LAKER MIDDLE SCHOOL

STUDENT-PARENT HANDBOOK

2026-2027

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DISTRICT NUMBER **453-4600**
SECONDARY SCHOOLS ..... **Option 1**
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TRANSPORTATION OFFICE ..... Option 4
SUPERINTENDENT'S OFFICE ..... Option 6
ATHLETIC OFFICE ..... Option 8

TECH CENTER HOTLINE 269-3405

Laker 2026-2027 Student/Parent Handbook

Welcome back, Students and Parents!

This Student Handbook is a summary of the rules and regulations that are in effect for Laker Middle School. Rules and regulations are very important to help make the Laker Middle School a safe and pleasant place for your children to learn. Please review this handbook with your child.

We are proud of our student's academic achievements and good conduct. Teachers and administrators are always available for help, advice if you need it, or to answer any questions you may have. The following Expectations for Student Behavior should serve as a guide for your continued academic achievement and success throughout your years in school. All students should:

1. Be ready mentally and physically to learn.
2. Demonstrate behavior that is safe and non-threatening in school.
3. Demonstrate respect for people and property.
   Every student, regardless of grade level, race, or gender, has the right to a harassment-free environment.
   Students will respect the rights of all other students and staff members.
   Students should address everyone with respect.
4. Take responsibility for their own behavior and learning.
5. Use time and resources wisely.
6. Share responsibilities when working as members of a group.
7. Meet the requirements of each class.
8. Monitor their own progress.
9. Share ideas and concerns with their parents/guardians and school personnel.

Thank you for your help to acquaint your child with our school rules and procedures. We look forward to a great school year!

Sincerely,
Mr. Scott Miklovic
Middle School Principal

Laker Secondary Schools
Mission Statement (is this changing?)

The Staff at EPBP Laker Secondary Schools, united with the parents and Laker Community, will inspire, equip and empower students to become productive citizen-scholars. We will model and uphold the core democratic values of Liberty, Equality and Justice to empower students to become productive citizens.

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IV. Title IX

RIGHT TO ACCESS & PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Education Right and Privacy Act of 1974, to examine the official records, files and data maintained by Laker Middle School and directly relating to the student. Parents have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examinations and challenges, including a hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual shall be made available to anyone without the consent and/or notification of the student or of the parent or guardian of a student under 18 years of age, except to:

1. the teachers and officials of Laker Middle School, who have a legitimate educational interest in such information;
2. a federal request for submission of student records in connection with the student's application for financial aid has been made;
3. DIRECTORY INFORMATION WILL BE PROVIDED TO OUT OF SCHOOL SOURCES UPON WRITTEN REQUEST. THIS INFORMATION WILL INCLUDE NAME, DATE OF BIRTH, ADDRESS, PHONE NUMBER, AND YEAR OF EXPECTED GRADUATION. IF PARENTS WISH THAT THIS INFORMATION NOT BE PROVIDED, THE HIGH SCHOOL OFFICE MUST BE NOTIFIED IN WRITING NO LATER THAN THE SECOND FRIDAY AFTER THE START OF THE SCHOOL YEAR.

The student or parent will be notified if officials of a school to which a student is to enroll desires access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

I. Objectives of Instruction

The Elkton-Pigeon-Bay Port Laker Schools' educational program is designed to provide every student of our school system a basic academic skill program. The teachers of Laker Middle School will broaden those skills into areas of interest and future need. Academics, vocational training, extra curricular activities and civic participation are all important parts of the secondary school program; we at Laker Middle School will make every attempt to see that our school programs meet the needs of its students.

In return, the students, regardless of age, and with the support of parents have the responsibility of regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, the parents share, with the students and teachers, the responsibility to maintain a climate conducive to wholesome learning and living.

II. Laker Middle School Family

The Laker Middle School family is looking forward to the new school year. The rules and guidelines are created by a committee made up of students, parents and teachers. The handbook is then sent to the Board of Education for approval. The Board of Education then mandates the Principal to administer these rules as fairly as possible for the best interest of the student and the school.

III. Parents' Responsibilities

The handbook should be used as an aid for parents to assist their children in understanding the rules and regulations that govern the day-to-day operation of Laker Middle School. Parents, you are important to the faculty and administration of the Middle-School. We will strive to make your children's years at Laker Middle School successful and rewarding.

Elkton-Pigeon-Bay Port Laker Schools provide equal opportunity for all people regardless of race, color, national origin, sex, handicap, religion or marital status.

IV. Academic Programs & Policies

Academic programs meet the guidelines established by North Central Association of Colleges and Schools.

A. ATTENDANCE -

a. A student must be enrolled in seven class periods each semester in order to be considered a full time Laker Middle School School student.

1. MIDDLE SCHOOL COURSE REQUIREMENTS

Grade 8 Class Requirements:
English 8
Social Studies
Math
Science

Grade 7 Class Requirements:
English 7
Social Studies
Math
Science

Grade 6 Class Requirements:
English 6
Social Studies
Math
Science

A. HONOR ROLL

1. An honor roll for academic achievement will be published at the end of each nine-week marking period. Laker Middle School will honor students in two categories.
   All A's Honor Roll: Awarded to students who have earned an "A" grade in every subject.
   A/B Honor Roll: Awarded to students who have earned a combination of "A" and "B" grades across all subjects.
2. An "incomplete" received during the marking period will be counted as an "F" for honor roll purposes.

B. INCOMPLETES

1. When a pupil is ill or has a legitimate reason for being behind in his work, he/she may be marked "incomplete" ("I" on the record) with the understanding that the work will be completed within ten school days.
2. If the work is not completed on time, the grade "F" will be given. (This does not apply at the close of school in June when no incompletes will be accepted without the approval of the Principal.)

