

BOARD OF EDUCATION

Kevin Bushu
Tonya Janke

Jason Beckrow
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ADMINISTRATION

Greg Eding.....Superintendent
Julie Powell.....Assistant Superintendent
Tracy Althouse.....Chief Financial Officer
Jeff Yauchstetter.....Principal
Jason Holok.....Assistant Principal
Greg Younger.....Athletic Director

SCHOOL SONG

Lakeshore Lancers we fight for thee
To thy colors true we shall ever be
Firm and strong, united are we,
Red and white our colors bright
We shall fight with all our might
Victory for Lakeshore High
(repeat verse)
Lancers! Rah! Rah! Rah! Lancers!

School Colors: Red and White

ALMA MATER

LANCER PRIDE

By the shores of Lake Michigan
lies a school we love.
Red sunsets lead the way
to bright white stars above.
Nowhere else, when looking far and wide,
in-stills in us a feeling
like the Lakeshore Lancer Pride.

WELCOME TO LAKESHORE PUBLIC SCHOOLS!

We in Lakeshore Public Schools are proud of our strong traditions and unwavering commitment to excellence. We take pride in the accomplishments of our students in the classroom, on stage, and on the field of competition. The Lakeshore staff is of the highest caliber and is committed to helping each and every student discover and reach their goals with character and integrity. There's something special about being a Lancer.

- **PROGRAMS** – Lakeshore Public Schools is committed to the future of our students by offering many pathways to success. With highly acclaimed academics and a broad offering in Career Technical Education (CTE) programs, Lakeshore High School is consistently ranked among the top high schools in Michigan by U.S. News and World Reports.
- **STEM** – Lakeshore Public Schools introduced Project Lead the Way, a nationally recognized program in STEM education, in 2016 at the middle school level and 2017 at our high school. Lakeshore also offers advanced students an opportunity to attend our Math & Science Center. Additionally, Lakeshore Public Schools offers First Robotics opportunities at all three levels.
- **VISUAL AND PERFORMING ARTS** – Lakeshore Public Schools offers exceptional opportunities in the Visual and Performing Arts. Lakeshore High School boasts a marching band that has won several state championships, an award winning vocal music program, and a visual arts program that has garnered local and state-wide awards. Additionally, Lakeshore High School hosts the Berrien County Dance Program.
- **EXTRACURRICULAR OPPORTUNITIES** – From elementary school through high school, Lakeshore Public Schools offers a robust array of extracurricular opportunities for our students. Options include Theater and Productions, First Robotics, DECA (marketing and entrepreneurship), Electric Car Club, and Engine Build Teams, to name just a few. Lakeshore also has a rich tradition of Athletics, fielding teams that consistently compete for league, regional, and state titles.
- **COMMUNITY SUPPORT** – Lakeshore Public Schools is supported by the Lakeshore Excellence Foundation (LEF) that raises money to fund programs and grants that support innovative teaching and learning in technology rich learning spaces.

Lakeshore Public Schools is committed to providing a safe and orderly environment which is rich in multiple learning opportunities. Through a broad spectrum of course selections and a vast array of co-curricular and extracurricular activities, Lakeshore strives to develop responsible citizens, who will be well prepared for a variety of post-high school experiences. Standards for student behavior are outlined in this handbook and should be reviewed by students, parents and staff. A collaborative effort is essential to nurture a positive and cooperative learning atmosphere where everyone is treated with dignity and respect.

GENERAL INFORMATION

DISTRICT MISSION

The mission of Lakeshore Public Schools, in partnership with families and the community, is to guide students toward achieving educational excellence by engaging, inspiring and empowering them to think, learn and pursue their individual passions with knowledge, confidence and integrity – the foundation of their future.

DISTRICT VISION

Lakeshore Public Schools is committed to sustaining a tradition of educational excellence within a safe, stimulating learning environment. As leaders in their own lives, students will achieve their greatest potential by setting their own goals and pursuing them with the guidance of dedicated faculty and staff.

