

Lawton High School

Student Handbook
Athletic Handbook
2026-2027

Dear Students,
We are so glad you are a part of the LHS community! Our school stands on a strong tradition of excellence - in our academics, in our extracurriculars like sports and the arts, and in our character.

When you walk into school each day, you should expect to find opportunities to grow in your classes as well as in your relationships. We are committed to providing you challenging coursework to help you prepare for a successful future. We are also committed to a school that is safe, clean and appropriate for learning.

As a member of this community, you have a responsibility to help us make sure our school builds on our traditions and is a place where all students can learn.

We expect that you will comply with the standards and policies of Lawton Community Schools so that we have a safe and appropriate learning environment. Please read this handbook to make sure you know what our expectations are for your behavior.

Our school is recognized as one of excellence, in and out of the classroom. This is a reflection of the attitude, work ethic, character of everyone here at LHS. Thank you for doing your part to keep our school a positive place that we can all be proud of!

Dear Families,
Thank you for sending your students to LHS! We are very proud to have a school that gives students the opportunity to grow intellectually and personally through challenging curriculum, high level athletics, and supportive relationships.

Our school offers as much opportunity (or more) for students to participate in vocational training, college coursework, AP classes, physical education, and academic preparation as any school our size in the state. It's because of these things, as well as the support of the community and families that our graduates find amazing success at colleges across the country, in the workforce, and serving our nation through the armed forces.

These outcomes don't happen by chance, though. It takes all of us to support our kids. Together we challenge them and push them to reach their full potential as a student and as a young adult. Together we need to encourage them to pursue ways to grow, explore new ideas, and be open to new ways of thinking.

We also need to hold them to high standards of behavior. This handbook contains the most updated summary of school and district policies as of July 2026. To the extent that the handbook is ambiguous, the policies of the Board of Education shall prevail.

Thank you for supporting our school, and all of our students!

Addressing Concerns at Lawton High School

At LHS, we care about every student. We find that open and honest communication between all stakeholders (parents, students and staff) is key to student success. By following these steps, we can all play a role in managing and resolving concerns.

1) Student & Teacher: Students and teachers should talk with one another directly to minimize the chance of any misunderstandings. Students engaging in resolving issues is an important part of personal development. We believe that most concerns can and should be resolved at the classroom level.
2) Parent & Teacher: In some circumstances, students and teachers may not be able to address a concern. In these situations, parents and teachers should communicate with one another to discuss the issue.
3) Parent & Principal: If the situation has not been resolved with other steps, or if it concerns a matter that may not be appropriate for teachers to know at this time, please contact the LHS principal to set up a time to meet.
4) Parent & Superintendent: If, after following through on previous steps, your concern has not been addressed or resolved, please contact the superintendent.

LAWTON HIGH SCHOOL STUDENT HANDBOOK

General Information

DISTRICT MISSION STATEMENT

Lawton Community Schools exists to provide meaningful opportunities that challenge each student to reach their potential. Through strong connections with students, families, and the community, we will prepare our students with the 21st Century skills necessary to compete in a global economy.

HIGH SCHOOL MISSION STATEMENT

Lawton High School is a community of independent thinkers who maintain high expectations and prepare themselves for the challenges of a competitive 21st Century.

LHS Office Team
Jonathan Waldron, Principal
Chris Richter, Athletic Director
Melissa Karsen, School Counselor
Bianca Christiani, High School Secretary
Kathy Stewart, High School/LAAC Secretary
Amanda Steinke, Athletic/Counseling Secretary
Lori Oxley, Attendance Secretary

LHS Teaching Faculty and Support Team

Alana Barone
Alan Blanchard
Kris Bullock
Emily Burleson
Brian Dewey
Tim Eastman
Emma Foster
Kalli Harrison
Abbey Herrman
AJ High
Jenny Karsen
Tony Karsen
Makayla Klein
Carrie Kline
Jose Martinez
Genevieve McDaniel
Mike Meyer
Diana Michalski
Bryce Ruhl
Kenda Stutzky
Will Wells

AMERICANS WITH DISABILITIES ACT

The following person has been designated as the School District's ADA compliance officer: Jim Turner, Director of Operations

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 handle inquiries regarding the School District's non-discrimination policies: Jonathan Waldron, Principal.

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
Email: OCR.Cleveland@ed.gov

DAILY TIME SCHEDULE

The high school building opens to students at 7:15 a.m.

Hour	Time
1st	8:00 - 9:06
2nd	9:10 - 10:16
3rd	10:20 - 11:26
Achievement	11:30 - 12:00
4th / Lunch	12:04 - 1:40
5th	1:44 - 2:50

PM Tech Center Lunch	1st Lunch	2nd Lunch
11:26 - 11:50 Students in PM Tech Center only	12:04 - 12:26 Lunch 12:30 - 1:40 4th hour	12:04 - 12:34 4th hour 12:34 - 1:00 Lunch 1:04 - 1:40 4th hour

General Policies related to School Operations

ADULT STATUS

A student, upon reaching 18 years of age, may establish adult status by completing the proper paperwork in the office. Circumstances where this would appear most appropriate are when a student is residing and financially supporting themself in a manner which is independent from guardian or parental assistance. The school will provide formal notification to the parent/guardian(s) of students who have requested adult status. Students may remove themselves from adult status by contacting office personnel. In addition, the school reserves the right to contact the parent/guardian(s) at any time school administrators deem it necessary.
Declaration of adult status does not exempt the student from school policies and rules that apply to all students, with the following exceptions:

- Have the same privileges as parents to gaining access to one's own school records
- Represent themselves during disciplinary conferences and attendance hearings
- Receive their own grade reports, if requested

ANIMALS ON SCHOOL PROPERTY

To assure student and staff health and safety, animals are not allowed on school property, except in the case of an approved service animal accompanying a student or other individual with a disability. The rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or unhealthy environment.