C. CLASS CHANGES

1. Students and parents must understand that classes are planned and teachers' schedules developed on the basis of subjects selected by the students during class registration. The subjects selected by the students and approved by the parents will comprise the student's schedule for the following year. Classes, once started, should not be changed.
2. If a special situation dictates a change in schedule, the student should see his counselor for advice, and request the change be approved by the Principal. The official drop/add of classes and schedule change date will end five days after the beginning of each semester. Classes dropped after the end of the first and third marking period will receive an "F" grade.

D. REPORT CARDS

1. Report cards are issued four times a year at the conclusion of each nine-week marking period. Report cards will use the grade symbols: A, A-, B+, B, etc. Pluses and minuses will be used to determine honor rolls and grade point averages. The report card will include comments and attendance.
2. Progress Reports will be **emailed and made available via Skyward** during the fifth week of the marking period. This report is intended to give students/parents an indication of the progress and the attendance in a given class.

E. GRADING POLICY

Students will be graded on straight percentages in conjunction with the following:

1. **Marking periods will be weighted at 50% - 50% for each marking period in the 1st and 2nd semesters, respectively.**
2. A failing grade in a marking period will be given a weight of no less than 40% (safety net for extreme circumstances).

F. ACADEMIC ELIGIBILITY AND TUTORING

1. Beginning at 9:00 a.m. each Friday, calls will go out to alert parents if their student is on the "Caution List" (C– to **D-),** or the "Ineligible List" (F) in any class for the following week.
2. If your student is on the Ineligible List, or is missing 3 or more assignments in one individual class, he/she must attend at least two (2) Mandatory Tutoring Sessions the following week, offered after school on Monday through Wednesday. You may contact the office by 12 pm if transportation for your Middle School student is needed and we will arrange and pay for a TAT bus to bring your student home.
3. Once a student has become ineligible, they may regain eligibility by raising their grade back into the eligible range ("**D-"** or above). When this happens, the student may pick up a "Student Eligibility Form" from the office, get the signature of the teacher in the respective class, and take the completed form to the Student Responsibility Center (SRC). Student Eligibility Forms must be submitted to the SRC by the end of the school day on Wednesday for eligibility to be reinstated for that week.

4. If a student remains on the ineligible list or has 3 or more missing assignments and only attends one of the Mandatory Tutoring Sessions, he/she will be scheduled for two (2) lunch detentions the following week. If a student misses both Mandatory Tutoring Sessions, he/she will be scheduled for four (4) lunch detentions the following week.
5. An "Ineligible" student is not eligible to participate in Laker Athletics, School Activity (SA) events, or other school-related activities and clubs. All fun days, field trips, and LC days require students to have zero missing assignments unless approved by the teacher who gave the assignment. Students missing assignments will stay back with a designated teacher and work on their missing assignments.

G. ATTENDANCE POLICY

In compliance with the laws of the State of Michigan, Laker Middle School requires and promotes regular attendance for the young people in its district. Because of the high priority placed on attendance, the administration and teachers seek parent involvement in this important responsibility. The following information outlines the attendance policy:

1. Students are expected to attend all classes, **every** day in order to maximize **every** opportunity for success in school. By adhering to the attendance policy the students will also gain valuable training for future employment situations.
2. Laker teachers and administration will provide incentives and recognition programs for those students who have demonstrated consistently good attendance.
3. In the event of an absence, parents will receive an automated call from School Messenger, confirming their student's absence from school.
4. Attendance violations, such as skipping class, will result in disciplinary action.
5. If a student is fifteen (15) minutes late for any class or if the student must leave any class fifteen (15) minutes early, then a student will be marked absent for that class period.
6. In the case of ongoing illnesses, and at the discretion of administration, single-visit doctor's visits may be waived for make-up purposes, provided the student has a strong record of conduct and academic performance.
7. Absences resulting from school-related activities are allowed, provided that the activity leader gives school personnel at least one (1) week's advance notice. Students are required to secure work assignments before the activity. Students who miss school due to participation in a school-related activity will have one (1) day for every day missed to submit any assignmnets or make up missed work. Student Activity (SA) days will not be counted in a student's marking period total.
8. In accordance with Huron County Truancy policies, Students will receive an attendance letter from the school after 5 unexcused absences. After 7 absences, a second letter will be sent via certified letter by the County Truancy Officer. At 10 days, Laker Middle School will determine whether the absences warrant a submission to the Huron County Truancy Court.

   Excused absences that do not count towards the above truancy policy are:
   - Illness (more than 5 illnesses in a semester/1/2 school year will require a doctor's note).
   - Recovery from an accident/medical procedure (a doctor's note should be provided to the school).
   - Required Court Appearance.
   - Death in the immediate family.
   - Good cause as determined by the school (i.e., college/trade school visits).
   - Suspensions - handled under the discipline policy.
9. It is the student's responsibility to obtain his assignments upon return to school from an absence. The student will be given one day for each day absent to hand in work. The Attendance Appeal Committee will evaluate any extenuating circumstances for absences. A parent/guardian may initiate a request for a hearing by completing the hearing form. The parties will meet and a decision will be rendered based on the information provided by the participants.
10. A note or phone call must be given to the office for any late arrival or early departure. A parent must sign their child out when taking them from the building during the school day.
11. Doctor's slips are required for any attendance appeal involving extended or repeated absence from school.

H. TARDY TO CLASS

1. A student will be tardy for a class after the final bell has sounded. The following disciplinary action will take place:
   a. 1st tardy ..... Teacher warning
   b. 2nd tardy ..... Teacher warning
   c. 3rd tardy ..... lunch detention assigned
   d. 4th tardy ..... 2 lunch detentions assigned
   e. 5th tardy ..... In School Suspension
   f. 6th tardy ..... In-School Suspension and parent meeting

I. DISCIPLINE

1. Philosophy

The objective of student discipline is to produce a school environment where attention may be directed toward teaching-learning activities. The teaching staff and administration believe students are motivated to learn and meet acceptable standards of behavior. The role of the school shall be one of guiding the students in understanding and maintaining the standard set for the students of Laker Middle School. Ultimately, the discipline program is designed to help young people develop into responsible, productive, self-disciplined citizens. Laker students, regardless of age, are expected to adhere to the rules and regulations outlined in our handbook.

