LAWRENCE ELEMENTARY SCHOOL
STUDENT HANDBOOK

LAWRENCE PUBLIC
SCHOOLS

2026-2027

Modified 8/7/2026

DISTRICT AND BUILDING MISSION STATEMENT

"Empowering, inspiring and challenging students to champion a lifetime of education and excellence."

ADMINISTRATIVE STAFF AND SCHOOL LOCATION

The School Board has hired the following administrative staff to operate the school:

Ryan Williamson, Superintendent
Brock Thumm, K-12 Principal

The school is located and may be contacted at:
Lawrence Elementary School
714 West St. Joseph Street
Lawrence, MI, 49064
Questions about the student handbook should be directed to the Principal at 269.674.8231.

SCHOOL BOARD INFORMATION

The School Board governs the school district, and is elected by the community. Current School Board members are:

Deb Salvano, President
Scott Garrod, Vice President
Angela Marsh-Peek, Secretary
Nicole Colgren, Treasurer
Missy Alfieri, Trustee
Kristi Warner, Trustee
Jason Becht, Trustee

Contact information is available through the District's website (www.lawrencetigers.org).

HANDBOOK INFORMATION

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures that parents and students should know. Students and parents should become familiar with the following information and keep the handbook available for frequent reference. If there are any questions that are not addressed in this handbook, students and parents are encouraged to talk to a teacher or the building principal.

Throughout this handbook the term "Staff" means all school employees, adult volunteers, and Board members; "Teacher" means all teachers including substitute and intern teachers; "Principal" means the Principal or his/her designee; "Building Administrator" means the Principal; and "Parent" means parents or legal guardian. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. Within these constraints, building administrators reserve the right to delete, add, or change items in the handbook as needed. Those alterations will be communicated to students and parents in a variety of methods. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.lawrencetigers.org) or at the Board office, located at:

Lawrence Public Schools
650 West St. Joseph Street
Lawrence, MI, 49064

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ACADEMIC INFORMATION

Students in Kindergarten through 4th Grade do not receive letter grades, instead they are awarded 1-3 (1-Meets expectations, 2-Emergent 3-Needs work)

Grading System: Students in 5th and 6th Grade receive a letter grade following the system of grading recommended by the State Department of Education. It is as follows:

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

All incompletes must be made up under the direction of the teacher. An incomplete that is not made up becomes an "F".

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

A 4.0(92%-100%)	B- 2.7 (80%-81%)	D+1.3(68%-69%)
A- 3.7(90%-91%	C+2.3(78%-79%)	D 1.0 (62%-67%)
B+ 3.3(88%-89%)	C 2.0 (72%-77%	D- 0.7(60%-61%)
B 3.0(82%-87%)	C- 1.7(70%-71%)	F 0 (< 60%)

Academic Progress

Grading & Promotion: School report cards are issued to students every quarter. For questions regarding grades, please contact the classroom teacher. Each student will be promoted, placed, or retained at the end of each school year.

Promoted: The child has successfully completed the school year and has made the proper gains for the teacher to feel strongly about the child continuing into the next grade level. In addition to showing readiness, students are promoted based on their academic, social skills, and work habits.

Placed: The child has made some of the necessary gains to move to the next grade level. However, the teacher has some concerns for the child regarding social or academic success in the following year. The child will move to the next grade level, but will need additional support than a promoted child to be successful.

Retention: The child is not ready for the next grade level and would benefit from another year in the same grade level.

A discussion of possible retention will be held no later than the spring parent-teacher conference. Information to be considered in this decision includes: chronological age, grades, social behavior, number of absences/tardies, and work habits. A final decision must be made by the end of the current school year. If agreement on retention is reached, the appropriate form will be signed and filed at the Office.

If parents disagree with the retention recommendation, they must sign a waiver requesting that the child be placed in the next grade. The parent requested placement will be granted one time. If, in future academic years, the child's teacher again recommends retention, the parents, teacher, and principal will review the options for the following school year. However, the building principal will make the final decision regarding the child's grade level.