ATTENDANCE (Phone number: (269) 624-7802)

One of the primary educational outcomes at LHS is for students to have the knowledge, attitude and skill necessary to enter the workforce. Among those skills are the willingness and ability to be punctual, to be present regularly, to participate in the learning activities, and to complete assignments on time as directed. Additionally, educational research shows that students with positive attendance tend to perform better academically and are more likely to find success after high school.

a) Michigan Law and Lawton Board of Education policy require daily school attendance except in cases of illness or other unavoidable circumstances. Because attendance in school is considered the responsibility of the student and parents, parents should inform the school of an absence by 10:00am.

b) Students may not exceed 8 absences per trimester in any class. **Every 3 tardies in a single class equates to an additional absence in that class.**

c) Students who are more than 10 minutes tardy and those who sign out with more than 10 minutes remaining will be marked absent for the class.

d) The school will notify parents in writing when a student has 4 absences per trimester. Upon the 9th absence in any class, the school will notify parents in writing that their student has violated the attendance policy and may lose credit for the class.

e) Please keep in mind that absences outlined as excusable in School Board policy are as follows:

- Illness with doctor's note
- Death of a relative
- School business
- Required court attendance
- Bonafide religious holiday

If a student misses school due to the above reasons, and provides official written documentation in support (ie, note from Doctor's office), the absence will be considered exempt from the policy.

<u>Violation of the attendance policy</u>

If a student has more than 8 absences without documentation in a single trimester, they are in violation of the attendance policy. The student will receive a "Conditional Credit Denial" for the trimester. If they pass the trimester exam, they will receive the grade and credit earned. If they do not pass the trimester exam, they will receive an NC (No Credit) on their transcript. If they do not violate the attendance policy in the next trimester, the grade earned will be restored to their transcript.

<u>Attendance and extracurricular activities</u>

In order to participate in extracurricular activities, students must attend school for at least Achievement and the last two periods of that same day. The only exceptions considered by the HS principal will be supported with documentation as outlined in (e) above.

<u>Unexcused absences from class</u>

Students who are absent from school without parent communication may be considered skipping class and may receive disciplinary consequences ranging from parent communication to in-school or out of school suspension. Repeated unexcused absences will result in truancy charges.

Make-up Work

For an unexpected absence, students are responsible for planning for make-up work with teachers on the day that the student returns to school. For pre-planned absences, students should make arrangements with teachers before departure whenever possible. When possible, students are encouraged to reach out to teachers as soon as they know they will be absent.

For routine assignments, the student will be given one school day for each day absent, with a maximum of one week. For assessments or longer term projects, deadlines are not necessarily adjusted (unless new material was presented). For extremely long absences, other arrangements may be made between the student and teacher.

Signing in and out of school

Students leaving school or arriving at or returning to school during the day must sign in and out at the office. Students are not allowed to sign out without permission from a parent or guardian (unless the student has Adult Status).

CONDUCT AND BEHAVIOR

General guidelines for student conduct

Student safety is the most important priority at Lawton High School. All members of the school community share the responsibility of ensuring a safe environment that is focused on maintaining a healthy learning environment. Student behavioral expectations exist to ensure a safe, orderly and productive place where students have the opportunity to learn.

Conduct expectations apply to students on school premises, on school-related vehicles, at school sponsored activity, or at any time or place where the conduct interferes with the operation, discipline or general welfare of the school learning environment.

Criminal Acts: Consequences range from multi-day Out-of-School Suspension to a long-term suspension, risk assessment and referral to law enforcement. The Board of Education shall convene to consider the expulsion of any student who commits more than one criminal act during a school year. Due process shall be accorded.

A. Arson: Burning, or attempting to burn any school building, structure or property; or intentionally setting a fire on school property.
B. Assault: Intentionally causing or attempting to cause physical harm. This includes but is not limited to a one way attack and/or physical violence that elevates beyond a fight. 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. Assault of a district employee or volunteer will result in an immediate expulsion from school.
C. Bomb or Safety Threat: Threat to the school or school community to bring and/or detonate a bomb, commit an act of violence using a weapon, fight or other safety hazard. This also includes false

pulling of fire and safety alarms. May include social media or other communications that occur off school grounds.

D. Burglary / Larceny: Stealing or possession of items or property of the school or of other individuals which is unauthorized by the rightful owner.
E. Explosives: Possession, use or threat to use any substance or prepared chemical on school grounds that explode, burn or cause explosion, and/or are capable of inflicting bodily harm. This includes but is not limited to firecrackers, cherry bombs, smoke-making devices, caps or other incendiary devices.
F. Extortion, Blackmail, Coercion: Use of threat, intimidation, force, or deception to take or receive something from someone else. This includes but is not limited to actions to secure favors, money or other items of value from another student or school employee by illegal means.
G. Weapons: Possession, use, and/or distribution of a dangerous instrument designed or possessed to cause injury, or used for self protection as defined in PA328. "Dangerous instruments" includes, but are not limited to guns, knives with a blade over three inches in length, chemical spray or like substances, tasers, clubs, box cutters or toys that are presented as a real weapon.
H. Vandalism: Willful defacing, destruction or damage of school property or the property of others.
I. Criminal Sexual Conduct: Unwanted, deliberate and/or illegal sexual conduct including but not limited to touching another person's intimate parts (i.e., breast, buttock, groin, or genital area) and or the clothing covering these areas.
J. Sale, Use or Possession of Controlled Substances: Possession and/or distribution and/or use of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, drugs, vapes and "look-a-like" drugs.
K. Fighting: A physical confrontation between two or more students in which a student hits or hits back. This includes but is not limited to kicking, punching, slapping, biting, scratching, and pulling hair.
L. Other such serious offenses

<u>Non-Criminal Acts</u>: Consequences range from detention to multi-day suspension. Multiple offenses may result in a recommendation for the Board of Education to consider a long term suspension or expulsion. Due process shall be accorded.

