr. High School Student Handbook.

#### VII. CHAIN OF COMMAND POLICY

When an individual is concerned about a school district policy or an action by a school district employee, a standard "Chain of Command" process should be used. This involves beginning with the employee concerned. If further contact were necessary, the next contact would be that employee's immediate supervisor, etc. For example: teacher, principal, superintendent, appropriate board committee, and finally the Board of Education.

#### VIII. DUAL SPORTS POLICY

The purpose of allowing a student-athlete to participate on two athletic teams during the same season is to increase the opportunity for student-athletes to have a positive educational experience. It must be understood, however, that playing time may be limited in one or both sports due to lack of practice and/or contest participation time. Students are allowed to dual sport in middle school providing the student meets the weekly and semester eligibility requirements. Once a student reaches the 9<sup>th</sup> grade, he/she may dual sport if they meet the following criteria:

1. Fill out the request to dual-sport form in the high school office prior to the first day of practice for both sports.
2. Determine in writing the primary sport for both practice and games (this must be the same sport) and the secondary sport. Once this determination is made it cannot be changed for the remainder of the athletic season.
3. Understand that the primary sport games and practices will take precedence over the secondary sport games and practices unless the secondary sport has a MHSAA sanctioned contest on a practice day of the primary sport.
4. Acknowledge and accept the condition for the secondary sport that the athlete must have been in attendance and competed in at least 80% of the regularly scheduled contest dates in order to be considered for post-season tournament competition (MHSAA sponsored tournaments).
5. Make up all conditioning and practice work missed with the respective coach of the secondary sport due to the primary sport obligation.

#### IX. HAZING BILL SIGNED INTO LAW

In May, 2004, Gov. Jennifer Granholm signed legislation that makes hazing at colleges, high schools and middle schools a crime. Public Acts 111 and 112 of 2004 would make Michigan the 44th state in the nation with such laws.

Superintendents should be aware that this act applies to "a person who attends, is employed by, or is a volunteer of an educational institution from engaging in or participate in the hazing of an individual." If an employee is found liable of a civil action for hazing, there is the possibility that litigation may be brought against the school administration.

This Legislation came about as a result of a number of recent hazing incidents which occurred in Michigan. The new Act defines "hazing" as an intentional, knowing, or reckless act by a person or group that is directed against an individual, and that the person knew or should have known would endanger the physical health or safety of another. In the context of this legislation hazing applies for the purpose of pledging, initiation into, affiliation with, participation in, holding office in, or maintaining membership in any organization.

The Act also increases the penalty for hazing to a 93 day, \$2,500 misdemeanor and a 15-year, \$10,000 felony, depending on the severity of the incident.

#### X. JOINING A TEAM POLICY

All athletes are expected to join their athletic teams on the first day of sanctioned practice. If an athlete is unsure if they want to participate in the upcoming season, they must make a commitment within five (5) days after the first day of sanctioned practice in order to be on the team. Failure to do so will result in loss of privilege to join the team for the season. Students who move into the school district after the first week of practice, wish to participate, and meet all MHSAA requirements for participation, may be allowed to join the team within one week of his/her enrollment date providing the team has not reached its maximum allowed number of participants. Once the season has started after the first week of practice and only in the event of not being able to field a team for competition, coaches may petition the Athletic Committee in writing requesting permission to "recruit" athletes in order to field a team for competition. The coach must attend a meeting with the Athletic Committee to secure special permission to "recruit" athletes before any conversation takes place between the coach and the prospective athlete.

## XI. MISCELLANEOUS

### A. Coach/Parent meetings

1. Prior to the opening competition, all coaches shall afford the parent(s)/guardian(s) of the players an opportunity to meet with the coach (es) to discuss particulars of the upcoming season.
  2. All families will receive an explanation of and copies of the schedule, rules, regulations, expectations, etc. for that specific sport.
  3. If a parent cannot be present at such a meeting, the athlete will not be allowed to compete in a contest until a signed copy of the rules of that particular sport is on file with the coach (signed by the parent-guardian(s). The parent/guardians' signature(s) shall serve to acknowledge acceptance of the conditions to participate in athletics in Lawrence Jr.-Sr. High School.
- B. All injuries must be reported to the coach promptly. The coach, trainer, athletic director and/or athlete will then notify the parents of this injury.
- C. Unless otherwise designated, MHSAA rules will govern all athletes.
- D. Rules established by the varsity coach are applicable to the program at all levels. The head coach must approve differences for all levels.

## XII. AWARDS

1. Only members of a team finishing the season in good standing will be awarded certificates, letters, and/or bars and pins for participation.
2. Team members dismissed for team violations will not receive a team award.
3. A meeting will be held at the end of the school year for all of the varsity coaches and the athletic director to vote on the Athlete of the year.