Homework: Homework given during the day is at the teachers discretion. Although homework may not be given everyday, it is important to read **at least** 20 minutes a day and practice math facts.

Test Retakes: Test retakes or corrections are at the discretion of the classroom teacher. See the classroom teacher for more information.

PowerSchool Access: Check your students progress through the year by logging into PowerSchool to see grades and missing assignments.

ACCIDENT/ILLNESS

In the event that a student is injured or becomes ill while at school, he/she will be taken to the health room in the office. The school cannot provide over the counter medicines to a student. Treatment is the responsibility of the parent/guardian who will be contacted immediately if the injury is severe. Emergency forms are used to contact parents/guardians, relatives, or friends.

Students must report any injury immediately to a staff member so that an accident report can be filled out.

CONCUSSIONS AND HEAD INJURIES: A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

COMMUNICABLE DISEASES: The school will observe recommendations of the Michigan Department of Health and Human Services regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

ILLNESS AND FEVER POLICY

Fever Guidelines	**When to Stay Home**	**When to Return**
Students should **not come to school** if they have: ● A fever of **100.4°F (38°C) or higher** ● Vomiting or diarrhea ● Any contagious illness (such as flu, COVID-19, strep throat, etc.) **Students must be fever-free for at least 24 hours without the use of fever-reducing medicine** (such as Tylenol or Motrin) before returning to school.	Keep your child home if they: ● Have a fever, cough, or other signs of illness ● Were sent home sick from school the day before ● Are not feeling well enough to focus or participate in class activities	Your child may return to school when: ● They have been fever-free for 24 hours **without medication** ● They have not vomited or had diarrhea for 24 hours ● Symptoms are improving and they feel well enough to participate in the school day
If your child has a chronic condition (such as allergies or asthma) that causes similar symptoms, please communicate with the main office.		

MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a

completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication: A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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 short period of time and then must return to class. If warranted, parents will be called to pick the child up and take him/her home

STUDENTS WITH SEVERE FOOD ALLERGY OR CHRONIC ILLNESS

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 269.674.8232. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available at www.lawrencetigers.org. Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

AFTER HOURS

All students should exit the building at dismissal unless being supervised by school personnel for an approved activity. Students and parents will not be let into locked classrooms when the classroom teacher is not present.

ANIMALS/PETS

Animals or pets may be brought to school with **prior** permission of the student's teacher. An adult must bring the pet to school and take the pet home right after the prearranged visit. Animals are not allowed on the bus due to safety reasons.

ARRIVAL TO SCHOOL

Students are allowed in the building beginning at 7:45am. Students will walk directly to their classrooms and follow teacher directives. Students are held to the same rules and expectations before school hours as they are during school hours. All food and beverages should be consumed in designated areas during designated times. Students are not to leave the school building once they enter.

ATTENDANCE





Attendance Philosophy: Lawrence Elementary School is committed to the philosophy that every student should be on time and attend school all day every day. Punctuality and regular attendance are required if students are to achieve maximum success in their pursuit of academic excellence. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, understanding explanations and clarifications, participating in guided practice and viewing varied audiovisual materials, etc., cannot be duplicated outside the classroom and do constitute valid and crucial elements of course work. Excessive absences will be a major factor when considering a student for retention. If a student must be absent, the expectation is that they are not on school grounds for that day.

Attendance Law: Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:
(1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
(2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
(3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
(4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
(5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
(6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Attendance Policy: Students will be considered tardy if they arrive after the 7:55 a.m. bell. Students will be considered absent for 1/2 day if they arrive after 9:00 a.m. or leave before 2:00 p.m. In order for an absence or tardy to be considered excused, a child must bring documentation from a doctor, therapist, court worker, or other official. While we realize that students will need to miss school for various reasons, please be aware that absences can only be excused with proper documentation. Lawrence Elementary will only allow 16 “unexcused” absences or tardies before filing truancy charges with the Van Buren County Courts. See “Truancy” **In the event of any absence, the student’s parent or guardian is required to call/email the office at 269.674.8231 before 8:00 a.m. to explain the reason for the absence.**

Homebound/Hospitalized Instructional Services: A student who is absent or whose physician anticipates the student’s absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the Building Principal.

