LAWRENCE JR. / SR. HIGH SCHOOL STUDENT HANDBOOK



2026-2027

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Tiger Nation,

Welcome to the 2026–27 school year! As I begin my second year as Principal of Lawrence Public Schools, I am excited to continue building upon the strong foundation we established together last year. It remains a tremendous honor to serve our students, staff, families, and community, and I look forward to another year of growth, and success.

Over the past year, I have had the privilege of getting to know our students, staff, and families. As we move forward, we will continue our commitment to fostering a positive school culture where every student feels supported, and challenged to reach their full potential.

This year, we will focus on maintaining high expectations, and creating meaningful opportunities for all students to succeed. Whether in academics, athletics, fine arts, leadership, or community involvement, we want every Tiger to feel connected and inspired to pursue excellence.

I encourage each student to embrace new opportunities, set ambitious goals, and take pride in being a part of Tiger Nation. Together, we will continue to create a school environment where learning thrives, and every individual is valued.

Thank you for your continued support and partnership. I am excited for all that we will accomplish together during the 2026–27 school year.

Here's to another outstanding year ahead, and as always, Go Tigers!

Brock Thumm
K–12 Principal
Lawrence Public Schools
650 W. St. Joseph St.
Lawrence, MI 49064

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 (ryanwilliamson@lawrencetigers.org)

Brock Thumm, Principal (bthumm@lawrencetigers.org)

Mackenzie Roberts, Counselor (makenzieroberts@lawrencetigers.org)

Ryan Casey, Athletic Director (ryancasey@lawrencetigers.org)

The school is located and may be contacted at:

Lawrence Jr./Sr. High School

650 West St. Joseph Street

Lawrence, MI, 49064

Questions about the student handbook should be directed to Brock Thumm, Principal, at 269.674.8232.

SCHOOL BOARD INFORMATION

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

Deb Salvano, President

Scott Garrod, Vice President

Nicole Colgren, Treasurer

Angela Marsh-Peek, Secretary

Missy Alfieri, Trustee

Jason Becht, Trustee

Kristi Warner, Trustee

Contact information is available through the District's website (www.lawrencetigers.com) or at the Board office, located at:

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

HANDBOOK INFORMATION

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers 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, Assistant Principal(s), and Athletic Director; 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.

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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.com) or at the Board office, located at:

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

ACADEMIC INFORMATION

Class Rank: Class rank for senior awards shall be computed by averaging all final semester grades received in their high school classes up to and including those grades received through the first semester of their senior year (seventh semester of high school) i. The grade point average shall be rounded to the nearest hundredth column using standard rounding procedures. Five (5) or more shall be rounded up. Four (4) or less shall be rounded down.

ii. Honor points for dual enrollment classes shall be included in computation of grade point average used to recognize student achievement. See the section entitled “Grading System” on page six (6) of the Lawrence Junior/Senior High School Student Handbook.

iii. To be considered for senior academic awards, students must have completed twenty-one (21) credits by the end of the student’s seventh semester.

iv. The following shall be used to determine special academic recognition:
   a. Summa cum laude – 4.0 GPA or higher
   b. Magna cum laude - 3.75 GPA through 3.99 GPA
   c. Cum laude – 3.50 GPA through 3.74 GPA

v. In addition to the senior class president providing a welcome at commencement, two (2) additional graduating seniors will be selected to speak at commencement. The two (2) speakers will be selected by a panel appointed by the high school principal using criteria established by the principal. If the senior class president chooses to audition to be a panel selected speaker and is chosen, the senior class vice-president shall provide the welcome and senior gift (if applicable) at commencement.

vi. Graduating seniors that achieve Summa cum laude at the end of seven (7) semesters are authorized by Lawrence Public Schools to list “co-valedictorian” on college application and/or scholarship forms.

Diploma vs Certificate of Completion: Lawrence High School will award a diploma for those students who have met all of the Michigan Merit Curriculum (MMC) requirements and a certificate of completion to students who have completed their classes, but failed to master all MMC content standards.

Grading Categories and Weights: Tests/Quizzes: 60% Assignments (Homework, Projects, etc.): 40% *(Teachers have the right to change the weighting for a class, requiring administrative approval).* Teachers deviating from the 60/40 scale will inform parents and students at the beginning of the semester. See course syllabi for grading information.

Grading Period Weights: On-going semester grades will count for 85% (HS) and 90% (JHS) of the overall semester grade. The semester exam will count as 15%(HS) or 10% (JHS) of the semester grade. *(Not all courses use semester exams. See course syllabi for grading details).*

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

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

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%)

College Courses: (Dual Enrollment, Early Middle College, and AP) are weighted on a 5.0 scale.

All incompletes must be made up under the direction of the teacher. An incomplete that is not made up becomes an “F”. Students who are failing a class, but pass the semester exam with a 70% or better will receive credit on their transcript toward graduation requirements, as Michigan Law dictates.

Academic Progress

Advanced Math Policy: Students can request to the school counselor to be moved to an advanced math class if they have at least a 93% in their grade level math course, and adhere to the standing attendance policy.

1. Absent 5 days within the semester, letter/email/phone call home warning to bump down to grade level math.
2. Absent 10 or more days automatic bump back down to grade level math.

Community Service Component: Community service is a graduation ceremony participation requirement. Every high school

student must complete five (5) hours of community service each year, throughout grades 9-12 (while enrolled in Lawrence Public Schools). It is the student's responsibility to request the Community Service Volunteer Time Log from the HS office. Approval of community service choice(s) should be sought from the office in advance, to ensure that the intent of the policy is met appropriately. Students may not "bank" all 20 required hours in one year. While students are encouraged to complete more than 5 hours in one year, they must still meet this minimum each year to promote a culture of community service throughout their high school career.