## XIII. ATHLETIC CODE AND SCHOOL RULE VIOLATIONS

### Introduction

The athletic code is a uniform set of behavior, conduct, academic, and training rules for Junior and Senior High School students for Lawrence Public Schools. All athletes who represent Lawrence Schools are expected to live up to the letter and spirit of these regulations.

### Scholastic Standards

#### A. Current Semester

1. All eligibility is based on a cumulative grade point average in each class for the marking period.
2. If an athlete's cumulative grade average drops to a "D-" or "F" in two or more classes, the athlete will be declared ineligible for the following week.
3. Ineligibility in a week includes all games scheduled Monday through Saturday.
4. Once a teacher lists an athlete as ineligible, the decision can be overruled only by the principal, assistant principal or athletic director.

#### B. Previous Semester

1. To be eligible, an athlete must have passed at least 66% (five of the seven) of full credit subjects in the previous semester of enrollment.

### Attendance:

2. A student marked absent for any period of the day will not be allowed to practice or compete on that day. Prearranged absences cleared through the office is the only exception to this rule.

### Suspensions:

Out-of-School Suspension: A student athlete suspended out-of-school will not be permitted to practice or compete in contests scheduled during the suspension period. If no contests are scheduled during the suspension period, the athlete will miss the next scheduled contest. This regulation also applies to suspensions issued by the Van Buren Technology Center.

### Transportation:

1. It is the policy of the athletic department that all athletes must travel to and from all events with the team unless a prearranged request by the parent or guardian is approved by either the principal or athletic director. The request must be made in writing and include the date and reason. No athlete will be allowed to travel with anyone other than a parent or guardian. A coach, if the situation warrants it, may release a student to his/her parents at a game. In the event that this occurs, the coach will provide the principal a written report of the decision and the circumstances surrounding it. **(FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN DISCIPLINARY ACTION)**
2. En route to and from games, behavior on the bus must comply with all bus regulations. The driver and coaches are in charge and compliance to their requests must be observed. Swearing or loud boisterous language has no place in athletics or elsewhere. Any student who fails to comply with these guidelines is subject to disciplinary action.

### Quitting a Team:

Any student who goes out for a sport at the beginning of the season and then quits or is suspended before the first scheduled game is played will not be considered a member of that sport's team. A student who quits a team after the first game has been played will not be allowed to compete in any sport, conditioning or weights included, until the season of the sport he/she quit is completed. A student who is suspended from a team after the first game will not be allowed to compete in any sport, conditioning or weights included, until the season of the sport she/he was suspended from is completed. A student who is forced to quit because of an injury will be permitted to participate in the next sport prior to the completion of the sport he/she quit provided the injury will allow it.

#### Varsity/Junior Varsity Status:

Freshmen and sophomores will play on the junior varsity level unless the varsity coach wishes to move a player to the varsity. In such cases, the varsity coach must secure written permission from the athlete's parents. Juniors and seniors will generally play on the varsity level. In some cases, at the discretion of the varsity coach, a junior may play on the junior varsity level. In either situation, the coach must speak to the parent or guardian of the athlete involved before discussion can occur with the athlete or any action taken.

#### Equipment:

It is the responsibility of the athlete to properly care for equipment and uniforms issued during the course of the season. All equipment and uniforms issued to the athlete must be returned to the coach at the end of the season. Equipment not turned in will have to be paid for by the athlete. A student will not be allowed to begin a sport until all school fees are paid and equipment from a previous sport is returned or monetary value is established and paid. A senior will not be allowed to participate in the commencement ceremony if equipment obligations are not met.

#### Rules of Conduct for Student Athletes:

Athletes are expected to conduct themselves, both in and out of school, in ways that will reflect favorably upon themselves, their teams, and their school. It is recognized that those students choosing to represent Lawrence Junior/Senior High School as athletes will be held to a higher code of conduct than that required of other students. Involvement in any of the following behaviors will also result in the suspension of athletic privileges. This code is in effect from the time that a student has established himself/herself as an athlete in the Lawrence School system. In other words, when a student becomes a member of a team he/she is identified as a Lawrence Jr./Sr. High School athlete. For these individuals the code is in effect from that date until graduation, including summers and between athletic seasons, both on and off school property.

A. Possession, transfer, sale, or use of alcohol (regardless of alcohol content), tobacco, or any illegal drug or substance.\*

\*Student-athletes may have their first offense athletic suspensions reduced by 50% if he/she agrees to and follows through with substance abuse education. For student-athletes that currently have a first offense violation, the administration reserves the right to reduce second offense athletic suspensions if substance abuse education is initiated. If education is not completed for any reason, the full athletic suspension will be reinstated.