2. Capturing Kids' Hearts 4 questions & RTP

Our entire school district has adopted Capturing Kids' Hearts(CKH) which emphasizes nine core values: Empathy, Self-Direct, Teamwork, Responsibility, Respect, Kindness, Courage, Perseverance, and Integrity. The student's responsibility in making good decisions, minimize disruptions in the classroom, and reflect on his/her behavior to make appropriate changes for the future. We believe that all students have the right to learn in an environment free of disruptions and distractions. We also believe that students are responsible for their own actions and must be taught to respect the rights of others. CKH will help facilitate this teaching. If a student disrupts class, the teacher will ask a series of questions to help make the student aware of the inappropriate behavior, take responsibility for the behavior, and choose whether or not to repeat the behavior. If the student does repeat the behavior at another point in the class, this will indicate that the student has chosen to be removed from class. At this point, he/she would be sent to the Student Responsibility Center.

3. The Student Responsibility Center (SRC)

In the SRC, students are given an opportunity to learn from their mistakes by reflecting on their inappropriate behavior. The SRC Coordinator will give them a Student Behavior Form to fill out, which will aid them in thinking through the events that led up to their SRC visit. After the form has been filled out and approved by the SRC Coordinator, the teacher will contact the parent/guardian to make them aware of the situation at hand. This is done so that parents will have an opportunity to reinforce the school's efforts to teach appropriate behavior skills. Finally, the student is responsible for meeting with the classroom teacher to "negotiate" their way back into the classroom. This meeting should happen after school that day or before school the following morning.

The SRC is not intended to be a place of punishment, but a place of learning. However, if a pattern of misbehavior develops and a student is sent to the SRC on multiple occasions, the following consequences will be enforced:

1st SRC Visit: Teacher contacts parent/guardian, Student fills out reflection plan, negotiate with the teacher.

2nd, 3rd SRC Visit: Student fills out the reflection plan, SRC contacts parent, negotiate with the teacher to re-enter the classroom.

4th SRC Visit: Meeting scheduled with the parent. Principal calls home. In-school suspension for 1 day

5th SRC Visit: Out–of–school suspension for 1 day, parent meeting with principal and school resource officer

6th SRC Visit +: Meeting scheduled with parent(s) to discuss court involvement.

4. Disciplinary Action / Due Process

a. When a student does not meet acceptable standards of behavior, the student faces disciplinary action. All disciplinary action will be based upon whether the violation is the first or second offense, and on the type and severity of the problem. The types of action **may** take the form of, but are not inclusive of: verbal warnings, written warnings, removal from classes or activities, SRC, letters to parents, parent telephone contacts, after school detention/(7th Hour) short or long term suspensions from school for up to 10 days, in-school suspension, parent conferences, Saturday morning detentions, community service opportunities, and referrals to the juvenile court system by Petition of Incorrigibility to the Quiet Room, or expulsion.

b. The disciplinary authority (e.g.: bus driver, classroom teacher, principal) shall display professionalism, discretion, reasonableness and fairness. When a student is sent to the office with a discipline referral, the administration will follow due process by explaining the nature of the charge to the student and the basis for the disciplinary action that could be taken. The student has the right to explain or add any information to support his case. Once disciplinary measures are administered, the student and/or parent may request a conference with the administrator involved or with the next level of authority.

5. Expulsion

a. Expulsion is the most serious type of disciplinary action that may be recommended by the administration to the Board of Education for action. Because the result of an expulsion is a long term separation of the student from the academic environment, it is reserved for the most severe and most persistent forms of misconduct.

b. The following procedural outline shall be abided by in the event that a student is recommended for expulsion.
   (1.) Written notice of the charges against a student shall be supplied to the student and his parents (guardian) by registered mail. Included within this notice shall be a statement of the time and place for the hearing which is reasonable for all parties involved.
   (2.) Parents or guardian may be present at the hearing.
   (3.) The student and his parents or guardian may be represented by legal council.
   (4.) The student shall be given an opportunity to state his version of the facts. The student will be allowed to offer the testimony of other witnesses and present any other pertinent information.
   (5.) The student, his parents, (guardians or legal agent) shall be allowed to observe all evidence offered against the student. In addition, the concerned parties shall be allowed to question any witness.
   (6.) A record shall be kept of the hearing.
   (7.) The Board of Education, by majority vote, shall state, within a reasonable time after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the Board must be obtained from those present at the hearing.
   (8.) The hearing authority findings shall be reduced to writing and sent to the student and parent or guardian.
   (9.) The student, his parents or guardian shall be made aware of his right to appeal the decision of the Board of Education to the appropriate judicial authority.

c. In the case of a suspension of more than 10 days or expulsion the Administrator must consider the following factors:
   1. The students age
   2. The students disciplinary history
   3. Whether the student has a disability
   4. The seriousness of the violation or behavior
   5. Whether the violation or behavior committed by the student threatened the safety of another student or staff member
   6. Whether restorative practices will be used to address the violation or behavior
   7. Whether a lesser intervention would properly address the violation or behavior

Once these factors have been considered, it may still be appropriate for long-term suspension or expulsion to take place. This decision lies with the Administrator.

It should be noted that violations involving weapons, arson, and criminal sexual conduct are grounds for immediate expulsion. There are certain exceptions where weapons are involved, pertaining to knowledge and intent of the possession.