A. Physical Confrontation: A confrontation between two or more students which includes pushing, but doesn't escalate into a fight.
B. Verbal Confrontation: Heated exchange between two or more students (i.e., verbal stand-off, pre-fight talk, taunting, intimidating or threatening language), that doesn't include physical contact.
C. Profane/Obscene Language: Written/spoken communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.
D. Disruptive Conduct: Behavior that disrupts the educational process of other students in the classroom or interferes with the teachers' ability to facilitate learning.
E. Insubordination: Willful disobedience or non-compliance of school rules, procedures, and/or the instructions of school employees.
F. Gang-related activity, dress, language, symbolism: Individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment.
G. Technology misconduct: Violating the district technology acceptable use policy; using cell phones, media players or other electronic communication devices during restricted times; accessing, using, or resetting someone else's computer without permission; abuse/misuse of a printer. This may include using technology in any way that is perceived to potentially cause a disruption to the learning environment of others. This also includes posting inappropriate/controversial material on social media or in a messenger app, activity that threatens/suggests harm to others, sexually explicit/sexually suggestive material or is related to a potential criminal act.
H. Bullying/Harassment: Speech or action that systematically creates an intimidating or offensive learning environment. This may include circumstances involving social media that occur off campus.
I. Other such offenses

Bullying/Harassment: Systematic 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 or harassing 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 if the actions cause a substantial disruption to the education process or orderly operation of the school in any of the following situations:

1. During any school-sponsored education program or activity
2. While in school, on school property, on school transportation, at designated school bus stops waiting for the school bus
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 device that is accessed at a non-school related location, activity, function or program

According to state law, "Bullying" means any systematic written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threateding or actually destroying property, wearing or possessing items depicting or implying hatred or

prejudice against one of the characteristics stated above. See Board of Education Policy 5517.

Weapons, Arson and 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 inches in length, pocket knife opened by 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. A "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 term does not include an antique firearm.
See Board of Education Policy 5772.

General disciplinary measures: 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. The following list of disciplinary measures is a range of options, without limit, that will not always be applicable in every case.

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) Lunch detention
7) In-school suspension
8) Community service
9) Seizure of contraband; confiscation and temporary retention of personal property that was used to violate school rules
10) Suspension of school transportation privileges
11) Restorative practices designed to repair harm, including victim-offender meetings that are approved by both parties and their parents/guardians and voluntarily attended by both parties.

12) Substance abuse counseling or therapy programs may be offered as a voluntary option at the discretion of the administration or Board of Education in situations involving drugs or alcohol at the student's expense.
13) Out of school suspension (including all school activities) for up to 10 school days. Suspended students are prohibited from being on school grounds.
14) Expulsion from school and all school activities for a defined time period. An expelled student is prohibited from being on school grounds.
15) Transfer to an alternative educational program if the student is expelled or otherwise qualifies for transfer under state law.
16) Notifying law enforcement authorities whenever the conduct involves potential criminal activity, such as illegal drugs, "look alike" drugs, alcohol, weapons, violence, etc.

Corporal Punishment, the deliberate infliction of physical pain by hitting, paddling, spanking slapping, or any other physical force used as a means of discipline, is illegal and will not be used. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. School employees 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 and allowed by law.

The Board (Superintendent) will exercise discretion over whether to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten 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 days or fewer, there is no rebuttable presumption, but the Board (Superintendent) will still consider the factors.

In recognition of the negative impact on a student's education the Board encourages the District's administrators to view suspension, particularly those over ten 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.

Information about suspension, expulsion and due process are outlined in Board of Education Policy 5610.

COUNSELING / GUIDANCE DEPARTMENT

The counseling / guidance office is available to assist students and parents with personal problems, questions, test interpretation, academic schedules, college information, career and vocational planning, dual enrollment procedures, community agency referrals and other resources.

Conferences with the counselor are by appointment.

Scheduling - Adding or Dropping Classes

The master schedule is designed to meet student requests for courses while also recognizing the limitations and conflicts that occur due to the small size of our school, the educators shared between our respective district buildings and potential limited staffing.

Students may be denied course enrollment due to lack of space or a need to pass prerequisites. Changes to a student's schedule must be handled by the principal or school counselor. Adding or dropping a course will only be permitted within the first 5 days of a new trimester begins and must meet the following conditions:

- The student's schedule is incomplete
- The student has already earned credit for the class.
- The student is scheduled in the class more than once.
- The student does not have the proper prerequisites.
- The class is necessary for graduation.
- Adjustments need to be made for dual-enrollment or VB Tech scheduling.

Student schedules will not be changed because of a request for a specific teacher or a specific hour.

LHS does not support students taking a virtual class when there is a face to face option that fits into a student schedule.

For information about the opportunities available at Van Buren Tech, please visit https://www.vbisd.org/o/vbt.

DANCE REGULATIONS

Only high school students may attend LHS dances. Guests from other schools must have an approved permission slip on file before the deadline date of the dance. Permission slips may be obtained at the high school office. No students will be admitted to a dance more than one hour after the dance begins. Students who leave the dance may not reenter. Certain dances require that students purchase tickets before the date of the dance. Information about purchasing dance tickets will be published in the daily announcements.

DISTRICT TRANSPORTATION

Students are expected to follow all school policies when riding in district vehicles. A student may be suspended from riding the bus and or school for engaging in gross disobedience or misconduct, included but not limited to the following:

- Violating any school rule or school district policy
- Will injury or threat of injury to a bus driver or to another rider
- Willful and/or repeated defacement of district vehicle
- Repeated use of profanity
- Repeated willful disobedience of a directive from a bus driver or other supervisor
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants
- Students who miss the VB Tech bus will spend their Tech Center period in the High School office

Lawton will provide daily transportation to and from Van Buren Tech. Only with parental permission may students transport themselves to or from VB Tech. Permission forms are available in the VB Tech office and must be on file with both LHS and VB Tech.

DRESS CODE / STUDENT APPEARANCE

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

- Student dress (including accessories) may not advertise, promote or depict alcoholic beverages, drugs, drug paraphernalia, violent behavior or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Students may not cover their heads during the school day. This includes hats, hoods, bandanas, visors, sunglasses, etc may not be worn in the building during the school day.
- Hairstyles, dress and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with excessive holes, rips, tears and is otherwise poorly fitting may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- All shirts must cover the stomach and back. Tank tops, cutoffs, muscle shirts, half shirts, spaghetti straps are not allowed.
- Appropriate footwear must always be worn at school.