B. Stealing or unlawful possession of stolen merchandise including uniforms or athletic equipment.

C. Malicious destruction or damage to property.

D. Conviction of a felony, misdemeanor, or determination by probate court that a student has violated laws will result in suspension of athletic privileges.

E. The following unacceptable behavior herein defined will result in suspension:

1. Persistent Disobedience: Recurring instances of refusal to obey school personnel or to comply with school rules and regulations.

2. Arson: Burning, or attempting to burn any building, structure, personal property or school property.

3. Safety Equipment: Tampering with any safety equipment including fire alarms, fire extinguishers, safety signs, etc...

4. Bomb Threats: Disrupting school procedures by placing, threatening to place, or falsely reporting explosive or flammable devices on school property.

5. Extortion: Securing or attempting to secure money or other items of value in school or on school property by the use of threats and/o violence.

6. Fireworks or Explosives: Possession or use of fireworks or an explosive on school property.

7. Forgery: Falsifying in writing, names, times, dates, grades, addresses, or other data.

8. Fighting: Fighting of any kind cannot be tolerated in the school environment. Fighting will be defined as physical contact in which two or more parties are active participants in what Does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, etc..

9. Threats/Intimidation: Any physical, written, or verbal acts that threaten the physical and/ or emotional well-being of another person, student, faculty, or staff member.

10. Sexual Harassment and Intimidation: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

11. Vandalism: Destruction or damage to property belonging to the school or others.

12. Sexual Misconduct: Touching another person in an inappropriate manner.

13. Weapons: Recognizing the importance of providing a safe and secure learning environment for its students and employees, the Lawrence Board of Education has adopted a new weapons policy. The board will permanently expel any student who brings a weapon to school and/or has one in his/her possession on school property, within a thousand feet of school property, at a bus stop, on a field trip, or at a school sponsored activity. Expulsions will be imposed according to procedures set forth in the student handbook and/or other appropriate documents. The following devices are included in the definition of a weapon: Any device (firearm) that is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air. These include guns, rifles, revolvers, pistols, pellet guns, B-B guns, and starter pistols. Destructive devices such as explosives, incendiaries, and poison gases. Dirks, stilettos, knives with a blade over three (3) inches, pocketknives opened by a mechanical device, iron bars, or brass knuckles. Knives with blades shorter than three (3) inches may also be

classified as a weapon, depending on its use. These shorter bladed knives may not automatically be classified as a weapon, but are still not be possessed by a person on school property. Basic rule of thumb: knives of any size should **not** be on school property.

#### **Penalties for Violations:**

**Each penalty carries a two calendar year probationary period. If the athlete has no other violations during the probationary period, the violation will be expunged from their record. If an athlete fails to finish the season in which a suspension was issued, the suspension will not count and be carried over into the next season of participation.** Police reports will be used to aid in investigating and determining appropriate discipline action. Athletes suspended under rules violations may not join a sport season already in progress in order to serve a penalty. A sports season is defined as beginning on the first day of organized team practice and concluding after the team's final game.

Penalty for First Offense\* First offense violation of rules will result in a loss of 20% of the season. If there is less than 20% of the scheduled season remaining, the suspension is carried over into the next season in which that student participates.

Penalty for Second Offense\* Second offense violations of the rules will result in 50% loss of dates in the season for which the athlete is currently participating in. If there is less than 50% of the season left, the remaining dates will be carried over into the next season in which the athlete chooses to participate. If the athlete is not in a current season, he/she will miss 50% of the next season in which they participate.

Penalty for Third Offense\* Third offense violation of rules will result in a loss of athletic privileges for one calendar year (365 days).

Penalty for Fourth Offense\* Fourth offense violation of rules will result in the permanent suspension of athletic privileges at Lawrence Jr. /Sr. High School

Extreme Violations of Athletic Code\* Extreme violations of the athletic code (such as gross misbehavior, assaulting faculty or staff, assaulting officials, or other flagrant acts of disobedience) may result in the second, third or fourth offense penalty applied. Student-athletes may have their first offense athletic suspensions reduced by 50% if he/she agrees to and follows through with substance abuse education. For student-athletes that currently have a first offense violation, the administration reserves the right to reduce second offense athletic suspensions if substance abuse education is initiated. If education is not completed for any reason, the full athletic suspension will be reinstated.

#### Practice & Games:

Athletes suspended for a portion of a season, with games remaining upon their return, must practice during the suspension period to be eligible to continue in that sport. At the coach's discretion, the suspended athlete may sit on the bench at games, however, he/she is not allowed to wear the team uniform. Athletes suspended under rules violations may not join a sport season already in progress in order to serve a penalty.