(for students in sixth grade or above verbal or physical assault is also grounds for expulsion)

6. Minor Violations

The following behavior shall be grounds for disciplinary action of less than suspension status. (If the behavior is excessive, a parent conference or a suspension of up to five (5) days is in order.) Disciplinary action may involve verbal or written warnings, extra assignments, after school *seventh hour detention*, SRC, parent telephone contacts, and/or Saturday morning detention. A student's past disciplinary record will be considered. The list of infractions highlighted below or the types of disciplinary actions cited above are not inclusive and will be considered grounds for disciplinary action while the student is under the jurisdiction of the school (Example: in class, at school sponsored activities, on field trips and at athletic events):

a. academic dishonesty (an isolated, unplanned act of academic dishonesty in or out of the classroom. For example, glancing at another student's work or talking during a test.),
b. running or shouting in corridors,
c. littering on school property,
d. misconduct in the school cafeteria,
e. loitering in lavatories or hallways,
f. general classroom misbehavior like talking in class or chewing gum,
g. displays of affection,
h. misuse of a corridor pass,
i. dressing inappropriately for school (see P. Dress Code)
j. no food or drink in classrooms, library, auditorium or gymnasium.

7. Intermediate Violations

The following behaviors shall be grounds for suspension of one to five (1-5) days, in school suspension, Saturday detention time and/or recommendation for Quiet Room experience. A student's past disciplinary record will also be considered. The types of disciplinary actions cited above are not inclusive and will be considered for disciplinary action while the student is under the jurisdiction of the school. (Example: in class, at school-sponsored activities, on field trips and at athletic events.)

a. academic dishonesty (a deliberate effort to offer or obtain academic information for personal use; or repeated minor violations.),
c. displaying poor sportsmanship,
d. distribution of unauthorized literature on school grounds,
e. gambling.
f. use of tobacco or electronic vaping materials: "use" shall be defined as using, holding, passing, or disposing of tobacco or vaping materials in any manner;
g. possession of tobacco or electronic vaping materials: shall be defined as carrying on one's person, in a locker (either officially assigned or "commonly" used), book bag, gym bag, in vehicle or any other way to "carry" tobacco or vaping materials; no lighters/matches or paraphernalia.
h. unauthorized leave: students who leave school without following checkout procedures in the office;
i. demonstrations: participation in unauthorized assemblies or demonstrations;
j. truancy: unauthorized absence from school for any period of time. (Chronic tardiness can be considered truancy.)
k. once discipline is assigned students must follow discipline as scheduled. If not then additional consequences will be added to the original discipline.

l. **Academic Timeout:** If Academic Detention is not served, a 'Timeout' will be assigned, which is the equivalent of one day of in-school suspension, to be served on a designated day that same week, typically Friday. In addition, if a student earns three (3) Academic Detentions within a reporting period (4-5 weeks) will result in an Academic Timeout. If Timeout is not served, further disciplinary action will follow, including possible suspension from school.

8. Major Violations

The following behavior shall be grounds for suspension of one to ten (1-10) days in length, and possible recommend action for a Quiet Room experience and/or expulsion. The police may be called for certain offenses. In determining the penalty for the offenses, the administration will consider whether the violation is the first or second offense, and the type and severity of the violation. A student's past disciplinary record will also be considered. The types of misconduct listed below are not inclusive and will be considered grounds for disciplinary action while the student is under the jurisdiction of the school (Example: in class, in school, at school-sponsored activities, on field trips, at athletic events).

a. academic dishonesty (a deliberate or organized effort to offer or obtain academic information for personal or monetary gain, or to share with other students; or repeated intermediate violations
b. alcohol: intoxication, use, or possession of alcohol;
c. controlled substances: under the influence, abuse, possession of marijuana or other substances or substitutions including paraphernalia for drugs;
d. possession of controlled substances: shall be defined as carrying on one's person, in a locker (either officially assigned, or "commonly" used), book bag, gym bag, in vehicle (s) or any other way to "carry" drugs;
e. sale/distribution of controlled substances or substitutions;
f. vandalism: willful destruction of property belonging to the school, school personnel, or peers;
g. theft: dishonesty acquiring the property of the school, school personnel or peers;
h. insubordination: open defiance of school personnel;
i. arson: purposely setting fire to school property, school employees' property or peers' property;
j. fighting: quarreling involving bodily contact;
k. forgery: fraudulently using in writing the name of another person, or falsifying times, dates, grades, address, or other data used by the school;
l. obscenity: vulgar acts in verbal or written form, pictures, gestures, or caricatures in or on school property;
m. gross misbehavior: the deliberate or willful conduct detrimental to normal functions of a program or activity under school sponsorship;
n. weapons: possession, or use of weapons, or articles that may be used as weapons, including all hunting weapons, with no reasonable "in school" function;
o. threatening students and/or staff either on campus or off campus;
p. bullying: deliberate, hurtful behavior done repeatedly; can be physical, verbal or indirect/emotional;
q. false alarms: issuing by word or act a false or misleading report of fire or bomb scares;
r. assault and battery: striking or threatening any school personnel with the purpose of doing bodily harm;
s. obstructing, or interfering, with school personnel as they attempt to enforce school rules;
u. harassment: verbal, physical or sexual harassment.
v. students will not be allowed to: access e-mail, download games or music, or put games on school computers;
w. sale and/or distribution of unauthorized items: Students must have permission to sell or take orders for any items. Prior approval must come from the administration.

J. BREATHALYZER POLICY

Each school year administrators are confronted with the problem of students who are under the influence of alcohol in the school setting. Use of alcohol by students has occurred during the school day and at extra-curricular activities. In schools that use alcohol testing procedures (breathalyzers) there has been significant decease in the use of alcohol during the school day and at extra-curricular activities. Breathalyzers have been an effective deterrent to alcohol use in schools.