NON-DISCRIMINATION POLICY

The Board of Education complies with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Lakeshore Public Schools is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, he or she should direct a complaint or request for accommodation to the District's Compliance Officers:

Julie Powell
Assistant Superintendent
269-428-1400
5771 Cleveland Ave.
Stevensville, MI 49127
jpowell@lpslancer.net

Jeff Yauchstetter
High School Principal
269-428-1402
5771 Cleveland Ave.
Stevensville, MI 49127
jyauchstetter@lpslancer.net

EXPECTATIONS FOR STUDENTS

We expect the following of all students:

1. Be in every class on time every day unless you are ill or excused for school business. Remain in class until your teacher dismisses you.
2. Remain on school property during your regularly scheduled school day. Students are not allowed in the halls during class time without a pass, nor are they allowed in the parking lots from the first hour bell until the dismissal bell unless they are leaving with an early dismissal slip or obtain a car and back pass. Both are issued by the attendance office.
3. Show respect for the rights and responsibilities of all school employees and your fellow students.
4. Give all classes and co-curricular activities your best effort.

Adherence to these guidelines will lead to a very successful school year.

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order and provide a safe learning environment for all students. It should be noted that violations are cumulative and that consequences for cumulative violations may be more severe. The severity and frequency of the misbehavior will be considered when determining appropriate disciplinary action.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

The school is not responsible for lost, stolen or damaged personal items. Students need to take precautionary action to properly secure their items in order to avoid theft or damage.

Students are to be aware that they may be under video surveillance inside and outside of the school building.

WEBSITE ACCESSIBILITY STATEMENT

Lakeshore Public Schools (LPS) understands the necessity to develop website content in a way so it is accessible to all persons. LPS has attempted to design our website with the following standards and compliancy: LPS has developed the website to be compliant with both the Americans with Disabilities Act as well as adopting the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0.

LPS strives for its website along with its external website resources to comply with WCAG 2.0 AA compliance so users of magnification software, screen-reading software, and text only browsers are able to consume content. LPS continues to utilize services that assist with maintaining A and AA WCAG 2.0 compliancy.

LPS has designated a Web Accessibility Coordinator to oversee compliance with this policy and WCAG 2.0 guideline recommendations. To this end, the District assures that the Web Accessibility Coordinator will be provided with sufficient resources and authority to coordinate and implement the Website Accessibility Plan.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW – Lakeshore Public Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

REPORTING VIOLATIONS/FILING A COMPLAINT – Students, prospective students, employees, guests, and visitors may report violations of the technical standard(s) used by the District by contacting our Web Accessibility Coordinator with any accessibility concerns. We will try to provide the information in an alternate format that provides equally effective alternative access or rectify the issue within the website itself. We aim to respond to accessibility feedback within 5 business days, and to propose a solution within 10 business days. You are entitled to escalate a complaint to either the District’s 504 Coordinator or the Title II Coordinator, should you be dissatisfied with our response. Contact information is provided below.

CONTACT INFORMATION:

Web Accessibility Coordinator
Chris Quartermaine
Lakeshore High School
5771 Cleveland Ave
Stevensville, MI 49127
Phone: 269-428-1402
cquartermaine@lpslancer.net

Section 504 Coordinator
Stacey Steffes
Lakeshore High School
5771 Cleveland Ave
Stevensville, MI 49127
Phone: 269-428-1402
ssteffes@lpslancer.net

Title II Coordinator
Dr. Julie Powell
Central Administration
5771 Cleveland Ave
Stevensville, MI 49127
Phone: 269-428-1400
jpowell@lpslancer.net

ACCIDENTS/ILLNESS/INJURY

For your own safety, any accidents or serious illnesses that occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the building administrator or staff person in charge of the class or activity. An accident or injury report must be completed for all occurrences.

Healthy personal hygiene practices are emphasized in our school in an effort to control the spread of germs. These include: regular and proper hand washing, appropriate use of hand sanitizer (dispensers available throughout the building) and covering a cough with a tissue or arm. We ask parents to keep students at home until they are fever free without medication for 24 hours to avoid exposing other students to infection.

Students involved in minor accidents (small cuts, scratches, or bruises) will be cared for by school personnel. If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent.

The school will make every effort to inform parents of any accident or illness occurring at school. For the safety and protection of students, however, students will only be released to adults listed on the emergency card and only after they have presented proper identification. Please keep emergency information current in the office.