Make Up Work: Teachers prepare lessons that are expected to be taught just once. No amount of makeup 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 missed work. If the student is absent because of a suspension, he/she has the right to make up for the missed work. Students have two days to make up work for each day of school missed. 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. Assignments should be obtained in advance when prearranged absences/appointments must be made during school time.

Release Time for Religious Instruction: A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Signing Out: All students that find it necessary to leave school early, must be signed out in the office by a parent or adult listed as an emergency contact.

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 18, he/she is violating the State Compulsory Attendance law. Any student who skips is breaking school regulations. A student caught skipping may forfeit his/her right to do make-up work or take a missed exam or quiz.

Truancy: After 16 absences, (excluding medical emergencies/conditions with a note from a doctor), a student is considered truant and absenteeism will be referred to the Van Buren County Sheriff Department. In general, truancy letters are sent home when a student receives 5, 10, and 12 absences per semester. A meeting with the parents, administration, and the truancy officer will be held after the 12th absence. Steps may be taken to report truancy if there is a history of poor attendance.
A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Vacations: It is the position of the school that vacations should not be scheduled during times when school is in session. However, if you choose to take your child out of school, a written request must be submitted to the building principal at least one week prior to the intended departure date. Vacation request forms are available in the main office.

Students will receive any missed work on the day they return to class. They will be given an equal number of days to make up the work, based on the number of school days missed, if possible. Any work not completed within the allotted time may receive a grade of zero.

Please note: Vacation days are considered absences and will count toward the Sixteen Day Absence Rule.

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 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 will be held until all textbook obligations are settled.

BULLYING, INTIMIDATION, HARASSMENT, and Social Conflict

Aligned with Michigan Law – Matt's Safe School Law (MCL 380.1310b)

Our School's Commitment

At Lawrence Elementary, we believe every student has the right to feel safe, included, and respected. Bullying is not allowed and goes against everything we stand for as a school community.

BULLYING, INTIMIDATION, HARASSMENT, and Social Conflict

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

"**Bullying**" is repeated, one-way harassment of any kind. Repeated = More than once. If someone calls your child a name in the hallway one time, it is not considered bullying. One-way = if your child participated in any part of the disagreement of events. It becomes "social conflict". Asking someone to leave them alone or to stop bothering them is not considered participation.

"**Social Conflict**" is a disagreement, stated or implied between two or more individuals. If not handled properly, social conflict can lead to name-calling, pushing, shoving, fighting, rumor-spreading, and other inappropriate behaviors. The term "bullying" is often misused by both kids and parents. Many situations labeled as bullying are actually social conflict between two parties. Social conflict is a normal part of everyday life for both kids and adults.

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

K-12 Principal
714 West St. Joseph Street
Lawrence, MI, 49064
269.674.8231

Superintendent
650 West St. Joseph Street
Lawrence, MI, 49064
269.674.8233

Any student who is determined, after a prompt investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior, or have been victims, will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences, as well as any student who retaliates after being accused of bullying.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education. Additionally, all cases of bullying will be documented and filed in the district offices.

Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher and student handbook

Michigan Law Says:

Matt's Safe School Law requires all Michigan schools to have an anti-bullying policy.

Our school must:

-Investigate all bullying reports
-Take steps to stop the bullying
-Support the student who was targeted
-Discipline based on the situation
-Keep a record of incidents and report to the state

No one will get in trouble for speaking up to keep others safe.

Complaint Managers:

K-12 Principal

714 West St. Joseph Street
Lawrence, MI, 49064
269.674.8231

Superintendent

650 West St. Joseph Street
Lawrence, MI, 49064
269.674.8233

BUS TRANSPORTATION

Bus Conduct: Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation director. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a bus conduct report, student bus problems will be investigated and handled by the transportation director. Parents will be informed of any written bus conduct reports on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Sit in your assigned seat immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.