#### Individual Team Rules:

It is important for athletes to remember that each head coach may choose to establish additional training rules and regulations that may apply to his/her specific team. These additions may be more stringent than this policy calls for, provided that they are reasonable, lawful, and not in conflict with the policies and regulations of the school. Athletes must observe these rules as well as those listed here. The head coach will provide a copy of his/her rules to the athletes and to their parents.

Procedures for Dealing with Violations : Violations of the Code as reported by school personnel and the police will be handled under the rules of the Code. Violations reported by non-school personnel will be investigated by the principal or his designee.

Appeal Procedure : Any major offense that receives a suspension from athletic participation may be appealed through the following steps:

A. Within 48 hours the athlete/parent must request a conference with the coach and athletic director.

B. Parents may request a conference with the principal within three (3) school days of the decision.

The principal shall affirm or modify the terms of his actions within two (2) school days from the date of the conference.

C. Within five (5) school days from the principal's decision, the parent may appeal such a decision in writing to the superintendent. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

D. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of said decision.

E. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

1) Written notice shall be sent to the parent giving the time, date and place of the hearing, including the following information:

a) Statement of specific charges;

b) The right to request the hearing be open or closed and to have

c) witnesses excluded from all parts of the hearing except where their testimony is necessary if the meeting is closed;

d) The right to be represented by counsel or a representative of their choosing;

e) The right to present witnesses.

2) The hearing is not a court proceeding and court rules of evidence shall not be enforced.

3) There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.

### ***Michigan High School Athletic Association***

This is a summary of MHSAA rules and regulations that affect student eligibility for athletic competition in the State of Michigan.

1. **Age:** High school student become ineligible if they reach their nineteenth (19) birthday before September 1 of the current school year.
2. **Physical Examination:** Students must have on file, in the school's office, a physician's statement for the current school year (after April 15 of the previous school year) certifying that he/she is physically able to compete in athletic practices and contests.
3. **Enrollment:** Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes.
4. **Semesters of Enrollment:** Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.
5. **Semester Records:** Students must have passed at least four full credit subjects in the previous semester of enrollment, and must be currently passing four full credit courses.
6. **Transfer Students:** A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions.
7. **Limited Team Membership:** After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season.
8. **All-Star Competition:** Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
9. **Awards and Amateurism:** Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participation in MHSAA sponsored sports a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.

### **XIV. NCAA ELIGIBILITY REGULATIONS**

To participate in college athletics, all student-athletes MUST register with the NCAA Clearinghouse by submitting a *Student Release Form* and paying an \$18.00 fee. Contact the athletic director or guidance counselor for further information.

### **XV. COACHES EVALUATION POLICY**

In an effort to facilitate communication between the public and the Lawrence High School athletic program, the following guidelines should be followed. An individual or group wishing to have input in the evaluation of a coach shall place concerns in written form during the season, no later than seven (7) days *following* the end of said season. A committee consisting of the athletic director, the high school principal and the superintendent will review and consider this document (input) in the evaluation process.

### **XVI. SPECTATOR SPORTSMANSHIP BEHAVIOR POLICY**

Educational athletics at Lawrence Public Schools are an extension of the classroom and must be viewed as part of the learning process. Because of this fundamental belief, spectator conduct must be conducive to the learning environment. It is expected that spectators understand that they are secondary to the participants of the contest. When entering a contest either home or away, students are expected to:

1. Follow the school dress code as outlined in the handbook
2. Stand only in the designated student section (indoor sports only and at appropriate times)
3. Cheer in a positive manner only
4. Be respectful to opposing teams, coaches, cheerleaders, officials and spectators.

Some examples of inappropriate spectator behavior include but are not limited to: criticizing opposing players, officials, cheerleaders or spectators; singling out opposing players with derogatory comments or insinuations; jumping, kicking or stomping on the bleachers; use of vulgar and/or inappropriate language; attempting to taunt or be distractive to participants; entering the playing field or court during the contest. Failure to comply with the above guidelines will result in removal from the athletic contest. Adult spectators are requested to encourage and display positive sportsmanship before, during, and after each contest. Spectators are strongly encouraged to cheer in a positive manner and show school and community spirit. These behavior guidelines were written with input from the student council in conjunction with the administration.

From time to time it is necessary to remove a spectator from an athletic contest due to improper behavior. As per policy, the spectator will be removed from the contest. This usually involves having the offender leave the building or field of play. Every situation is different and unique and the administration will be given latitude to evaluate the situation, age of the offender, weather conditions, or other information to handle the situation. In the event that a student is removed from an inside athletic contest and if the spectator is a young student or there is inclement weather, the student will be allowed to remain in the building in the foyer by the front entry doors.