- Students who wear apparel or accessories that may cause a disruption to the school, endangers the health or safety of the student, other students, staff or others may receive disciplinary action.
- The High School principal has the authority to make discipline-related decisions regarding student dress and appearance.

ELECTRONIC DEVICES/CELL PHONES

Students are not permitted to use cell phones during the school day without explicit permission from the LHS administration. The only exceptions to this will be circumstances related to physical health and must be accompanied by a note from a practicing medical provider explaining the necessity (ie, monitoring blood sugar levels for a diagnosed condition).

Students who bring cell phones to school should keep them in lockers and not access them at any point during the school day.

Refusal to surrender a cell phone or other electronic device when directed to do so by a staff member, teacher or administrator (or an attempt to deceive by surrendering a "burner" phone) is a serious violation. This behavior may result in more serious consequences including but not limited to social probation (like not being allowed to attend athletic events or school dances) or out of school suspension.

Lawton Community Schools is not responsible for lost or stolen phones or any supporting electronic devices (e.g. chargers, portable power supplies, earbuds, smart watches, etc.)

Cell phones are prohibited from use in classrooms and any other area in the building unless otherwise specifically instructed to use the device by the teacher. Use of wireless earbuds and other supporting electronic devices are not permitted during the school day. Headphones (earbuds) with cords may be used with Chromebooks for academic purposes pending teacher approval.
Social probation may include but is not limited to loss of privileges/participation at dances, homecoming, club activities and membership (e.g. NHS, Student Council), attendance at athletic events, etc.

As always, phones are available in the office of each school should a student need to contact a parent or guardian (or vice/versa).

If there is a classroom emergency, teachers will have access to their personal cell phones and the Smart Boot security system. The office can contact individual classrooms via classroom phones.

FEES AND FINES

Students are responsible for paying all fees and fines owed to the school district by the end of the current school year. Students with outstanding fees may be prohibited from participating in commencement exercises. The school will not withhold an earned diploma due to outstanding fees or fines.

LUNCH/FOOD SERVICE

Lawton Community Schools are committed to providing all students with nutritious options for breakfast and lunch. Students may eat in the cafeteria, at the picnic tables outside of the cafeteria doors, or at the designated tables in the hallway. Students may not be in other hallways during lunch periods without specific permission from a teacher or other staff member.

Students serving a lunch detention are permitted to eat lunch.

LHS is a closed campus and students are not permitted to leave the school for lunch and commercial food deliveries are prohibited.

MEDICATION

Students receiving medications which must be taken during school hours should have a written order from their physician stating the reason for which the child is attacking the medication, the name of the medication, directions for administering, possible side effects which may be anticipated and length of time the child is to receive such medication. Long-term medication orders should be reviewed each year by the physician and a written statement must also be obtained from the parents/guardians for school staff to administer. If medication is administered by a school employee, it shall be administered only in the presence of another adult employee of the school district and in strict compliance with the above-described written physician's order. In addition, a written record of the date, time and amount of medicine administered, together with names of the employees administering the medication shall be maintained.

Students are permitted to keep no more than two doses of medication, including over the counter medicine, in their possession while on school property or at a school-sponsored activity.

Under no circumstances may a student possess any amount of medication prescribed to anyone except themselves.

PARKING

Students may park vehicles only in the lot designated for student parking. Vehicles must be parked between the painted lines. Students must always drive safely and yield to pedestrians. Vehicles parked outside painted lines or designated student 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 (possibly including the revocation of driving privileges) and may receive a citation from law enforcement.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park 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 may not access their cars or the student parking lot during school hours without permission from high school office personnel.

Students have no reasonable expectation of privacy in vehicles parked on school property. School lots may be patrolled by contraband dogs, administration and police officers. Based on the Reasonable Suspicion standard as allowed by law, vehicles parked on school grounds may be subject to search. Prohibited items discovered during a search may result in discipline, including but not limited to expulsion from school and a referral to law enforcement.

VISITORS

All visitors, including parents, siblings and alumni, 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 room 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. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules while on school property. Visitors who fail to comply with school rules will be asked to leave and be subject to criminal penalties for trespass and/or disruptive behavior.

Policies regarding Academics

DUAL ENROLLMENT See Board Policy 2271
Students at Lawton High School are encouraged to enroll in appropriate courses at a college (or community college) to receive Dual-Enrollment credit. The following guidelines have been approved by the Lawton Board of Education.

Student Eligibility: The student must meet the eligibility requirements of the postsecondary institution of choice and be accepted by that institution.

Eligible Courses: Students may not enroll in courses that are offered by Lawton High School or Van Buren Tech. Additionally, students may not take courses that are considered hobby, craft or recreational courses, nor may they take classes that are in these subjects: physical education, theology, divinity, religious education, college or academic success courses, or courses below a 100 level (remedial courses). Dual enrollment courses must be above and beyond the coursework that a student has completed at LHS.

Classes that are often recommended for students who dual enroll include College Writing, Principles of Sociology, Introductory Psychology, and Probability and Statistics.

Limits: No more than ten (10) courses overall.
No more than six (6) courses during either of those academic years.
May not dual enroll while also attending VB Tech.
Costs covered do not include transportation or parking costs or activity fees.

Risks and Benefits:

A. Potential Risks and Consequences
    a. increased student responsibility due to less instructional guidance;
    b. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
    c. potential loss of after-school employment opportunities;
    d. possible effect on grade point average and class standing;
    e. possible delay of graduation;
    f. increased time for travel, study, etc.
B. Potential Benefits
    a. expanded curriculum offerings;
    b. opportunities to study in more depth those areas of special interest or need;
    c. opportunities to earn college credits while still in high school;

d. opportunities for financial support for taking college courses while still in high school;
e. opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college.

Scheduling Dual Enrollment Courses: The District will assist the student by providing transcripts and other related documents but will accept no responsibility if the student is not accepted by the postsecondary institution. Students who are awaiting acceptance should register for high school classes as if they were not participating in the program.

Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the high school campus in order to participate in this program. However, if a schedule conflict cannot be accommodated, the student may not enroll in the postsecondary course.

Transportation to DE Classes: Students will be responsible for their transportation to and from their homes, or the high school, and the postsecondary institution.

Consequences of Failing or Not Completing a DE Course: Students **must** consult with the HS Counseling office before dropping or adding a dual enrollment course. If students withdraw from the college course within the institution's drop/add period, they will be rescheduled for the appropriate high school courses, and no record of the college course will appear on the transcript. However, if students withdraw from a college course after the drop and add period, the course will appear on the transcript, will carry a grade of "Withdrawn" and families must reimburse LHS for the cost of the class. Students who fail Dual Enrollment courses will not be able to dual enroll in classes for the rest of their LHS career and must reimburse LHS for costs.

Effect on Completion of Graduation Requirements: Students may use postsecondary institution courses for credit toward high school graduation. No high school graduation requirements shall be waived for any student as a result of participation in this program.

Academic and Social Responsibilities of Students and Parents: When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to follow all District policies and the Student Code of Conduct.

Dual enrolled students are not allowed to participate in college athletics.

Lawton Community Schools is not liable for incidents related to student attendance in Dual Enrolled courses.

Lawton HS staff does not have access to student grades until the term is complete and have no affiliation with instructors. Students are responsible for communicating grade updates with the school and their parents/guardians and for communicating concerns to instructors and/or the college.

Students must meet all college requirements and standards and are responsible for attendance and behavior.

Grade Point Computation and Reporting of DE Grades: College grades will be reflected on the student's transcript at the conclusion of the college's semester. These grades will be taken from an official transcript received from the college.

GRADING POLICY AND INFORMATION

Lawton High School believes that students and parents/guardians should be informed of students' academic progress. Therefore, all students and parents may access the current grades for students as regularly as they would like.
LHS course grades are available at https://pslawton.vbisd.org/public/home.html.
VB Tech grades are available at https://powerschool.vbisd.org/public/.

LHS will also mail report cards to listed parents/guardians at the end of the academic year.

Trimester courses are 12 weeks in length and grading is cumulative for each class. Final course grades are a combination of coursework and final exams.

Students may earn credit by successfully testing out of a course by earning a 77% or higher on the approved Test Out / Secondary Credit Assessment.

Grades are assigned based on the following basis:

A	92.5 - 100%	C	72.5 - 76.49
A-	89.5 - 92.49	C-	69.5 - 72.49
B+	86.5 - 89.49	D+	66.5 - 69.49
B	82.5 - 86.49	D	62.5 - 66.49
B-	79.5 - 82.49	D-	59.5 - 62.49
C+	76.5 - 79.49	E	Below 59.5

**Note that Advanced Placement courses are graded on a 5.0 point scale for grades C- and higher. For example, a student who earns a C letter grade will receive a GPA equivalent to a B on their transcript, A B- letter grade will receive a GPA equivalent to an A- and so on.

GRADUATION REQUIREMENTS

Students must attempt, attend and complete courses equalling at least 33 credits, receiving no less than 31 credits to earn a diploma. A student will not be allowed to earn a diploma based upon age or any other reason not related to academic performance.

Each trimester course is equivalent to .5 credit hours. A typical student schedule of 5 courses and achievement allows students to earn 2.75 credit hours/trimester (8.25 credit hours/year).

A. English Language Arts: 4 credits (includes English 9, 10, 11 and 12).
B. Mathematics: 4 credits (includes Algebra 1, Geometry, Algebra 2, and a math experience during 12th grade).
C. Social Studies: 3 credits (includes Civics, Economics, US History & Geography, and World History & Geography).
D. Science: 3 credits (includes Biology, Chemistry or Physics, and an elective science credit).
E. Physical Education: .5 credit
F. Health: .5 credit
G. Visual, Performing or Applied Arts: 1 credit
H. Foreign Language: 2 credits of the same foreign language
I. Career Exploration: .5 credit
J. Electives 14.5 credits

*According to the Michigan Department of Education, some graduation requirements may be satisfied by taking extra coursework in certain areas, successful completion of vocational programming, etc. Consult the LHS counseling office for information.

**All students are eligible for a Personal Curriculum. Information about Personal Curriculum options are available from the Michigan Department of Education and the LHS counseling office.

NATIONAL HONOR SOCIETY - MARY STALEY BROWN CHAPTER

Mary Staley Brown, for whom this chapter is named, was a Lawton Community Schools teacher for 23 years and this chapter was named in her honor in 1962. Membership in the National Honor Society is both an honor and a responsibility. Students are considered for membership at the end of the first trimester their sophomore year and each succeeding year thereafter throughout their high school career. Students considered for membership must have a cumulative grade point average of 3.33 and demonstrate qualities of scholarship, leadership, service and character.

RECOGNITION

1) Academic Letters Program. The Board of Education shall recognize the importance of academic achievement by providing awards to high school students who meet the following criteria:
   a) At each year end, the student must have earned a grade point average of 3.0 or better for the year's coursework. The student must have received no individual grade lower than a C-. Senior awards will be based on the second trimester grades.
   b) All courses for which a letter grade is given shall be counted in determining the grade point average for this award. However, the student must be enrolled in at least three (3) graded courses to be eligible for that year.
   c) The board shall provide the following awards to qualifying students:
      First Year: An Academic Letter
      Second Year: An Academic Medal
      Third Year: An Academic Pin
      Fourth Year: An Inscribed Plaque
   d) The awards shall be presented annually in a recognition program to be held in September, honoring students for the previous school year's achievements. Seniors shall receive their awards at the Senior Awards Ceremony. All senior awards and rankings shall be determined by 1st and 2nd trimester grades.

2) Lawton Senior Scholars

   Beginning with the class of 2011, Lawton High School will name Senior Scholars instead of naming a class valedictorian and salutatorian. The Senior Scholars will consist of the top ten graduates. This will be determined by a combination of the student's SAT score, their grade point average and honor points they have received by taking higher level courses. Students listed as Senior Scholars will receive Medallions.