7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Windows can be opened half-way.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop at least 10 minutes before the scheduled arrival.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Video cameras are active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Bus Discipline: If a student receives a bus conduct report as the result of misconduct while riding in a school vehicle, the following policy will be followed:

First Bus Conduct Report – It is the student's responsibility to take the conduct report to his/her parents for their signature. The student must return the signed report to his/her bus driver before they will be allowed to ride the bus again. Building staff will be made aware of the issue by the transportation director.
Second Bus Conduct Report – If a student receives a second bus conduct report during a school year, he/she will automatically be suspended from riding their bus for one school day. It is the student's responsibility to take the conduct report to his/her parents for their signature. Transportation staff will make a phone call home to parents to inform them of the student's behavior. Building staff will be made aware of the issue.
Third Bus Conduct Report – If a student receives a third bus conduct report during the school year, they will be suspended from riding their bus for three school days. It is the student's responsibility to take the conduct report to their parents for their signature. When the third report is issued, the transportation department will contact the parents to schedule a mandatory meeting with the student, parent, and building principal and transportation staff.
Fourth Bus Conduct Report – If a student receives a fourth bus conduct report during a school year, he/she will automatically be suspended from riding their bus for ten days. Transportation staff will make a phone call home to parents to inform them of the student' behavior. Building staff will be made aware of the issue.
Fifth Bus Conduct Report – If a student receives a fifth bus conduct report during a school year, he/she will automatically be suspended from riding their bus for the balance of the school year. Transportation will make a phone call home to parents to inform of the student's behavior. Building staff will be made aware of the issue. The parents shall contact the transportation department by phone or email in order to arrange a conference, held before the student will be allowed to ride the bus again in the next school year.

Cafeteria:

	SERVING LINE RULES	**CAFETERIA RULES**
	• Voice level 0-2	• Voice level 0-2

Respectful	• Answer questions clearly • Say please and thank you	• Say please and thank you • Eat your own food • Put unopened food on the share table • Help others
Orderly	• Stay in line	• Keep your food on your tray or in your lunchbox • Always walk • Raise your hand to throw away food • Close milk carton before throwing it away • Clear your tray and place it on the cart
Attentive	• Listen to and follow directions	• Follow staff directions
Responsible	• Hands, feet, & objects to self	• Help clean up trash • Hands, feet, & objects to self • Must have a pass to use the bathroom (2 boys & 2 girls at a time only) • NO food outside of cafeteria

CELL PHONE POLICY

For clarity, the school's policy for cell phones also includes any other electronic devices, including smartwatches, laptops, electronic gaming devices, music devices, headphones, or anything with connectivity or browsing capabilities.

All cell phones must be turned off and they must not be visible. Students may not use their cell phones once they enter the building at the start of the school day until they exit the building at the end of the day. At NO TIME during the restricted hours should the cell phone be visible.

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 phone will be confiscated and kept in the office until a parent picks it up.

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

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 call the school office for any emergency situation. We will contact your student. Do not try to contact them by their cell phone.

CODE OF STUDENT CONDUCT

The staff at Lawrence Elementary School is committed to providing a safe and orderly environment which promotes teaching and learning. Expectations and consequences have been adopted to protect each student's safety, health, and welfare and to develop self-discipline and personal responsibility for their actions. Violence and bullying will not be tolerated. The primary expectations of our school for all students at all times are to be:

R Respectful
O Orderly
A Attentive
R Responsible

These expectations cover more specific situations which occur in such places as classrooms, halls, cafeteria, recess, and field trips. Consequences for violating these will be administered according to the seriousness and frequency of the offense. The goal of any disciplinary action is to help the student to change his/her behavior so that future conduct will be appropriate. Positive behavior is encouraged through such incentives as the ROAR program throughout the school year.