The handbooks states that Laker students shall not possess or use alcohol in any amount on school premises, at school activities or at extra curricular activities. A student who is suspected of alcohol use in any amount will be subject to a breathalyzer test. Refusal to take the breathalyzer will result in automatic discipline for alcohol use. Besides using the breathalyzer to determine alcohol use traditional observable behaviors such as impaired speech, impaired physical coordination, glazed eyes and/or alcohol on the breath will continue to be used as criteria for deter mining alcohol use. The breathalyzer will be administered by individuals trained in the use of the instrument. Parents/guardians will be contacted to inform them of the alcohol problem. Discipline for alcohol use will be administered according to our handbooks.

K. STUDENT VISITORS

1. Persons needing to contact a student during school hours should first contact the Principal's Office. Parents are always welcome to visit classes. In such cases, parents should contact the office in advance.

2. Student visitors will be allowed to see students in the office area only and must be approved in advance by the Principal or designee. No food will be accepted by non family members.

L. PERSONAL WIRELESS DEVICES

1. Personal Wireless Devices (Cellphones, Laptops, Ear Pods, Smart Watches) may not be used in any school location while the school day is in session unless authorized by teaching staff or office personnel. The school day is defined as 7:50 a.m. to 3:00 p.m. Personal Wireless Devices should remain in the students' lockers throughout the day, with emergen cies being the only exception. This includes the middle school lunch period. **Additionally, wireless devices must remain put away on school-bus transporta tion.** No inappropriate pictures may be taken or forward ed. The school is not responsible for lost, stolen, or damaged devices.

2. Consequences for use of cell phones or other electronic devices without authorization:

1st offense: Device is confiscated for the remainder of the school day, and a warning is given to the student.

2nd offense: The device is confiscated and held in the office. The parent/guardian is required to pick up the phone from the office.

3rd offense: Student is required to "check in/check out" their device with the front office for the next 5 school days.

Repeat offenses may include other disciplinary action, such as a parent meeting, suspension from school, or permanent revocation of privileges related to electronic devices.

M. DRESS CODE POLICY

Rationale: The purpose of Laker Middle School is to be a place where students can learn. Our goal is to help students to become productive citizens in the community, in the world of work, and in higher education. To prepare for these roles, students must dress and present themselves to others in an appropriate manner that reflects self-respect. In the world of work, how we present ourselves is important and dress codes are commonplace. The same standards apply at school. Dressing appropriately sets the tone for learning and eliminates distractions.

While fashion changes, the reason for attending school does not. Students are enrolled to learn, and the integrity of the teaching/learning process is of paramount importance. Thus, students are expected to dress in a manner that is neither distracting nor disruptive to the educational process. Although personal expression is valued and student dress is a parental responsibility, school personnel will confer with students and parents, and/or take corrective measures as necessary in in stances in which dress and grooming are dangerous to safety,

detrimental to good health, or so distracting as to interfere with the teaching and learning process.

Dress Code Regulations: The following are the regulations for students at Laker Middle School.

We expect:

1. all students to wear clothing that is appropriate for school.
2. parents to see that students have acceptable grooming and dress prior to their attending classes.
3. shirts and blouses to cover the skin and not expose undergarments, cleavage, lower back and abdomen. While standing straight up with your arms outstretched to the side and parallel to the floor, if bare skin shows in the midriff area front or back, the top is too short and should be changed.
4. slacks, pants, skirts, shorts, sweatpants and warm-ups to be worn around the waistline.
5. *skirts and shorts must be mid-thigh with finger tips extended in length. They may be worn all year long*.
6. students at all times are to wear appropriate foundation garments and under clothing that is not visible to onlookers.

We will not allow students to:

1. attend school if their personal hygiene or clothing endangers their own health or safety or that of others, or interferes in any way with the educational process.
2. wear clothing that displays degrading or obscene language; clothing with pictures or slogans of alcohol, weapons, drugs, or tobacco-related products; clothing with slogans/pictures containing sexual innuendo.
3. wear or display any apparel that is gang related or to wear any items affiliated with hate groups.
4. wear hats, sweatbands or headgear in the building during school hours.
5. wear sunglasses in the building unless the student submits a doctor's note to the office.
6. wear see-through clothing or spandex-like clothing, unless worn beneath another appropriate garment.
7. clothing with holes that reveal skin above the knee.
8. *wear pajamas, bedroom slippers, or blankets*
9. wear spikes, chains or sharp objects.
10. wear tank tops, unless they are part of a school uniform (ie. softball), or worn beneath another appropriate garment.

Dress Code Violations:

1. Students in violation of this policy will be sent to the office by a staff member for correction of the violation.
2. The office will have t-shirts and sweatpants for students to borrow. If a change in attire cannot be accomplished at school, the student will be sent home to make the necessary adjustment (s). If a student is sent home to change, she/he is expected to return to school wearing appropriate clothing.
3. Students who continually violate this policy will face disciplinary action.
4. The building administrator will make the final decision in any case.

N. SOCIAL FUNCTION PROCEDURES

Any school organization which wishes to hold an activity in the school must obtain approval from the office. Dates must be cleared through the Principal. Organizations must be aware that the sponsor and at least four adult chaperones must be present at these functions.