-The Top 3 Senior students with the most community service hours will receive a chord for graduation.

Dual Enrollment Policy: High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. Students are eligible for a dual enrollment course, to be paid for by Lawrence High School, if they meet the following requirements:

1. No semester grades less than 80% during the previous academic year.
2. The student did not miss more than 10 days in any given class during either semester during the previous year.
3. The student must meet minimum qualifying scores on PSAT (English = 460; Math=510); or must have a 460+ on the English PSAT and a cumulative grade point average of 3.5 or higher; or have a 4.0 cumulative grade point average.
4. The student must meet minimum college dual enrollment requirements as applicable – grade point average, ACCUPLACER, etc.
5. The student has not already taken a total of 10 or more dual enrollment courses.
6. The student has completed all of the available courses at Lawrence High School in the coinciding department. 7. The course is not available to be taught at Lawrence High School.
8. The student has not failed any previous dual enrollment classes.
9. The parents/guardians sign a form indicating their responsibility to refund payment to Lawrence High School if the class is failed.
10. Students must maintain full-time pupil status between their high school and college courses. See the guidance counselor for details.
11. Students will be required to participate in weekly grade checks with the school counselor. These will happen during seminar, and if not followed, it will be logged in PowerSchool, and a phone call home will be made within 3 school days.
12. Students must maintain a minimum grade of 70% in their dual enrollment to continue with dual enrollment the following semester.
13. Students will be required to sign a dual enrollment contract, and submit it to the school counselor prior to the start of their course. This contract will outline the policies and expectations for dual enrollment courses, and the students signature will be used for them acknowledging these rules.

Please note that the total amount of tuition and fee support shall not exceed the statewide pupil-weighted average foundation allowance, adjusted for the proportion of the school year that the pupil attends the postsecondary education.

Failing a dual enrollment course will result in the following:

1. The student will not be eligible for any other dual enrollment courses during their high school career. 2. The student and their family will be responsible for refunding the cost of the course and the textbook back to Lawrence High School. Failure to refund the school the full amount owed will result in the diploma being withheld from the student until successful repayment is rendered to Lawrence High School.

Early Graduation: Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior scheduling of the student's seventh semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown rental, graduation practices). Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the principal and the senior counselor before the start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Grading & Promotion: School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. To provide each student with a more accurate picture of their progress and to improve our yearly graduation percentage at Lawrence High School, we have ended the practice of social promotion or the process of students advancing to the next grade despite failing too many courses. At Lawrence High School every student must successfully complete 24 credits to earn a diploma. Thus, grade levels (Freshman, Sophomore, Junior, and Senior) are readily determined by dividing the number of credits needed (24) by the four grade levels to arrive at the break points for each grade level attained. To this end, our policy is to classify every student based on their successful completion of credits (there will be a 1 credit allowance for each grade):

Freshman 0 - 4.9 credits Sophomore 5 - 10.9 credits Junior 11 – 17.4 credits Senior 17.5 + credits

Graduation Requirements: Earning a diploma is necessary in today's society more than ever before. Students must be enrolled full time during all semesters in which they are enrolled. To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:

(a) At least *4 credits in English language arts* that are aligned with state subject area content expectations.

(b) At least *3 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.

(c) At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.

(i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded

(ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.

(iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment, unless enrolled in a Tech Center program that satisfies the 4th year math requirement.

(d) At least *3 credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.

(e) At least *1 credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extracurricular athletics or other extracurricular physical activities.

(f) At least *1 credit in visual arts, performing arts, or applied arts* aligned with state guidelines.

(g) At least *2 credits in a language other than English*, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

Homework: Homework is used as a way for students to practice what they have learned in the classroom. The time requirement, due dates, late policy frequency of homework will vary depending on a student's teacher, ability and grade level.

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

Online Courses: Students wishing to enroll in online courses to receive high school credit must meet the following criteria:

- Have selected an online course that relates to their future field of study, as denoted in their EDP • Have selected a course that is not taught by a highly qualified teacher in the building during that given semester

- The final decision to approve online courses is made by the school counselor and Principal.

- Online course enrollment, students are required to sign a contract with the school counselor, and the cut off date is the end of the semester, just like classes where students are in seat.

- Students who fail to finish a credit recovery course will take an incomplete and have the following semester to complete the course.

Online Students: Students enrolled in the District's fully online instructional program, who complete all coursework remotely and are not scheduled to attend in-person classes, are not eligible to participate in school-sponsored extracurricular activities or events. This includes, but is not limited to, interscholastic athletics, prom, school dances, and field trips.

This provision does not apply to students who are enrolled full-time in dual enrollment courses.

Personal Curriculum: Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

(i) Has successfully completed the same content as 1 semester of algebra II.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.

(iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.

(iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.

(h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

(i) The student has successfully completed 2 credits of the social science credits, including the civics course.

(ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Schedule Changes: A student may request a revision of his or her course schedule only during the first ten days of each semester. A rationale for schedule changes will be reviewed and approval will be determined by counselor and administration. Any student withdrawing from a class after the drop/add period will receive an “F” for that class and no credit.

Summer School & Credit Recovery: Lawrence HS is committed to supporting students in meeting their academic goals. To that end, we offer summer school online and credit recovery opportunities for students who need to make up failed or incomplete courses, improve academic performance, and to stay on track for graduation.Students may be eligible to enroll in credit recovery courses during the summer or throughout the school year based on academic need, counselor recommendation, and administrative approval. These courses are designed to provide students with a focused opportunity to master essential content and earn the necessary credits.