COMMUNICATION

Good communication between home and school is important to our staff. However, there are bound to be misunderstandings and disagreements at times. Almost all conflicts can be resolved with good communication. Please follow the procedure below if you have a question, problem, or complaint:

1️⃣ **Step 1: Start with the Person Closest to the Situation**	2️⃣ **Step 2: Still Need Help?**	3️⃣ **Step 3: Unresolved at the School Level?**	4️⃣ **Step 4: Issue Still Unresolved?**
👉 *Contact the teacher or bus driver* directly involved. ➤ Example: classroom concerns → teacher bus issue → bus driver	👉 *Contact the Principal* of the school. ➤ They oversee daily school operations and student well-being.	👉 *Contact the Superintendent* of the district. ➤ They supervise all school operations across the district.	👉 *Send an email or call the members of the School Board Committee* ➤ They make district-wide decisions and policies.

DISCIPLINARY REGULATIONS AND PROCEDURES

Student Discipline: The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

**If a student's behavior poses a risk to the safety or well-being of others, the student will be promptly removed from the classroom and may be sent home.

Student Conduct:

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
    b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
    c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
    e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    f. Drug paraphernalia, including devices that are or can be used to:
        i. Ingest, inhale, or inject cannabis or controlled substances into the body
        ii. Grow, process, store, or conceal cannabis or controlled substances.
        iii. Additionally, students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
    g. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
    h. Using or possessing an electronic paging device.
    i. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
        i. the supervising teacher grants permission; or
        ii. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

j. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
k. Disobeying rules of student conduct or directives from staff members or school officials.
l. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
m. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
n. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
o. Engaging in teen dating violence.
p. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
q. Entering school property or a school facility without proper authorization.
r. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
s. Being absent without a recognized excuse.
t. Being involved with any public school fraternity, sorority, or secret society.
u. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
v. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
w. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
    i. be a threat or an attempted intimidation of a staff member; or
    ii. endanger the health or safety of students, staff, or school property.
x. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
y. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply: The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

a. On, or within sight of, school grounds before, during, or after school hours or at any time
b. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
c. Traveling to or from school or a school activity, function, or event.
d. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an education function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures: The following list of disciplinary measures is a range of potions that will not always be applicable in every case. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary Conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be made in advance, an alternative discipline measure will be assigned to the student.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Restorative Practices: If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that:

a. Are initiated by the victim;
b. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
c. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supports of the victim and the offender (the "restorative practices team");
d. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Corporal Punishment: Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Due Process: When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension. Students or parents may appeal a decision of the administration using the following procedure:

1. Parents may request, in writing, 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.
2. 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.
3. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of said decision.
4. 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:

    a. Written notice shall be sent to the parent giving the time, date and place of the hearing, including the following information:
        - Statement of specific charges;
        - 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;
        - The right to present witnesses
    b. The hearing is not a court proceeding and court rules of evidence shall not be enforced.
    c. There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the Board of Education deems essential to the proper adjudication of the case.

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which may contain:

- the charge and related evidence;
- the time and place of the hearing;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request a transcript of the hearing, if the Board/hearing officer approved. Students being considered for long-term suspension or expulsion will be immediately removed from school. A formal hearing is scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice

Factors to Be Considered Before Suspending or Expelling a Student: Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board *(Superintendent)* shall consider the following factors:

a. The student's age
b. The student's disciplinary history
c. Whether the student has a disability
d. The seriousness of the violation or behavior
e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
f. Whether restorative practices will be used to address the violation or behavior
g. Whether a lesser intervention would properly address the violation or behavior

The Board *(Superintendent)* will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board *(Superintendent)* can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board *(Superintendent)* will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Physical and Verbal Assault: The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

INAPPROPRIATE VERBAL BEHAVIOR

Vulgar language, including swearing, is prohibited. Discriminatory language based on disability or handicap of any form, minority status (race/national origin, religion or lack thereof, sexual orientation or identity), gender, physical appearance, and socioeconomic status is prohibited. Language with the intention of harming the student's mental well-being or ability to learn in the school environment is also prohibited. Disciplinary measures will be taken for inappropriate verbal behavior. Repeated behavior may result in bullying charges.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Weapons, Arson, Criminal Sexual Conduct: In compliance with State and Federal law, the Board *(Superintendent)* shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such a term does not include an antique firearm.