   Formula for calculating the Top Ten Senior Scholars: 20/30/50
   (20% honor points; 30% SAT converted to ACT score; 50% GPA)
   The mechanism for calculating the class standing is based on a 1000 point system. That is, a score of 1000 points is perfect. Weighting factors are calculated so that all the components add up to 1000 points. 36 is a perfect ACT score, 300/36=8.33. There are 35 opportunities for honors courses in the schedule so giving one point/trimester results in the possibility of 48 honor points: 200/48=4.17.

	Student a	Student b	Student c	Student d
GPA	3.981x125=497.625	3.949x125=493.625	3.67x125=458.75	3.522x125=440.025

Honor Points	21x4.17=87.57	20x4.17=83.4	17x4.17=70.89	26x4.17=108.42
SAT/ACT	27x8.33=224.91	34x8.33=283.22	29x8.33=241.57	28x8.33=233.24
Total	810.105	860.245	771.21	781.685
Ranking	#2	#1	#4	#3

Related to the Senior Scholars calculation, certain advanced level courses receive honor points. As long as they pass the class, students receive an honor point regardless of the grade they receive for the following courses:
Spanish III; Spanish IV; Pre-Calculus; Trigonometry; Algebra IIb; All AP courses; All WMU ATYP courses; All MIVHS Foreign Language courses; All dual enrollment college / Middle College courses

<u>Graduation Honors</u>

- Summa Cum Laude: Students graduate Summa Cum Laude if they have a 3.9 GPA or above. They will receive a gold cord to wear during the graduation ceremony and be noted in a special part of the program.
- Magna Cum Laude: Students graduate Magna Cum Laude if they have a GPA between 3.7 and 3.89. They will receive a silver cord to wear during the graduation ceremony and be noted in a special part of the program.
- Cum Laude: Students graduate Cum Laude if they have a GPA between 3.5 and 3.69. They will receive a white cord to wear during the graduation ceremony and be noted in a special part of the program.
- Honor Roll: Students who graduate with a GPA between 3.0 and 3.49 will receive a blue cord to wear in the graduation ceremony and be noted in the graduation program.

The Sexual Harassment and Sexual Assault Information Guide on the next pages is provided in compliance with requirements established by the Michigan Department of Education as outlined in MCL 380.1508(2)

July 2024

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.



Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

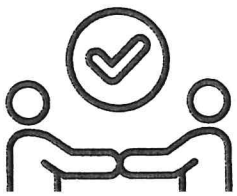
- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

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Lawton Community Schools Device Loaner Agreement

One device and one charger are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. We will provide the Student/Borrower with one charger if for some reason the charger is damaged, it is the Student's/Borrower's responsibility to provide a new one by the time the device is returned.

This equipment is, and always remains the property of Lawton Community Schools and is lent to the Student/Borrower for educational purposes only for the academic school year. Students shall have no expectation of privacy with respect to the devices provided by the District or any materials therein. The District may inspect the devices and review materials therein at any time with or without notice. Said inspection may occur virtually.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Lawton Community Schools.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the District's Code of Conduct, as well as local, state, and federal statutes. Please review the assurances of both the parents and students.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement. If the Student/Borrow is loaned an iPad, please do not sign into it with a personal Apple account (this will cause major issues for both parties) If the Student/Borrow is loaned an iPad, please be aware it can be location tracked, Lawton Community Schools does not actively track iPads, however, if necessary, it can be turned on.

One user account with specific privileges and capabilities has been set up on the device for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify management settings on the device and on any school-owned computer.

Lawton Community Schools provides device loans for the academic use of students only. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the device. These labels/ tags are not to be removed or modified. Additional stickers, labels, tags, or markings are not to be added to the device.

The full cost of the **Chromebook** is $260.00 and an iPad $350.The cost to replace a lost or broken **charger** is $23. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition to Lawton Community Schools upon request.

Students and parents/guardians must immediately report any damage to or loss of the device or accessories to one of their teachers. In the event of damage to the device or accessories due to misuse, the student and parents/guardians may be billed a fine for the cost of repair or replacement of the device.

In the event the device or accessories are lost, stolen, or otherwise not returned to the District, the student and parents/guardians may be billed a fine for the full cost of replacement of the device or accessories as determined by the Administrator or Designee.

Read the responsibilities below before agreeing to the Device Loaner Agreement.

Parent Responsibilities	**Student Responsibilities**
Your student has been issued a device to improve his/her education through the COVID 19 closure. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. •I will supervise my student's use of the device at home. •I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my student's use of the Internet. •I will not attempt to repair the device. •I will report to the school any problems with the device immediately. •I will make sure that my student recharges the device's battery nightly. •I agree to make sure that the device is returned to the school when requested by Lawton Community Schools. •I agree to return the device immediately if my student enrolls in another school.	Your device is an important learning tool and is for educational purposes only. To take a device home, you must be willing to accept the following responsibilities. •I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. •My device is my responsibility and will always stay in my possession. •I will not modify any software or management settings on the device. •I will honor my family's values when using the device. •I will not release personal information to strangers when using the device. •I will keep all accounts and passwords assigned to me secure and will not share these with any other users. •I will recharge the device's battery each night. •I will return the device and charger when requested to Lawton Community Schools. •I will only use the device for educational purposes and not for personal use (Video Games, Netflix, Spotify, etc.)

Lawton Athletic Handbook

LAWTON ATHLETICS

For a complete list of sports offered at LHS please visit our website at www.lawtoncs.org

Following is a complete copy of the Athletic Code, which all Lawton student-athletes are responsible for reviewing. Individual coaches will be asked to discuss the Athletic Code and any other purposeful comments with their team members.

It is recognized and mutually agreed that citizenship, sportsmanship, positive attitude, life-long values, and the mental and physical well-being of students are of primary concern. The varsity teams, as representative of the school, are expected to win when possible, but they are not to ignore the above mentioned ideals. Other teams, i.e., junior varsity, freshman, and middle school, exist for the purpose of providing training and experience for the future varsity teams. A secondary and often forgotten purpose is to provide the opportunity for more students to participate in athletic endeavors. Winning at these levels is desirable but is not the only objective. Learning fundamentals, developing coordination, and attitudes, instilling self-discipline, building bodies and the opportunity to participate should not be minimized. To participate in practices or competitions, the student-athlete must be in school for at least achievement hour and the last two periods of the day. Any exceptions to guideline this will be determined by the Athletic Director and/or building Principal.