CONCUSSION – A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. **Seek Medical Attention Right Away** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **Keep Your Student Out Of Play** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **Tell the School About Any Previous Concussion** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed By Parents:

- Appears dazed or stunned; Is confused about assignment or position;
- Forgets an instruction;
- Can’t recall events prior to or after a hit or fall;
- Is unsure of game, score, or opponent;
- Moves clumsily;
- Answers questions slowly;
- Loses consciousness (even briefly);
- Shows mood, behavior, or personality changes.

Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and

crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other is drowsy or cannot be awakened;
- A headache that gets worse;
- Weakness, numbness, or decreased coordination;
- Repeated vomiting or nausea;
- Slurred speech;
- Convulsions or seizures;
- Cannot recognize people/places;
- Becomes increasingly confused, restless or agitated;
- Has unusual behavior;
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

How To Respond To A Report Of A Concussion:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

CONCUSSION AWARENESS

Educational Material Acknowledgement

I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Lakeshore Public Schools.

ANIMALS ON CAMPUS

Other than duly registered service animals that are utilized by a student, or animals that reside in a classroom, no animals are permitted on school grounds, including the parking lots, or on campus absent prior permission of the building principal. This includes walking children to school or having dogs in the car when you drop your children off at school. Please be cognizant that family pets can create a disruption to other children and can result in potential liability both for you and the school district. Please contact your building principal if you have any questions regarding this policy.

ATHLETICS & ACTIVITIES

Lakeshore Public Schools is a voluntary member of the Michigan High School Athletic Association (MHSAA) and competes only against member schools. As a member of MHSAA, the district abides by and complies with all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, student athletes must comply with the policies of the Michigan High School Athletic Association and Lakeshore Public Schools. All student athletes must abide by the student code of conduct as well as the Athletic Department Handbook. Detailed guidelines and eligibility requirements for athletes are available in the Athletic Department Handbook.

NCAA Academic Eligibility for College Bound Student Athletes is available on their website at <http://www.ncaaclearinghouse.net>.

Students are encouraged to participate in co-curricular and extra-curricular activities. Clubs and organizations give students an opportunity to improve leadership qualities, learn new skills and meet other students with similar interests and to have fun.

CHANGE OF ADDRESS/ EMERGENCY INFORMATION

If you move during the current year or need to change information on your emergency forms, please download the proper form from the District website and bring them to the Administration Building located at 5771 Cleveland Avenue, Stevensville, MI 49127. If you have any questions, please call us at 269.428.1400 or email registrar@lpslancer.net.

DAILY SCHEDULE-LATE START SCHEDULE

The schedule will be available in the Lakeshore Light, the Lakeshore Website, www.lpslancers.net and will be distributed at the beginning of the school year. Late Start Wednesdays begin on the first full week of school. Late Start Wednesdays will not occur if a student half day is scheduled on that day. Please the final Late Start Wednesday to be held will be noted on the school year calendar and in memos and newsletters throughout the school year.

DIRECTORY AND PUBLICATION INFORMATION/FERPA

Announcements regarding school activities, meetings, athletics, scholarship/counseling information, etc. will be provided in various ways in the different buildings throughout the District, including weekly postings in classrooms and the general offices, and the reading of announcements. Students are urged to listen and keep informed of all school activities.

Permission to post any school sponsored signs, posters, or flyers must be obtained by the student's building principal prior to posting. Any posted material not approved will be removed. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment. Unauthorized distribution of any materials will be halted and disciplinary action may be imposed.

The Family Educational Right and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain parental consent prior to the disclosure to third parties of personally identifiable information from your child's education records. However, the law provides that the District may disclose appropriate designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District

procedures.

The following items are designated as directory information at Lakeshore Public Schools: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph or electronic images as published in school yearbooks and newspapers. To assist the District in improving instruction through analysis of standardized test scores, Lakeshore Public Schools also discloses directory information and available standardized test scores to authorized personnel of Eidex, LLC. Eidex assures that identifiable information has been "de-identified" so that personally identifiable information of students is not disclosed to any other entity besides the District or authorized personnel of Eidex. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the current school year. Opt out forms are available at the Central Administration Building. If you have any questions, please contact Stacey Steffes, Director of Student Services at 269 428-1407.