The Board *(Superintendent)* need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board *(Superintendent)* that:

a. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
b. The weapon was not knowingly possessed;
c. The student did not know or have reason to know that the object or instrument possess constituted a dangerous weapon; or
d. The weapon was possessed at the suggestion, request, or direct of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board *(Superintendent)* determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Expulsions/Suspensions – Required By Statute: For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm or weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

a. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
b. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

c. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
d. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
e. The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
f. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
    a. the extent to which reinstatement would create a risk of harm to students or school personnel;
    b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
    c. the age and maturity of the student;
    d. the student's school record before the expulsion incident;
    e. the student's attitude concerning the expulsion incident;
    f. the student's behavior since the expulsion and the prospects for remediation;
    g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
        i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
        ii. participate in an anger management program or other counseling activities;
        iii. cooperate in processing and discussing periodic progress reviews;
        iv. meet other conditions deemed appropriate by the committee;
        v. accept the consequences for not fulfilling the agreed-upon conditions.
        vi. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for the reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with: the standards and the procedures it determines to be appropriate under the circumstances.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

BEHAVIOR FLOW CHART

Dress code:

General Guidelines	**Acceptable Clothing Includes:**	**Clothing Not Allowed:**
Students are expected to wear clothing that:	-Shirts with sleeves or straps at least 1 inch wide	-Clothing that shows undergarments, midriffs, or excessive cleavage

-Is comfortable and allows for participation in classroom and physical activities -Covers undergarments and private areas at all times -Is free of offensive, violent, or inappropriate language or images -Promotes safety during school and on the playground	-Pants, shorts, skirts, or dresses that reach at least mid-thigh -Leggings, jeans, or athletic wear -Closed-toe shoes or sandals with back straps (required for recess and PE) -Hats and hoods outdoors ONLY -Religious or cultural head coverings	-See-through or mesh garments without appropriate layers underneath -Items with violent, drug/alcohol-related, or inappropriate graphics or words. -NO blankets, unless specified by special events

Please make sure that your child comes to school dressed appropriately for the weather during recess (hat, coat, gloves, boots, etc.). This is a parental responsibility and all students will be sent outdoors at recess time when in good health. Any clothing worn to school should be worn outdoors unless the weather changes and the teacher approves. Clothing worn outdoors is to remain on during recess so it is not lost or stolen.

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 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 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.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

EMERGENCY SCHOOL CLOSING

In case of bad weather and other local emergencies, please listen to any local radio or television station (WKZO-590AM, WOOD-1300AM, WHFB-100FM, WHFB-1060AM, COSY-98.3FM, and television channels 3 and 8) to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, Twitter, automated phone call, etc. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.
Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Building Principal at 269 674 8231

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard

to the religious, political, philosophical, or other content of the activity. The principal shall grant the group's request and first determining that:

a. The activity has been initiated by students
b. Attendance at the meeting is voluntary
c. No agency or employee of the District will promote, lead, or participate in the meeting
d. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
e. Non-school persons do not direct, conduct, control, or regularly attend the activity.
f. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity, but shall not participate in the activity.

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Ryan Williamson
Lawrence Public Schools
650 West St. Joseph Street
Lawrence, MI, 49064
269.674.8233

The School District's complaint procedure may be obtained from the Superintendent. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

FEES, CHARGES, AND FINES

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used. When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred/ The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

FIELD TRIPS

Eligibility for Field Trips

Participation in field trips is a privilege, not a right. Students may be excluded from field trips if they:
–Have ongoing or serious behavior concerns during the school year
–Demonstrate behaviors that could create a safety risk to themselves or others
–Have been suspended or repeatedly removed from class for behavioral reasons

In these cases, the **school team** (admin and teachers) will:
–Review the student's situation individually and fairly
–Consider a behavior improvement plan with close monitoring
–Communicate with families ahead of time
–Make a plan for success at school and on the trip
–Offer alternative learning activities if needed

Support and Communication

We want every student to participate! Staff work closely with students and families. If a student struggles with behavior, we will:

–Provide consistent behavioral support
–Work proactively with families
–Make every effort to help students meet expectations
–Communicate clearly and early about concerns

Communication and support will be ongoing. Families will be included in all discussions and planning for their child's success.