Credit Recovery Seminar: Students in 10th, 11th & 12th grade students who are behind in credits, will be placed in Credit Recovery Seminar, and enrolled in online credit recovery Edgenuity classes. Once classes are completed and the students are caught up with their credits, students will be reassigned to a new seminar back with their class.

A parent who disagrees with a grade placement based on this policy may appeal the decision in writing to a committee composed of the superintendent, principal, guidance counselor and the student’s teachers.

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

Testing Out: High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than 70% in the final examination in the course.

a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.

b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.

c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

e. Native Spanish speakers test out, by request. Student must contact school counselor, and the school counselor will contact the ESL department to conduct the test. This would fulfill the foreign language graduation requirement.

2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery

through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

a. The course teacher will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.

b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

3. Credit earned under this policy section shall be based on a "CR" grade and shall not be included in the computation of the student's grade point average for any purpose.

4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.

5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course

6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.

7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

ACCOMMODATING PERSONS WITH DISABILITIES

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.

AFTER HOURS

All students who do not have an assigned detention, study table, or extracurricular commitment need to leave the building and return later. Students will not be allowed to go past the locked hallway gates after they are set up. Students should only stay after school if the activity they are involved in starts no later than 10 minutes after the school day has ended or they are being supervised by a coach, teacher or administrator.

ANNOUNCEMENTS

Announcements will be emailed to students each day and can also be viewed in both the student and parent PowerSchool portals. If you have any questions, please contact the principal's secretary at **kmessersmith@lawrencetigers.com**.

ARRIVAL TO SCHOOL

Students are allowed in the building beginning at 7:45 in the morning. Students are not allowed in the gym, strength and conditioning room, library, computer labs, auditorium, or other classrooms without school staff permission or supervision before school begins at 8:00. Students are held to the same rules and expectations before school hours as they are doing school hours. All food, including provided breakfast, is to remain in the cafeteria. Outside food is to be consumed in the cafeteria, including beverages. Students are not to leave the school building once they enter.

ATHLETICS

Lawrence Athletics Mission Statement:

The Lawrence High School Athletic Department delivers athletic excellence by empowering, inspiring, and challenging students outside of the classroom. Through participation in sport, students will gain confidence to face adverse situations which will prepare them for obstacles they will face for the rest of their lives.

Attendance Policy:

● In order to participate in a contest, a student must be present for at least 51% of the school day.

● If a student must miss part of the school day on the day of a contest due to a legitimate reason, the parent or guardian must communicate directly with the Athletic Director or Principal prior to participation.

● Non-illness-related absences must be verified with documentation. For example, a student attending an orthodontist appointment

must check in or out through the office and provide an official appointment card that includes the date and time.

● Absences from practices or contests are considered excused only at the discretion of the coach and/or the athletic department.

● Students with chronic absenteeism may be ruled ineligible to participate unless a formal plan of action is developed and followed with fidelity.

Attendance Guidelines: The athletic season starts with the first day for practice allowed by the MHSAA for that specific sport. It ends on the day of the last competition for that specific sport.

1) All athletes are expected to start practice the first day allowed by the MHSAA. Expectations should be communicated in writing by the coach and athletic director to the individual student. An athlete who starts practice later than the first day must make up all missing work as prescribed by the coach.

2) Athletes are expected to join a team by our established cut-off dates. Students will have until the date of the first competition, or the third day of school, whichever comes later.

a) If a student joins at the last possible minute, they will still have to adhere to the MHSAA/NFHS practice minimum before they are allowed to compete.

b) If a student joins after the established cutoff date, they will be allowed to practice but will not be able to play until they participate in a number of practices that is equal to the number of practices that had occurred prior to them joining the team and the student must sit 25% of the originally scheduled competitions.

c) If a student transfers in from another school after the deadline and pass all MHSAA requirements they will be allowed to participate without any restrictions.

3) Other than written exceptions, all student-athletes are expected to be at all practices and competitions unless excused by the coach, athletic director, or principal prior to the practice or contest. Each coach will share their team attendance policy at the preseason meeting.

4) It is expected that once an athlete commits to a sport, the responsibility will not be interrupted by going on vacation. Practices and competitions for some sports may be held on holidays or during vacations. We attempt to minimize these conflicts, but it is not always possible. All athletes are expected to practice and compete during these times deemed necessary by a coach. However, practices may be excused with a written request by the parents/guardian to the coach and athletic director at least one week prior to the vacation/holiday break explaining why the student will miss practice.

Chain of Command
The Lawrence Athletic Department utilizes a chain of command policy regarding student issues or complaints. If the proper chain of command is not followed, the athletic director or principal
may not comply with requests for communications. Below is the flow for proper conflict resolution:

1) The student must talk to the coach.
2) The parent must then talk with coach **WITH** the student
3) The athletic director must meet with the coach, parent, and student
4) The principal, athletic director, coach, parent, and student must meet

Coach Evaluation Policy:

At any time during the season should a student(s) feel the need to bring up an issue that needs to be addressed immediately, the athletic director, principal, or school counselor should be notified.

Discipline of Student Athletes: Student-Athletes are expected to conduct themselves, both in and out of school, in ways that will reflect favorably upon themselves, their teams, and their school. It is recognized that those students choosing to represent Lawrence Jr/Sr High School as athletes will be held to a higher code of conduct than that required of other students. These expectations are in effect from the time that a student has established themselves as a student-athlete in the Lawrence Public School's system until graduation, including summers, between athletic seasons, and during holidays, both on and off school property. Behavior expectations also apply to practices, transportation to events, and athletic contests.