ATHLETIC CODE

Preamble

Representing Lawton Community Schools in interscholastic athletic competition is a privilege and not a right. Students who participate in Lawton's interscholastic athletic program are expected to represent the highest ideals of character by exemplifying good conduct, good citizenship, and good sportsmanship.

Lawton athletes are also expected to engage in good training habits, which include abstaining from the use of tobacco, alcohol, or drugs. Separate and apart from a student's performance as an athlete, the student's conduct, citizenship, sportsmanship, and training habits always reflect on the student athlete, his or her team, our school, and our community. Accordingly, the Board of Education establishes this Athletic Code for all students who aspire to participate in interscholastic athletics as representatives of the Lawton Community Schools.

*All athletes are required to have a current physical on file with the athletic department before competing in any athletic event or practice.

Eligibility Rules

A. All student athletes must have a full-time schedule of classes.
B. Weekly Eligibility: The student must be passing all the courses in which he/she is currently enrolled. Students will be granted a one-week probationary status when a grade falls into the failing level.
C. Trimester Ineligibility: Any student failing one class period will be ineligible for 10% of the total contest dates of the sport they are currently participating in 5% if they fail achievement. If they are not currently participating in a sport, they will be ineligible for 10% of the total contest dates of the next sport season. Students failing more than one class period at the end of any trimester period including achievement shall be ineligible for 60 school days or the next trimester. When a student fails one or more classes in the third trimester the penalty of 10% for 1 failed class or 60 days for 2 failed classes will be assessed for the next school year's fall season / first trimester. If a student makes up a credit in summer school or credit recovery before the start of the next season, their ineligibility may be reduced.

Standards of Conduct for All Athletes

A. Training rules are in effect for all athletes year-round. Once a student participates in athletics, he/she shall be subject to the Athletic Code for the duration of his/her academic/athletic career at Lawton High School.
B. Standards of Conduct: The following behaviors constitute a violation of the Lawton Athletic Code and subject the athlete to discipline as outlined in the "Penalties for Violations of Rules" section of the Athletic Code.
    1. Violation of federal, state, or local law/ordinance, including felony or misdemeanor, acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the athletic code, which will be determined through an independent school investigation.
    2. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming of an athlete and a representative of Lawton Community Schools.
    3. A Major Violation of the Student Code of Conduct.
    4. Violation of any team conduct rule as may be established by the team's head coach and approved by the Athletic Director.
    5. Use, possession, concealment, distribution, sale or being under the influence of (substance abuse prohibitions).
    6. Remaining at a function or place where the athlete knows that a minor present at the function or place possesses or is using a controlled

substance or alcohol. Students suspended In-school or out of school cannot participate in athletic contests and or practices scheduled on the day of the suspension.

Training Rules 9th - 12th Grades

A. Training rules are in effect for all athletes are year-round. Once a student participates in athletics, he/she shall be subject to the Athletic Code for the duration of his/her academic/athletic career at Lawton High School.
B. All reports of training rule violations must be investigated by the Athletic Director and the Principal, with appropriate follow-up action taken. Parents of athletes who are not 18 years of age and who have violated training rules shall be notified in writing by the Athletic Director. This notification shall include the basis of the accusation, the penalty involved and shall be delivered as soon as possible after the investigation is concluded.
C. Training Rules The following behaviors constitute a violation of the Lawton Athletic Code and subject the athlete to discipline as outlined in the "Penalties for Violations of Rules" section of the Athletic Code.

The basic training rules that apply to all athletes are:

1. No athlete shall use, possess, transmit tobacco, tobacco products, electronic cigarettes or vapes.
2. No athlete shall use, possess, transmit or be under the influence of any alcoholic beverage or intoxicating liquor.
3. No athlete shall use, possess, transmit or be under the influence of any drug or controlled substance, including but not limited to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana. Nor shall any athlete use, possess or transmit drug paraphernalia or counterfeit or look-alike drugs or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria. The use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. A look-alike drug is a substance that is not a controlled substance or is not a drug for which a prescription is required, which by dosage unit, appearance including color, shape, size and/or markings and/or by representations made, would lead a reasonable person to believe that the substance could be a controlled substance.
4. A person shall be deemed to be in possession of an alcoholic beverage, intoxicating liquor, drug, or controlled substance if the athlete is in a confined area such as, but not limited to, a motor vehicle or room where the alcoholic beverage, intoxicating liquor, drug or controlled substance is being used or consumed by others, this also includes

situations where a student athlete is in a motor vehicle where an alcoholic beverage, intoxicating liquor, drug or controlled substance is being transported by another student with the knowledge of the athlete. This provision is not intended to apply when an alcoholic beverage, intoxicating liquor, drug or controlled substance is being used, transported, or consumed by a responsible adult who has reached the legal drinking age, such as a student's parent or guardian, and where neither the students nor people who have not reached the legal age are not participating in the consumption or use.