All students must ride the bus during a field trip. With safety in mind, and given that our drivers are certified and insured, it is the school's opinion that this rule be followed at all times. Parents insisting on transporting their own child home from a field trip must complete the Field Trip Sign-Out Form with the teacher prior to leaving the field trip. These extra precautions are established with the safety of all students in mind. Please note that per our attendance policy any student that is signed out before 2:00 pm will be considered absent for half of the day.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
    d. Is reasonably viewed as promoting illegal drug use; or
    e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition..

HEALTH SCREENING

Vision Screening

- Required by law for **kindergarten entry** (must be completed within 6 months prior to starting school).
- May be conducted periodically in later grades by trained professionals from the local health department.

Hearing Screening

- Typically administered in **kindergarten**, **2nd grade**, and other selected grades.
- Helps identify potential hearing concerns that may affect learning and communication.

Dental Screening

- May be offered through school or local health programs.
- Focuses on identifying signs of decay or dental health issues and promoting oral hygiene awareness.

Parent Notification

- Families will be notified in advance of any scheduled screenings.
- If a concern is detected, a referral notice will be sent home recommending follow-up with a health care provider.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

McKinney-Vento Homeless Liaison:
Tara Lampe
269-539-5952

HYGIENE EXPECTATIONS

Students are encouraged to:

- Bathe or shower regularly
- Wear clean clothes each day
- Use deodorant as needed
- Brush teeth daily
- Wash hands when necessary.

We understand that all students grow and develop at different rates, and some may need reminders or

Care Closet Support

Our school offers a **Care Closet** with free hygiene supplies for any student in need. Items may include:

- Deodorant
- Toothbrushes and toothpaste
- Soap and shampoo
- Combs or hair ties

support. Teachers and staff will address hygiene concerns in a respectful and private manner.	• Feminine hygiene products Students or families may request items from the Care Closet discreetly by speaking with a teacher, counselor, secretary, or administrator. There is no cost, and all requests are kept private.

We are here to support the whole child—including physical, emotional, and social well-being.

IMMUNIZATIONS

In accordance with Michigan state law, all students enrolling in school must be up to date on required immunizations or have an official waiver on file before attending school.

One of the following **must be provided** to the school office before the first day of attendance:

- An **official immunization record** from a health care provider or local health department
- A **valid medical waiver** signed by a physician
- A **nonmedical (religious or philosophical) waiver**, obtained through an in-person educational session at your local health department.

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.

LOCKER POLICY

1. 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 locked while in class. 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. The school is not responsible for possessions stored in the lockers. Valuables may be checked in the office for safekeeping.
2. 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. Students observed kicking or otherwise damaging a locker will be subject to a detention or suspension.
3. In some cases, the students will have to share a locker with another student. Students are to keep the locker they are assigned unless permission to change has been granted from the principal's or attendance office.
4. Appropriate pictures, etc. placed in lockers should be attached with **magnets or poster putty only- no stickers.**

Search of lockers contents: 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. 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. Lockers are subject to inspection by contraband detection dogs.

Notice of Policy: For an updated policy, please see the Lawrence Public Schools website.

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.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

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 before being placed on walls. Do **not** use scotch tape on the walls. Painters tape and putty is suitable as it will not damage painted surfaces. Care should be taken in preparation of posters to see that words are spelled correctly.

PLAYGROUND/INDOOR RECESS RULES

Students in Grades Kindergarten through 6th enjoy a daily recess. All students are expected to go outdoors if the weather permits. Students will not participate in outdoor recess should the wind chill go below 20 degrees Fahrenheit. Students returning to school from an absence due to illness are allowed to stay indoors only if prescribed by a doctor's order. You will be required to provide the school with a copy of the order. Students are expected to be dressed for the weather and are to wear all clothing taken outside. Students are to wear all clothing brought to school at recess unless their teacher decides that the weather has changed enough to leave it in the room.