1) Behavior Unbecoming of a Lawrence Athlete

a) Unbecoming behavior shall include but not be limited to poor citizenship, game misconduct, absences from practice, abuses of school equipment and property, etc. Improper conduct will not be tolerated and will result in appropriate discipline by the

coach and/or athletic director.

b) Students who inappropriately use social media to harass, intimidate, or threaten teammates, opponents, coaches, other students, upon a preponderance of evidence will be subject to the following disciplinary actions

i) 25% suspension from all regularly scheduled contests

ii) 50% suspension from all regularly scheduled contests

iii) Suspension from all athletic contests for one calendar year.

2) All violations of rules and regulations outlined in the Student Handbook that result in a student-athlete being assigned to an in-school suspension will result in the athlete missing the next scheduled contest. Or the Athlete must complete 5 hours of community service determined by the Athletic Director. All determinations will be made by the administration.Recurring violations may result in further suspension or expulsion from the team.This regulation also applies to suspension issued by Van Buren Tech.

3) All violations of rules and regulations outlined in the Student Handbook that result in a student-athlete being assigned to an out-of-school suspension will result in the student's loss of athletic privileges (practices and competitions) scheduled during the suspension period. If no contests are scheduled during the suspension period. The Athlete will miss the next scheduled contest. Or the Athlete must complete 5 hours of community service determined by the Athletic Director. All determinations will be made by the administration. This regulation also applies to suspensions issued by Van Buren Tech.

4) Involvement in any of the activities listed as “Criminal Offenses in our discipline rubric/handbook, including conviction of a felony, misdemeanor, or determination by a probate court that a student has violated laws, will result in a long-term suspension of athletic privileges.

Disciplinary Suspension (Long Term): Each penalty will carry a two calendar year probationary period. If the athlete has no other violations during the probationary period, the violation will be expunged from their athletic record. If the athlete fails to finish the season in which a suspension was issued, the suspension will not count and be carried over into the next season of participation. Athletes suspended under rules violations may not join a sport season already in progress in order to serve a penalty. A sports season is defined as beginning on the first day of organized team practice and concluding after the team’s final game. Athletes suspended for a portion of a season, with games remaining upon their return, must practice during the suspension period to be eligible to continue in that sport. At the coach’s discretion, the suspended athlete may sit on the bench at games, however, he/she is not allowed to wear the team uniform.

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

2. Penalty for Second Offense: A second violation of rules will result in a loss of athletic privileges for the remainder of the season and 50% of the next season.

3. Penalty for Third Offense: A third violation of rules will result in a loss of athletic privileges for one calendar year (365 days).

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

5. Extreme Violations – Extreme violations of the student code, such as assaulting faculty or staff, assaulting officials, or other flagrant acts of disobedience, may result in the second, third, or fourth penalty applied.

Dual Sport Student-Athletes: Lawrence student-athletes are encouraged to consider dual-sporting. This allows students to experience different sports, as well as keep our teams fully manned. In order to dual-sport, a Dual-Sport contract must be signed by both coaches of the teams that the student is interested in participating in, a parent of the student, and the athletic director. The student is subject to adhering to the contract.

Equipment: All student-athletes are financially responsible for equipment issued to them throughout the school year. Equipment issued to athletes is to be worn only for practice or competition. Locks and lockers will be provided to the athlete upon request and will be used to store seasonal equipment. A student will not be allowed to begin a sport until all school fees are paid and equipment from the previous sport is returned. A senior will not be allowed to participate in the commencement ceremony if equipment obligations are not met.

Facilities: Only athletes and coaches in season shall use the facilities designated for their particular sport. The coaches’ offices are off limits for all athletes except under direct supervision and permission from the athletic director or coach. Students should be under direct supervision whenever they are on school grounds. Waiting in the hallways until practices or games is not permissible.

Governances
The Lawrence Public Schools Board of Education

The Michigan High School Athletic Association
The National Federation of State High School Associations
The Southwest 10 Conference

Individual Team Rules: Each head coach may choose to establish additional training rules and regulations that may apply to the specific team. These additions may be more stringent than this policy calls for, provided that they are reasonable, lawful, and not in conflict with the policies and regulations of the school. Student athletes must observe these rules as well as those listed here. The head coach will provide a copy of the rules to the student-athletes and parents at the pre-season meeting.

Playing Time: Is determined and is the responsibility of the coach. A fan or parents' displeasure about playing time can cause problems and uncomfortable feelings between the player and the coach, as well as internally on a team. All players, parents, and coaches should understand the following:

1. It shall be the policy of the Lawrence athletic department for coaches not to be “second-guessed” on players playing time, and any concerns that take place should be done between the player and the coach first.

2. Sub-varsity teams shall permit each member that has attended all practices and who has conformed to all team and school policies to have game playing time each week.

3. Freshman and sophomores that are moved to the varsity level should receive at least 50% playing time, provided a JV team is in place as well.

4. Jr High Players with an equal amount of practice time will play for at least a few minutes in every game, regardless of the potential impact on the outcome of the game.

5. Cutting players from a team is highly discouraged. If numbers are high enough to warrant cuts, the athletic director must approve each cut. A personal contact between the coach and the candidate who did not make the team will take place.

Should a parent have concern with a coach over playing time, that parent should first ensure the student-athlete has contact with the coach. Next, the parent should contact the coach. Should no resolution be attainable, the parent is then to contact the athletic director and a meeting time will be set up that is suitable for all parties, including the student.