1. All students attending school dances shall be confined to the area designated for the dance. After a student has arrived at the dance, he is to remain in the designated area. Any student leaving the designated area will not be allowed to reenter. The only exception to this rule will be when a chaperone has given special permission. Chaperones are responsible for the students in the designated area only.
2. School rules will be enforced at school social activities.
3. Students who do not attend Laker Middle or Senior High School will not be admitted to social functions unless they have a guest pass. Students in grade 9-12 will not be allowed to attend Middle School Events. Students in grades 6-8 may not attend High School dances, no guest passes will be allowed at middle school events.
4. No entertainment contract shall be made without the approval of the Principal.
5. During extra-curricular activities and sporting events students are not allowed to be in their vehicles or in the parking area unless it is to leave the grounds. The students must be in the area of the athletic event i.e., the football field during football games and the gymnasium during basketball games or off school property.
6. Police officers are hired to patrol the parking lot and premises during extra-curricular activities and sporting events. If problems occur the Laker administration and parents will be notified. Appropriate disciplinary actions will be taken by the school administration.
7. All Laker Middle School students attending Fun Night/ Afternoon events shall be confined to a designated area. Any student leaving the designated area will not be allowed to re-enter unless special permission from a chaperone is secured. Only full-time Laker Middle School students in grades 6, 7, 8 will be allowed to attend Fun Nights/afternoon events.

O. SCHOOL CLUBS

Clubs may be organized if ten or more students petition that this be done and if a suitable advisor can be found. All clubs must have an adult sponsor who is a teacher in either the middle school or high school. All receipts and expenditures must be accounted for in accordance with the accounting procedures set up by the Board of Education. All fund raising projects must be cleared through the Principal's Office.

P. TEXTBOOKS

At the beginning of each year a student is assigned the necessary textbooks for his classes or is made aware of an individual teacher's check out policy. If the books are lost or damaged, the student will make restitution by replacing the book. Teachers will determine cost of replacement or damages owed.

Q. LOCKERS

Each student will be issued a locker at the beginning of each year. The student is responsible for its contents. If a student wishes to have a lock then he/she **must** purchase one from the high school office. *Students are required to keep the locker locked to prevent theft.* Students should not pass out the combination to other students. Any other lock placed on lockers will be removed. No item shall be kept in a locker that would endanger the health, safety or welfare of individuals, or would be in violation of the law. The administration of Laker Middle School shall have the authority to conduct a search of any student locker whenever there is reason to believe that the use of such locker may be in violation of a school rule or policy or any other law. Canine searches will be conducted on a regular basis. In the event the search of a specific locker reveals the violation of a criminal law, the administration may solicit the cooperation of the proper law enforcement agencies before making such a search. Laker Middle School is not responsible for personal items left in lockers. No written graffiti or stickers will be permitted on school lockers.

R. CLOSED CAMPUS AND BUILDING

1. Laker Middle School operates a closed campus meaning that once students arrive at the school they will remain at school unless special permission to leave is granted from the administration.
2. Laker students are also expected to observe a closed building policy. Students are expected to be in the school building area; not in the parking lot or around the building.

S. FUND RAISING

Middle School organizations interested in fund raising must contact the principal one month prior to the proposed function. Fund raising activities are limited to two activities per organization. Monies collected from fund raising must be deposited with the business office. Funds raised by an organization or a specific department will be held in trust for that club, class or department and are to be used for the sole purpose of the club, class or department.

T. EXTRA CURRICULAR POLICY

1. Laker students are expected to maintain acceptable academic, attendance and behavior records in order to

participate in extra curricular affairs. Attendance in school is expected the day of the event, contest or game.

2. **SA Eligibility*:*** Student Activity (SA) events are an important part of the school experience and should be viewed as a privilege. In order to participate in SA events during the school day, students must earn a grade of 'D' or better in all of their courses. Grades will be checked at the end of each week, and an 'ineligible list' will be forwarded to all teachers. In order to regain SA eligibility, the student must have an SA Eligibility Form signed by the teacher in each ineligible class stating that the student has returned to eligible status. Students may not seek teacher signatures when class periods are in session.

U. FIELD TRIPS

Field and extracurricular trips are a worthwhile part of the total educational program. Participation in this type of activity is a privilege which is extended to all students but may be denied if a student's conduct, attendance and/or academic record prior to the activity is questionable. Any questions regarding field trip attendance are directed to the principal. Parental permission slips are required prior to all excursions. **ALL SCHOOL RULES APPLY WHILE ON ANY TRIP.**

V. School Bus Code of Conduct

At Laker Schools, we are pleased to offer transportation services to and from school and extracurricular activities. Our goal is to ensure a safe, respectful, and orderly environment on every bus. Riding the bus is a privilege — not a right — and student behavior must reflect our expectations for safety and responsibility.

Student Expectations

- The bus driver is the authority on the bus. Students are expected to follow all directions promptly.
- Students must conduct themselves respectfully and avoid distracting the driver.
- Video cameras are used by district employees to support safe behavior and assist in resolving incidents.
- Families are responsible for transportation if a student is suspended from bus privileges.

Progressive Discipline

Bus discipline follows a progressive model. If student behavior continues or escalates in severity, consequences will increase. Steps may be skipped in cases of serious misconduct that directly impact safety.

1st Written Violation:

A written warning is issued to the student. Parents must sign and return the notice within 3 school days. Failure to return the notice will result in temporary loss of bus privileges. This step cannot be appealed.

2nd Written Violation:

A second warning is issued, and the building principal will contact the parent/guardian. The goal is to intervene early and correct behavior before suspension becomes necessary. No appeal is allowed.

3rd Violation:

Results in a one-day suspension from riding the bus. This reinforces the seriousness of continued misbehavior. No appeal permitted.

4th Violation:

Student is suspended from bus privileges for three days. Families must make alternative transportation arrangements. No appeal permitted.

5th Violation:

Suspension extends to five days. Parents/guardians may request an appeal by contacting both the transportation manager and building administrator within 3 days of notice.

6th Violation:

Results in suspension of bus privileges for one full semester. Appeals are permitted following the same 3-day window and procedure as above.

7th Violation:

Student loses bus privileges for the remainder of the school year. Appeal process is available and must be initiated within 3 days of the notice.

Appeals: Suspensions longer than 3 school days may be appealed. Contact the building or transportation administrator within 3 school days of receiving the notice.