Penalties for Violations of Rules

A. **For the first violation**, the athlete shall be suspended from twenty percent of the originally scheduled full team dates of competition. If the athlete chooses to complete a program sponsored by the Van Buren County District Health Department or another approved program, the suspension will be reduced by half. The athlete MUST PARTICIPATE IN PRACTICES during the period the athlete is suspended from participating in contests. Failure to do so will result in the athlete being disciplined in accordance with the rules and guidelines set forth by the individual coach. When an athlete has violated a training rule, he/she must finish a season for any served suspension to be counted. An example would be a person serving a suspension in baseball, and then immediately quitting. This person would have to serve a suspension in the next season of participation. To be reinstated the student-athlete must receive permission from the Athletic Director. Permission will be granted after the Athletic Director has verified that the terms of the suspension have been met and after he/she has conferred with the student athlete and his/her parents or guardians.
B. **For the second violation**, the athlete shall be suspended from forty percent of the originally scheduled full team dates of competition. The athlete MUST PARTICIPATE IN PRACTICES during the period the athlete is suspended. Failure to do so will result in the athlete being disciplined in accordance with the rules and guidelines set forth by the individual coach. To be reinstated for athletic participation, the athlete must:
    a. Voluntarily, and at their own expense, begin a program of substance abuse counseling, if the first and second violations involved alcohol or controlled substances. The student-athlete is responsible for verification of participation in this program being delivered to the Athletic Director.
    b. Work as a volunteer at three (3) athletic contests or an approved equivalent.
    c. Attend a committee meeting with his/her parents, the Athletic Director, the Athletics and Student-Community Activities Committee of the

Board, and the Superintendent, to discuss the violation of the Athletic Code, and to review the athlete's progress in fulfilling the requirements for resuming contest participation. The athlete will not be allowed to resume participation unless and until this committee determines that the athlete has satisfactorily fulfilled the above requirements.

C. For the third violation, the athlete shall be suspended from contest participation for ninety (90) school days. The athlete MUST PARTICIPATE IN PRACTICES during the period the athlete is suspended. To be reinstated for athletic participation, the athlete must:
    a. Voluntarily, and at his/her own expense, begin a program of substance abuse counseling, if two of the three violations involved alcohol or controlled substances; or, voluntarily, and at their own expense, resume a program of substance abuse counseling, if all three violations involved alcohol or controlled substances.
    b. Work as a volunteer at ten (10) athletic contests, or an approved equivalent.
    c. Attend, with his/her parents, a meeting of the Board of Education, and the Athletic Director, to present a 500-word paper on the perils of substance abuse, to discuss the violations of the Athletic Code, and to review the athlete's progress in fulfilling the requirements for resuming contest participation. The athlete will not be allowed to resume contest participation unless and until the Board of Education determines that the athlete has satisfactorily fulfilled the above requirements. During the suspension, the athlete may participate in practices only at the discretion of the coaches of the sport or sports involved.
D. For the fourth and subsequent violations, the athlete shall be suspended from contest participation for double the number of school days for the most recent violation (180 school days, 360 school days, etc.). All other provisions of the third violation will be repeated. During such suspensions, the athlete may participate in practices only at the discretion of the coach or coaches of the sport or sports involved.

NOTE: Suspensions carry over from one season to the next and from one year to the next, effective with the beginning of the ninth-grade year through the end of the twelfth-grade year.

E. Due process and right of appeal shall be offered to athletes.

<u>Enforcing the Athletic Code: Due Process and Appeal</u>

If there is reason to believe that a student athlete has violated the Athletic code of Conduct, the following procedures shall be employed:

1. ATHLETIC DIRECTOR AND PRINCIPAL: The Athletic Director (A.D.) and the Principal are responsible for ensuring that athletes adhere to the Athletic Code. Should the A.D. and Principal have reason to believe that a violation

may have occurred; the A.D. and Principal shall investigate the circumstances.

A. The Investigation: In the event it is alleged there was a violation of the Athletic Code, the A.D. and Principal shall conduct an investigation. This investigation may include discussion with the athlete in question. If the investigation results in the A.D. and Principal believing that there was a violation of the Athletic Code, the A.D. shall reduce the charges to writing. The charges shall (1) state the facts establishing the basis for the A.D. and Principal's belief that the Athletic Code was violated; (2) state the penalty proposed by the A.D. and Principal; and (3) advise the athlete that the athlete shall be given the opportunity for a hearing in the event the athlete disagrees with the charges. The charges shall be given to the athlete and, where appropriate, to the athlete's parents.

B. The hearing: In the event the athlete does not agree with the written charges of the A.D. and Principal, the athlete shall be entitled to a hearing before the Athletic Council before the charges and the penalty proposed in the charges are imposed. The athlete must submit a written request for a hearing to the A.D. within three (3) school days after he or she receives the written charges from the A.D. The athlete's failure to follow this procedure will terminate the right to a hearing. The hearing shall be held as soon as it can be reasonably scheduled, but not later than five (5) school days after the athlete requests a hearing in writing. The purpose of the hearing is to determine if a violation was committed and, if so, to render discipline as stated in the Athletic Code. At the hearing, the A.D. shall state the charges, may call witnesses, or allow the student to answer the charges, call witnesses, produce other evidence, and be assisted by others. The athletic council shall decide on the guilt or innocence of the student, based upon the evidence presented, and renders discipline as required by the Athletic Code. Guilt shall be established if the preponderance of evidence indicates guilt. Evidentiary rules required by a court of law are not required for purposes of school or athletic discipline. The athletic council shall consist of three varsity coaches, but not the varsity coach of a sport in which the accused student athlete participates. The Athletic Director and Principal shall not be a member of the Athletic Council.

C. Notification: At the conclusion of the hearing, the Athletic Council shall render a decision to the athlete, and to the parents of the athlete. The Athletic Council's written decision shall be considered timely if it is mailed within three (3) school days of the hearing. The A.D. shall not

sit as part of the Athletic Council but shall be responsible for writing and mailing the decision of the Athletic Council as herein specified.

D. Appeal to the Board of Education: In the event the athlete disagrees with the decision of the Athletic Council the athlete shall have the right to appeal the Athletic Council's decision to the Board of Education. To do so, the athlete must submit a written appeal to the Superintendent stating the grounds for appeal and the remedy sought within five (5) calendar days of receiving written notice of the Athletic Council's decision. The athlete's failure to follow this procedure will terminate the right to appeal. Discipline rendered shall continue in effect during the appeal process, not to exceed that set by the Athletic Code. The Board of Education shall convene a hearing within ten (10) calendar days' after receipt of the athlete's appeal. Board shall render a decision at the conclusion hearing. The decision of the Board is final.

<u>The Coach / Athlete Relationship</u>

Nothing contained in this policy shall interfere with the coaches' responsibility and right to speak freely with their athletes, to correct them, to discipline them for less serious incidents, to encourage proper attitudes and behaviors, and to maintain their authority as coach.