Scholastic Standards:

These standards are in addition to any MHSAA academic requirements.

Athletic Eligibility:

To maximize student participation in our athletic programs. While maintaining a high standard of excellence in academics.

Purpose of Eligibility Check:

To reinforce the importance of academic success by ensuring that students prioritize their learning and maintain satisfactory academic progress.

Important Factors Regarding Eligibility:

A student’s eligibility status will reset at the beginning of each new sports season. Coaches, the Athletic Director, or district administrators have the authority to withhold a student from practices and competitions at any time due to poor behavior, including single incidents of misconduct.

STUDENT ATHLETE ELIGIBILITY POLICY:

MHSAA POLICY:

To participate in contests or scrimmages, a high school student must achieve the MHSAA minimum standard of receiving credit in 66% of full credit load potential for a full-time student: Passing 4 or 5 or 6 classes or 5 of 7 classes.

For junior high/middle school students the standard is 50%; credit in 3 of 5 or 6 classes or 4 of 7 or 8 classes. These rules become active once a student begins the 9th grade for high school, or 6th grade for middle school.

There are two MHSAA rules involving Academic Eligibility (the school may have others): The Previous Academic Credit Record and the Current Academic Credit Record. The minimum standard of passing 66% (HS) or 50% (MS/JH) is the same under both rules and applies the same to schools that are semester or trimester schools.

Lawrence Jr/Sr High School Athletic Eligibility Procedures:

Pre-Grade Check:

A preliminary grade check will be conducted on the 4th and 5th Fridays of each new semester. This process allows the athletic coaching staff and athletic administration to identify student-athletes who may be at risk of academic ineligibility.

Weekly Grade Checks:

On the 6th Friday of the semester. The Athletic Director will conduct weekly grade checks. These checks ensure that academic achievement remains a priority for all student-athletes at Lawrence Public Schools.

Eligibility Requirements and Procedures:

If a student-athlete's cumulative grade average falls below the Michigan High School Athletic Association (MHSAA) eligibility requirement, the following steps will be taken:

● The student will be placed on academic probation for one week.

● During this probation period, the student is required to attend study tables (if available).

● Grades will be re-evaluated on the following Friday afternoon.

    ○ If the student meets the eligibility requirements, they will be cleared to participate in competitions the following week.

    ○ If the student fails to attend the required study table session, they will be suspended from the next scheduled competition.

Communication Procedures:

● The Athletic Director will notify the student, parent/guardian, and coaching staff of any eligibility concerns via email.

● If a student remains ineligible after the probation week, they will be considered ineligible from Monday through Sunday of the following week.

● The Athletic Director will follow up with additional communication via phone or email.

Grade Disputes and Updates:

● A teacher's designation of ineligibility may only be overturned by the Principal, or Athletic Director.

● Students must notify the Athletic Director of any grade changes by 3:00 PM on Friday. Failure to do so will result in continued ineligibility for the following week.

End-of-Semester Eligibility:

● At the conclusion of each semester, student-athletes must pass at least 66% of their classes (e.g., 4 out of 6 classes) to be eligible for the next semester.

● Students who do not meet this standard will be ineligible for the first 60 school days of the new semester.

● Students may recover credits to regain eligibility, but the credit must be applied to the previous semester as per MHSAA Scholastic Standards.

Suspension Recovery Plan: Student Athletes who must serve a suspension have the option of reducing the percentage of their suspension by obtaining community service hours, up to 100% of their suspension.

This option is only available to students who have received their first athletic suspension per the LHS student handbook. This option is not available on a student's second career athletic suspension, thus a student who has received multiple athletic suspensions must sit out competition to serve their suspension.

In order for a suspension to be eligible for this recovery option, the original suspension must be at least 10% of the entire season. (Students who are suspended for one game are not eligible for this option unless one game is at least 10% of the season.)

Community Service Hour = 1% off of the total suspension and will only be broken up into 25% of the total suspension-increments.

a. A combination of community service hours and games sat out will make up the total percentage of the suspension.

b. The athletic director is responsible for tracking community service hours.

c. A student must sit on the team's bench and must be in school on game day for the game to count toward their suspension.

d. The student must continue to practice with the team for every scheduled Practice.

e. The student must sign a contact that declares their intention of completion of community service hours.

f. Contract must be signed by parent

g. Community service hours must be completed 1 week prior to the scheduled return to competition date

If a student fails to complete their recovery plan, the student will receive zero credit in terms of community service hours toward their suspension. The student will receive credit for games in which they were suspended and for which they successfully followed the athletic code of conduct.

If a student-athlete fails to abide by all rules stated above, the student athlete's suspension stands as originally imposed.

Transportation: All student-athletes must travel to and from all events with the team. No students will be allowed to travel with anyone other than a parent or guardian unless 24 hour notice has been given to the athletic director or unless transportation other than a bus is utilized. All waivers must be completed and submitted to the office before transportation other than a bus is utilized. A coach may release a student to parents/ legal guardians at a game.

Quitting a Team: Any student who goes out for a sport at the beginning of the season, and then quits or is suspended before the first scheduled game is played, will not be considered a member of that sports team. A student who quits a team after the first game has been played will not be allowed to compete in any sport, including off-season conditioning, until the season of the sport is concluded .

Varsity/Junior Varsity Status: Freshman and sophomores will play on the junior varsity level unless the varsity coach wishes to move a player to the varsity level. In such cases, the varsity coach must secure written permission from the athlete's parents and the athletic director, as well as guarantee at least 50% playing time during athletic contests. Juniors and seniors will generally play on the varsity level. In some cases, at the discretion of the varsity coach, a junior may play on the junior varsity level. In this situation, the coach will inform the parents or guardians, the athletic director, and the athlete of the decision being made.