Examples of Misconduct

Minor Violations

These may begin with verbal warnings but can escalate if repeated. They generally do not pose immediate safety risks but interfere with the orderly operation of the bus:

- Unsafe boarding/exiting: Pushing or shoving, standing in the roadway, or failing to wait safely.
- Eating or drinking: Food and beverages are not allowed due to safety, cleanliness, and allergy concerns.
- Inappropriate items: Includes prohibited electronics, glass containers, pets, or other distractions.
- Littering: Scattering or leaving trash behind on the bus.
- Leaving seat or sitting improperly: Not remaining seated or switching seats without permission.
- Window misuse: Opening/closing windows without permission or placing anything outside the bus.
- Tardiness: Not being at the stop on time, delaying the route.
- Disruptive behavior: Excessive noise, roughhousing, or horseplay that distracts the driver.

Serious Violations

These behaviors create an unsafe environment or demonstrate major disregard for rules. They may result in immediate suspension or skipping steps in the process:

- Fighting or physical aggression: Any pushing, hitting, or threatening contact.
-- Bullying, harassment, or verbal abuse: Teasing, name-calling, slurs, or threats — including written or electronic.
- Vandalism: Damaging or defacing the bus, such as cutting seats or writing on surfaces.
- Throwing objects: Inside or outside the bus, especially near the driver.
- Improper use of emergency exits: Only to be used when instructed by the driver or in a real emergency.
- Insubordination: Refusing to follow directions or identify oneself when asked.
- Tobacco/vaping: Possessing or using tobacco, e-cigarettes, or vaping products.
- Dangerous behavior: Grabbing onto mirrors, bumpers, or retrieving items under the bus.

W. EMERGENCY CLOSING OF SCHOOL

The administration will notify radio station WLEW - Bad Axe and television station WNEM - Channel 5 in the event of bad weather or other conditions that may make it necessary to close school, release early or delay the start of school. We will also notify each household utilizing our School Messenger phone service.

X. FREE OR REDUCED LUNCH POLICY

Elkton-Pigeon-Bay Port Laker Schools, along with the National School Lunch Program, provides free and reduced price lunches to those students who qualify for the program. Applications for free or reduced lunches are available through the school office. Students receiving a free or reduced lunch MUST choose at least three out of the five food selections: bread, meat, fruit, vegetable and milk. Concerns, compliments, or suggestions regarding the free or reduced lunch program should be referred to the Principal's office.

Y. LIBRARY POLICIES & PROCEDURES

1. The Secondary School Library is open from 7:30 a.m. to 3:15 p.m. on Tuesdays and Fridays
2. Food, gum, drink or backpacks are not allowed in the library.
3. A pass is necessary when you must work in the library
4. Check out policy:
   a. most library books: 2 weeks
   b. magazines: overnight
   c. old encyclopedias and vertical file items: 3 days, current Jr. High encyclopedias for classroom use only.
   d. reference books: not checked out
5. Fines: Ten cents per day per overdue item
   a. Students who have any overdue library materials or outstanding charges will not be able to check out library materials. Middle School students will be also be assigned lunch detentions until book and/or fine is paid in full.
   b. Any student who loses or damages library materials will be charged the price of replacing those materials plus a $2.00 processing fee for each item.

Z. ACCEPTABLE USE POLICY

Electronic Information Access and Use For Educational Purposes Policy

The Elkton-Pigeon-Bay Port Laker Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies.

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to the technology is a privilege and not a right.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "*as is, as available*" basis.

District Definitions

Equipment includes, but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer software, print and not-print resources.

Networks include, but are not limited to, all voice and data systems.

Users include anyone who is accessing or using District equipment, software, or networks.

District Responsibility

The Elkton-Pigeon-Bay Port Laker Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:

- developing and implementing and Electronic Information Access and Use Policy
- developing and enforcing use regulations at each network site
- defining the rights/ responsibilities of Users
- providing resources that support the mission of the School District
- assigning and removing of member accounts on the network (s)
- providing training and information on new technologies, software and media as they are acquired and put into use in the District
- maintaining and repairing of equipment that comprise the network(s)
- selecting software that the network will support
- setting quota limits for disk usage by users of the District servers (Internet and LAN) establishing procedures for the disabling or otherwise modifying any technology protection measures.

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity. The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

The Elkton-Pigeon-Bay Port Laker Schools will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.
All account holders on The Elkton-Pigeon-Bay Port Laker Schools network will be granted access to appropriate services offered by the network. The following people may be users of The Elkton-Pigeon-Bay Port Laker Schools network:

Elkton-Pigeon-Bay Port Laker School District Network Users

Users of The Elkton-Pigeon-Bay Port Laker Schools network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of The Elkton-Pigeon-Bay Port Laker Schools network:

1. **Students.** Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
2. **Faculty and Staff**. Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
3. **Others**. Anyone may request a special account on or use of the District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of the Elkton-Pigeon-Bay Port Laker Technology Users Privileges

Users have the privilege to:

- Use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources which facilitate learning and enhance educational information exchange.
- Access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school
- attending appropriate training sessions in the use and care of hardware, software and networks
- seeking instruction for the use of any available technology with which they are not familiar
- adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems
- material received, created or distributed using information technologies

▪maintaining the integrity of the electronic messaging system (voice, e-mail, etc.) deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.

▪keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format

▪awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Interned or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies

▪using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The Elkton-Pigeon-Bay Port Laker Schools is not liable for any financial obligations made nor any personal information provided while using District Information technologies

▪financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access

▪any damages to, or incurred on, their personal equipment. Users accessing The Elkton-Pigeon-Bay Port Laker Schools information technologies on personal equipment do so *at their own risk*.

abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District, Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

▪using the technology for a "for-profit" business, for product advertisement or political lobbying.