Due to Michigan's weather being unpredictable please ensure that your child brings suitable weather attire. This will help them stay comfortable and prepared for any changes throughout the day.

ITEMS NOT ALLOWED AT RECESS:
Skateboards, roller skates or blades, lasers, knives, guns, radios, tape players, video games, sharp objects, perfume, make-up, hairspray, candy, food, drinks, toys, and blankets. Items should not be brought from home. The school is not responsible for any lost or stolen items.

Respectful	• Voice level: ○ outdoor 0-4; indoor/gym 0-3 • Hands, feet & objects to self • Be kind • Play fair • Show good sportsmanship
Orderly	• Use play equipment correctly • Line up quickly with a voice Level 0-2. • Stay in your line spot • Do not play on or by AC units
Attentive	• Listen for the whistle/signal • Follow adult directions
Responsible	• Take care of equipment and return it to the equipment cart • Use equipment away from the building • Respect personal space • Use playground equipment only - No toys/stuffed animals from home • Remain with your class

RELEASE OF STUDENTS

Should you need to pick up your child during the school day for any reason, always report to the office first. You will need to sign your child out and your child will be called to meet you at the office. For your child's protection, students will not be released to anyone not listed on the emergency form or without written permission of the parent.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.(

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast is served every school day from 7:55 a.m. to 8:10 a.m. Lunch is served every school day from 10:30 a.m. to 11:30 a.m. Our school currently participates in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs. All students are eligible to receive breakfast and lunch at no charge.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students: School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property: If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEX EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejecting such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement: Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Complaint Managers:

K-12 Principal
714 West St. Joseph Street
Lawrence, MI, 49064
269.674.8231

Superintendent
650 West St. Joseph Street
Lawrence, MI, 49064
269.674.8233

SKATEBOARDS/HEELYS

Students are permitted to **ride skateboards to and from school** as a means of transportation. Once on school grounds, the skateboard will be walked to the student's locker. If these rules are not followed, they will be confiscated and must be picked up by a student's parents. "Heelys", shoes with wheels within the soles, will not be allowed to be worn unless the wheels are not activated.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;

2. Ensure students get a good night's sleep the night before exams;

3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind and emphasize for students the importance of good performance on standardized testing;

5. Ensure students are on time and prepared for tests, with appropriate materials;

6. Teach students the importance of honesty and ethics during the performance of these and other tests;

7. Encourage students to relax on testing day.

STUDENT FUNDRAISING

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records. These rights are denied to any person against whom an order of protection has been entered concerning the student**.**

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**
   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or

eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

   - Name
   - Address
   - Grade level
   - Birth date and place
   - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   - Academic awards, degrees, and honors
   - Information in relation to school-sponsored activities, organizations, and athletics
   - Major field of study
   - Period of Attendance in school

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice**.**

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington DC 20202-4605

STUDENTS WITH DISABILITIES

Accommodation:

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting

Discipline of Students with Disabilities:

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors

Education of students with disabilities:

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of such person’s major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed support and accommodations so he/she can access educational programs and services. For further information, please contact the building principal.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child’s teachers and paraprofessionals, including:

- Whether the teacher has met state certification requirements;

- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like this information, contact the office.

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.

VIDEO AND AUDIO MONITORING SYSTEM

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. Due to FIRBA this tape can only be viewed by authorized school personnel only. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS	VOLUNTEERS
All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.	**Every volunteer must complete an ICHAT (Internet Criminal History Access Tool) background check each school year.** This will be needed to chaperone on field trips, work in a classroom, and help at school events. Teachers will notify families about volunteer opportunities within the classroom. For school-wide volunteer opportunities, please contact the school principal. Volunteers are expected to follow the same behavior, conduct, and confidentiality expectations as school staff while supporting our school activities. All volunteers must sign in at the main office and wear a visitor badge while on campus. Volunteer forms and additional guidelines are available in the school office.

WITHDRAWAL PROCEDURE

Students who leave Lawrence Elementary School during the school year must pick up a withdrawal form from the office at least one day prior to their last day of school. 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.

Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date