In the event that a sport has low participation numbers at the high school level, 8th graders may be used to help field JV or Varsity teams. In the event that 8th graders are needed at the high school level, the "Out of Level Playing Form" must be signed by parents allowing this to occur. 8th graders will be asked to participate at the discretion of the athletic director. Per

MHSAA rules, 8th graders will not be allowed to participate at the high school level in football or wrestling.

ATTENDANCE

Attendance Philosophy: Lawrence High School is committed to the philosophy that every student should attend all of his or her classes 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. 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: In the high school, absence counts are recorded for each individual class**.** In order for an absence to be excused, documentation must be provided from a doctor, therapist, court worker, or other officials. If a student arrives in class more than 10

minutes late, that tardy is counted as an absence. While we realize that students will need to miss school for various reasons, please be aware that absences can only be excused with documentation. Lawrence High School will only allow 16 “unexcused” absences or tardies before filing truancy charges with the Van Buren County Courts.

Truancy letters are generally sent home when a student receives 5, 10, and 12 absences. A meeting with the parent(s), building principal, and student will be held after the 8th absence or tardy. A meeting with the parent(s), building principal, student, and the truancy officer will be held after the 12th absence or tardy. The courts will be contacted when a student receives 16 absences. If a student shows a history of truancy, the timeline listed above may be adjusted and contact may be made sooner. Exemptions will only be made for medical or dental purposes that are substantiated with a note from the doctor, a mandatory court appearance, or a documented death in the immediate family. Exceptions will be considered by the principal.

Students will be marked absent if they miss more than 40 minutes of a given class period, unless otherwise excused or there is a doctor's note provided.

Absence Make-Up:
A student may make up **no more than two** absences in a class by arranging a plan with the teacher and administration. This plan may include after-school tutoring with the teacher, study table, or a “working detention.” It is the **student’s responsibility** to initiate and complete the plan to make up for absences.

Absence Make-Ups do **not** apply to truancy or cases referred to the Van Buren County Courts. They only serve to prevent a student from losing class credit.

College Visitation Days: Juniors are allowed one and seniors are allowed two college days. These days must be pre-approved at least three (3) days in advance of the scheduled visit. Students must obtain a form from the counseling office and return it with the appropriate signatures upon returning to school. Failure to comply with this rule will result in the student being given an unexcused absence and being subject to disciplinary action. College days are not included in the Ten Absence rule.

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 student’s home, hospital, or licensed treatment facility. To be eligible for such services, the student’s attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part time are expected to do so and do not qualify for homebound and hospitalized services. For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary. For information on homebound or hospitalized instructional services, please contact: Thomas Reed, Principal.

Incentives for Good Attendance: Students who attend every class session are recognized as having perfect attendance. The only exceptions to this classification are students who are absent because of a court mandated appointment, a funeral, or a school business absence. Absences for illness, injury, medical and dental appointments are not waived and will disqualify students for perfect attendance consideration. Excessive tardies may also disqualify a student from perfect attendance. There will be a school determined award throughout the year for students who demonstrate great attendance.

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. Work not made up or not submitted on time may be marked as an “F”. If the student is absent because of a suspension, he/she has the right to make up the missed work.

Students will be allowed the same amount of time to make up work as they were absent. Example: if a student is absent two days, they may have two days in which to make up their work. Work not completed in the allotted time will be given a grade of zero. Students caught skipping will forfeit their right to do make-up work or take an exam or quiz missed. 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 have office personnel talk to a parent by phone prior to leaving the school building. All students must have permission to sign out prior to leaving or possibly be subject to disciplinary actions. Although 18 year old students are recognized as adults, they will be unable to sign themselves out of the building without parent permission.

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. Any student who skips will serve an ISS for the first offense. A second offense will result in a one day, out-of-school suspension and a third offense will result in a two-day out-of-school suspension. Further skips may result in a recommendation for expulsion or alternative placement.

Tardiness: Tardiness is defined as arriving in a class after the beginning of the class period. If a student arrives more than 10 minutes late for a class, it shall be considered an absence rather than a tardy.
A. Excused tardies will not be recorded and must be identified as such by a pass issued by a counselor, teacher or office personnel and can be given for reasons such as returning from a doctor's appt, a meeting in the office, a necessary phone call, etc. B. Unexcused tardies are those which have not been verified or excused and may include extended bathroom visits, wandering the halls, etc. Any student arriving tardy in a classroom without a valid excuse will be assigned the following discipline:

1. A student who accumulates two unexcused tardies in any one marking period will conference with principal or counselor.
2. A third unexcused tardy in one marking period will result in a one-hour after school detention.
3. A fourth unexcused tardy in any one marking period will result in an ISS.
4. Should a student fail to appear for a detention, he/she will automatically receive an ISS.
5. On the fifth and each subsequent unexcused tardy for the semester, the student will receive discipline based on the discretion of the administration.

Ten Day Absence Rule/Class Credit Loss: All absences are subject to the ten-day absence rule. If a student accumulates 10 or more absences within a given class in a semester, they may make up any hours over the 10+ hour mark, in the form of community service at the school. If they do not, they may not receive credit for the class, regardless of their previous grade in the class. The ten absences consist of both excused and unexcused absences. The only exception is a prolonged medical emergency/illness of the student or family member that is substantiated by a note from a doctor.