▪the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.

▪using District information technologies to draft, send or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.

▪participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network protection vandalizing District or any other information technologies (the District's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Consequences of Inappropriate Behavior

The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy will lose network privileges and will be subject to appropriate school discipline (warnings to expulsion) and police contact if necessary. Repeated or severe infractions of the policy may result in permanent termination of privileges.

Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Challenges

Challenges to District information technologies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

Technology Replacement/Damage Fees

- Cracked Chromebook Screen (Chromebook is still functional) $25
- Chromebook Replacement $265
- Chromebook Charger Replacement $15
- Chromebook Outer Case Damage $25
- Keyboard Damage $30
- Hot Spot Replacement $85

AA. SAFETY GLASSES POLICY

There are areas of the building and classes that require the use of Safety Eyeglasses. The Innovation Center and certain science classes are two examples. Safety glasses are required to be worn by all personnel whenever they perform, observe, or supervise work operations where there is a reasonable possibility of injury to the eyes that could be prevented by such protection. In the event that safety glasses are necessary, they will be provided by the school. If a student would like to own their own safety glasses, the school will also make them available to purchase.

BB. MEDICATION POLICY

1. **Medications for long term duration ordered by a physician, or medications sent from home will be administered by the school nurse or school personnel. The medicine must be in a proper container with the child's name, the name of the medication, dosage, and when it is to be given. The child must not carry any medication to or from school. Medications should be handled by adults only.**
2. **The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parent and physician. Completed paperwork must be on file with the school nurse prior to administration.**
3. A log which contains the name of the student, name of the medication, dosage, and time to be given on all students receiving medication. The person giving the medication checks off when the student has the medication.

4. If an error was made in administering medications, it is reported immediately to the building principal and the parents are notified.

5. No dosage changes are instituted except by written or oral instructions from the physician.

CC. Technology Acceptable Use Policy/Agreement

I acknowledge that I am responsible for my actions on my device and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the district. I understand that failure to do so could result in a loss of technological privileges.

I will not share my password or account with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

I will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bullying, harassment, tampering with hardware, software or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses).

I will obey procedural safeguards to maintain the performance of the network, computer and technological devices. This includes uninstalling/tampering with apps installed by the school.

I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a Laker staff member.

I will not share, make, or post online personally identifying information about any members of the Laker community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

I will access only those resources that are appropriate for school and those District network resources for which I have specific authorization.

I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law

I will not install software on the network, computer or technological devices without permission of the system administrators.

I understand that administrators and teachers may access my files anytime and without advanced notice.

Staff and students who are issued school owned tablets are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the staff member or student.

I understand that I will file a police report for any school device that is assigned to my child that is stolen or is missing.

Violation of this Acceptable Use Agreement may result in:
-Loss of school provided technology and network privileges
-Laker sanctions as prescribed by the student handbook
-Monetary reimbursement to Laker Schools or other appropriate sources - Prosecution under applicable civil or criminal laws.

DD. Poster/Sign Display Policy
Students are encouraged to hang/display advertising signs for their club/activity events in the hallway. All posters/signs must be approved by the Principal before display. Signs that have been posted without proper approval will be removed and discarded.

EE. AI Educational Use Policy

At Lakers Middle School, we are committed to fostering a responsible and ethical approach to technology use in our classrooms, including Artificial Intelligence (AI). In alignment with our **AI Practice and Expectations** document, students are encouraged to utilize AI tools to enhance their learning, provided that these tools are used appropriately and in accordance with the guidelines set by their teachers.

Each teacher will outline specific expectations for AI use within their syllabus. Students are expected to adhere to these guidelines, ensuring that AI tools are used for educational purposes only and are not used to complete assignments dishonestly or in violation of academic integrity. Teachers may require that AI-generated content be cited or that students demonstrate their understanding in additional ways, such as through oral presentations or individual reflections.

For further clarification on how AI should be used in a particular class, please refer to your individual teacher's syllabus and the **AI Practice and Expectations** document. We encourage all students to embrace the potential of AI as a tool for learning while maintaining the highest standards of honestly, responsibility, and critical thinking.

FF. Bullying and Other Aggressive Behavior Toward Students

5517.01—Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others

engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;
Hazing, see Policy 5516.

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Legal References:
MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Adoption Date: **April 18, 2016**

IV. TITLE IX

New Form – Special Update – Title IX
NOTICE AND STATEMENT OF NONDISCRIMINATION
Notice of Nondiscrimination
The District's notice of nondiscrimination shall read as follows:
The Board of the Elkton Pigeon Bay Port Laker School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.
Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:
Mr. Bill Comai
Title IX Coordinator
6136 Pigeon Road
Pigeon MI 48755
bcomai@lakerschools.org
989-453-4600

The Board's nondiscrimination policy and grievance procedures can be located at www.lakerschools.org.
To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to www.lakerschools.org.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr
Statement of Nondiscrimination
If necessary, due to the format or size of any publication, the District may use the following statement of nondiscrimination:
The Board of the Elkton Pigeon Bay Port Laker School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at www.lakerschools.org.
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DISCLAIMER

Note: Laker Secondary Schools reserves the right to make changes or amendments to handbook policy and procedure as appropriate, pending approval by the Board of Education. In the case of a significant change or amendment, every effort will be made to notify students and parents in a timely fashion. Thank you for your cooperation and understanding.

OK2SAY is Michigan's most effective prevention-based reporting system, logging 27,528 cumulative tips as of April 2021 from students across Michigan since the program became operational in September 2014. The program was designed to empower Michigan students to help prevent violence and make their school safe by confidentially reporting threatening behavior.

Tips can be submitted the following ways:

- Call: 8-555-OK2SAY (855-565-2729)
- Text: 652729 (OK2SAY)