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. This rule includes both excused and unexcused absences. 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 vacation should not be taken during times when school is in session. However, if you choose to take your child out of school, you will need to make a request to the building principal at least one week prior to your requested leaving date. Students must make up all of their work prior to the vacation, or have it completed and turned in on the first day back from vacation, if possible. Work that is not completed will be given a grade of zero. Parents should also note that vacation days will count against the Sixteen Day Absence Rule. Vacation requests can be made by filling out a "Vacation Request Form", which are available in the office.

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

1. Students must ride the school bus to and from the Van Buren Tech Center unless a driving permit has been secured with the Tech Center and high school administration. The first offense will result in a month's suspension of driving privileges and the second offense will result in a suspension of driving privileges for the remainder of the school year.

2. Should a student miss the bus; he/she must report immediately to the principal's office. A missed bus will count as a tardy for the student. If transportation is available, a ride will be arranged to the Van Buren Tech Center. If not, the student will remain in the office. If this becomes a chronic problem, the student will be dropped from the Van Buren Technology Center program.

BACKPACKS

Because of the safety hazard that they can present, backpacks may be brought to and from school, but must stay in a student's locker from the time the bell rings at the beginning of the day until the bell rings at the end of the day. Cinch sacs, messenger bags, large purses, or other large bags are not allowed. Tech center or dual enrollment students may retrieve their backpacks when leaving for the tech center, but they must be returned to their lockers before the students' next classes on the LHS campus. Small purses may be brought into class. Some students may be allowed backpacks for organizational accommodation purposes. This shall be at the discretion of the building administration and caseworkers.

BOOKS

Textbooks issued to students are property of the school; they are loaned to the students. Books shall be returned when withdrawing from school, or at the end of the semester when requested by the teacher. It is the responsibility of each student to take proper care of

all textbooks issued. Students will be charged for lost or damaged textbooks. Report cards and transcripts will be held until all textbook obligations are settled.

BULLYING, INTIMIDATION, AND HARASSMENT

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.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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:

Brock Thumm, High School Principal - Ryan Williamson, Superintendent
650 St. Joe Street 650 St. Joe Street
Lawrence, MI, 49064 Lawrence, MI, 49064
269.674.8232 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

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 may be 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 them 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.

If a parent or guardian does not agree with the decision of the transportation department, appeals may be made to the building principal. Final determination will be made by the Superintendent. If it is determined, due to the severity of the behavior, the District has a right to forgo established progressive steps to assign consequences according to the student behavior/infraction.

For questions regarding school transportation issues, contact: transportation@vbisd.org, or call 269.539.5001.

CAFETERIA REGULATIONS

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. No food or drink should be taken from the cafeteria. All meals are free, but students must take all required components. For lunch, this includes entrée, grain, fruit, vegetable, and milk. At breakfast, students must take either a fruit or a vegetable. Extra items must be paid for at the time of purchase, not charged. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

CARE OF 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.

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.

To promote an environment focused on learning and to comply with Michigan law, Lawrence Public Schools requires that all personal cell phones and other wireless communication devices be stored during instructional time.

Upon entering each classroom, students must place their cell phone in the classroom's designated hanging phone storage sleeve before instruction begins. Phones need to be silenced with no ringer, and phones must remain in the assigned sleeve for the entire class period. Students may retrieve their phones at the end of the class period as they exit the classroom.

Students are permitted to use their cell phones during passing periods and during their scheduled lunch period. Cell phone use is not permitted during instructional time.

Failure to comply with this policy may result in disciplinary action in accordance with the Lawrence Public Schools Student Code of Conduct.

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

7th and 8th Grade	
Cell phones are to be kept away, and only used during passing period and lunch time. After a third cell phone offense, the student may be required to check their phone into the office at the beginning of each school day for a period determined by administration.	**Consequences** 1. Mr. Thumm/Mr. Casey confiscate the phone. Student can pick up at end of the day. 2. Mr. Thumm/Mr. Casey confiscates the phone. Parent must pick up phone. 3. Phone confiscated and after school detention assigned. Parent must pick up phone. 4. Phone confiscated. 1 day of ISS. Parent picks up phone.
9th - 12th Grade	
Cell phones are to be kept away, and only used during passing period and lunch time. After a third cell phone offense, the student may be required to check their phone into the office at the beginning of each school day for a period determined by administration.	1. Mr. Thumm/Mr. Casey confiscates phone. Student can pick up at end of the day. 2. Mr. Thumm/Mr. Casey confiscates phone. Parent must pick up phone. 3. Phone confiscated and after school detention assigned. Parent must pick up phone. 4. Phone confiscated. 1 day of ISS. Parent picks up phone.

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.

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

Lawrence Public Schools will not be responsible for lost, stolen, or broken cell phones and will not pay for phones that are lost, stolen, or misplaced by staff members after confiscation.

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

CLASS/CLUB MEETINGS

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

CLASSROOM FOOD AND DRINK

Snacks, food items, soft drinks, energy drinks, and other beverages are **not** permitted in classrooms or in the library without permission of the teacher or assigned staff. Plain water that is in a water bottle will be permitted, with staff discretion.

CLOSED CAMPUS

Lawrence Jr./Sr. High School maintains a closed campus. This means that a student is not permitted to leave the building or

assigned area without permission. Students must obtain parental permission prior to signing out and leaving school. Failure to comply with this regulation will result in immediate suspension from school. **This includes students driving to and from VB Tech.** Students are not allowed to order food to be delivered to the school, both during school hours and at after school and extracurricular events.

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.

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:

1. Contact the teacher/bus driver/or coach who is closest to the situation; if unresolved

2. Contact the Athletic Director and Principal; if unresolved

3. Contact the Superintendent; if unresolved

4. School Board Committee; if unresolved

5. School Board

DANCE REGULATIONS

All requests to host dances must be approved by the principal at least one week in advance.

Dance Rules:

1) A minimum of two staff members and three parents must serve as chaperones at each dance. Chaperones will be assigned specific areas to supervise and they must stay until the event terminates.
2) Junior high school students will not be allowed to attend any high school dances. High school students will not be allowed to attend any junior high dances.
3) Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "Age appropriate," defined as under 21, attending another high school, or graduated from Lawrence High School the previous academic year. No guests will be allowed at junior high dances.
4. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:
    a. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, vaping devices, or any illegal substance or paraphernalia;
    b. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
    c. Vandalize or steal;
    d. Haze other students;

e. Behave in a manner that is detrimental to the good of the school; or
f. Be insubordinate or disrespectful toward teachers and chaperones.

5. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. 6. All dances will end by 11:00 PM.

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.

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, or vaping devices.
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/audio 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;
        ii. use of the device is provided in a student's individualized education program (IEP);
        iii. it is used during the student's lunch period; or
        iv. 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.

Substance Abuse Policy: Students who are caught with the possession of a drug, alcohol, or substance, the student will be required to complete a school-approved substance abuse education program.

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.

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

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, including athletic suspensions, 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; the 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 resources 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.

"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 Statue: 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.

PROGRESSIVE DISCIPLINE

We want our students to have the opportunity to learn from their mistakes and improve behavior. It is important that students and parents see that disciplinary measures are progressive.

In other words, the penalties are more severe with each additional offense or a given behavior.

NOTE:
All levels of discipline are also subject to police involvement. The district reserves the right to recommend more severe discipline based on the nature of the violation.

DRESS CODE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories and masks) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

3. Hats, coats, pajamas, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.

4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

6. The length of shorts or skirts must be appropriate for the school environment.

7. Appropriate footwear must be worn at all times.

8. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

9. Blankets will not be allowed in the building for students to wear/use, unless needed for medical purposes.

10. If there is any doubt about dress and appearance, the building principal will make the final decision.

Drug-Free School Policy

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

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

First offense: ten (10) day suspension 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

DRIVER EDUCATION

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

DRIVING AND PARKING

Student Parking: Students may park their vehicles in the student parking lot, located between the school and the practice baseball/softball field, between the hours of 7:00 AM and 3:30 PM. Vehicles remaining in the lot after schools should be driven by

students involved in after-school activities. Vehicles must be registered in the main office. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Other lots are for school staff, personnel, and others designated by administration. These lots may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Visitor Parking: The school has two locations available for school visitor parking. Visitors may park on the east side of the building, or along the main road in front of the school. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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.

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, Instagram, 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 Saul Romero at 269.539.5912.

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 agent of 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 by 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. Joe Street
Lawrence, MI, 49064
269.674.8233

The School District's complaint procedure may be obtained from Ryan Williamson, 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

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission form a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

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.

HALLWAY EXPECTATIONS

Halls become congested at certain times during the day. To avoid accidents, students are prohibited from running, pushing, and general horseplay. Snacks, food items, soft drinks, energy drinks, and other beverages are not permitted in the hallways. Students are encouraged to dispose of cans and refuse in the trash cans available in the hallways. Glass bottles are not permitted at any time.

HALL PASSES

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

HAZING

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.

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.

HYGIENE

If a student displays neglected personal hygiene, habits or bodily conditions detrimental to the school, parent contact will be made and the student will be required to correct the condition, up to possible removal from the school setting.

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. Faculty witnesses to words and actions prohibited in this section are expected to refer to the disciplinary rubric standards for adequate disciplinary action. Repeated behavior may result in bullying charges.

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.

B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.

C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

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. 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 poster putty only.

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

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.

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 a 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 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.

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. Masking tape is suitable as it will not damage painted surfaces. Care should be taken in preparation of posters to see that words are spelled correctly. All postings will be placed on corresponding bulletin boards in hallways, unless otherwise permitted.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building secretary..

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 SAFETY - DOOR PROCEDURES

1. **All visitors shall be screened by the individual gatekeeper; office staff with door access training.**
2. **Community Members and Parents/Guardians are required to enter the front entrance of our school. A staff member in the main office will determine who has access to our building and will let the person in.**
3. **After 8:00 am, students will need to enter the building from the front door. Students or Staff Members <u>SHALL NOT</u> open any door to let anyone in our building at any time.**
4. **After 2:45 pm students will not be allowed in the building unless the coach is present and opens the door.**

NOTE: When Visitors Arrive, never let anyone in just because you know them, or they request you open the door! All visitors must follow the process above.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast is served every school day from 7:45 a.m. to 7:55 a.m. Lunch is served every school day from 10:04 a.m. to 12:51p.m., except when there is an 11:35 a.m. or earlier dismissal. All students qualify for **free breakfast and lunch**. Students may also bring a packed lunch from home if they prefer. No application is required, as all meals are provided at no cost to every student.

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 Manager:

Tara Lampe
650 St. Joe Street
Lawrence, MI, 49064
269.674.8232

SICK ROOM POLICY

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

SKATEBOARDS/HEELIES

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

SNOWBALLS

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

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 7-11 will take standardized tests on all core subjects (math, English, social studies, and science). 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 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.com. 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.

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. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISION SCREENING

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

VISITORS

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.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

WITHDRAWAL PROCEDURE

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

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