Please be advised that the Elementary and Secondary Education Act of 1965 and 2001 National Defense Authorization Act require that Districts provide military recruiters, upon request, with access to names, addresses and telephone listings of secondary school students unless the parent/guardian provides written notice that they do not want their student's information disclosed without their prior written consent. Additionally, the Revised School Code, MCL 380.1139, requires that school officials of a public high school provide the same access to pupil directory information to the armed forces of the United States and to service academies of the armed forces of the United States as is provided to other entities offering educational or employment opportunities. If you do not want the District to disclose this information without your prior written consent, you must notify the District in writing by September 30 of the current school year.

Pursuant to FERPA, school districts are precluded from releasing documents or discussing information about another student absent written authorization from that student's parent or guardian. This includes discussion of another student's discipline or responding to questions about another student's discipline.

DRIVING: ALL DRIVERS

Drivers must adhere to traffic directions and signage and be cognizant of the safety of other students, staff and adults while dropping their children off and picking them up. Drivers who repeatedly violate the rules regarding parking, ingress and egress, and safety will be reported to the police and may be banned from school property.

EMERGENCY SCHOOL CLOSING/TWO-HOUR DELAY

On days when it becomes necessary to close schools or impose a two-hour delay because of adverse weather conditions, Parents/guardians will receive a phone call and/or text message from School Messenger. Information will also be available online at www.lpslancers.net and the district's social media outlets.

When the weather requires the district administration to delay the start of school by two hours because of fog, snow, ice, or other conditions, buses will pick students up at their regular bus stop two hours after their normal scheduled time. On Late Start Wednesdays, buses will run on a

two-hour delay based on a normal (Monday, Tuesday, Thursday, Friday) schedule. Dismissal time will be at regularly scheduled times.

FIELD TRIPS

Field trips provide varied and interesting educational opportunities for our students. Please return all appropriate forms in a timely manner so your child is not excluded from an activity or field trip.

Please be advised that the District reserves the right to place restrictions upon a student's participation in a field trip or activity when, in the District's judgment, the student's welfare or the welfare of others requires it. This includes, but is not limited to, preclusion from participation in the field trip or activity and/or attendance only if accompanied by a parent or adult family member. The decision of the Superintendent is final.

Any expenses related to student misbehavior, including but not limited to the need for alternate transportation, will be the sole responsibility of the parent/guardian or of the adult aged student.

DRINKS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

Only transparent water in clear containers is permitted in classes. Other beverages may be used in the cafeteria during lunchtime. Beverages determined not to support the school environment at any time include CARBONATED DRINKS, ENERGY DRINKS or other ENHANCED DRINKS. We appreciate your cooperation in not sending them to school. Please be advised that the USDA Guidelines for Healthy Schools will be followed by the District.

FREEDOM OF SPEECH

Students are entitled to express their personal opinions. However, it is important to recognize that a student's freedom of expression is not absolute or unlimited. A student's expression may not interfere with the freedom of others to express themselves or disrupt the educational process. The use of obscenities, personal attacks and/or libelous and/or slanderous remarks that damage a person's reputation is prohibited. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

IMMUNIZATION RECORDS

To be legally enrolled in school, a student's immunization record must be current and on file in the school office.

LOCKERS

School locks and lockers may be issued at every level based on availability and are the property of Lakeshore Public Schools. Lockers are assigned to students for convenience and for storing supplies, coats, and other items essential to the educational process. Periodic lock and locker checks are designed for the purpose of ensuring school safety and student welfare. Students may not change lockers or locks without the permission of the administrator in charge of lock and locker assignments. Only school issued locks are allowed on lockers.

- Do not keep money or valuables in your locker.
- Do not give your locker combination to anyone.
- If your lock or locker does not work properly, contact your general office for direction.

- A charge may be assessed for an unreturned lock.

School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and/or without a search warrant. Students should have no expectation of privacy in the use of a locker. For specific information, please refer to Board Policy 5771.

LOST AND FOUND

A lost and found container for clothing, other personal items and school materials is located in each building. Students who find articles or valuable items such as: keys, electronic devices, jewelry, purses and wallets are expected to turn them into staff or to the office. Owners may claim articles, if identified. If a student has lost an item, he or she is encouraged to file a report to notify the school office. Please be advised that the District is not responsible for lost, stolen or damaged valuables.

MANDATORY REPORTING OF STUDENT'S HEALTH AND SAFETY

Our first concern is always for the health and safety of all students in Lakeshore Public Schools. For this reason, and in accordance with the law, staff members are required to report any information that suggests a student may harm herself/himself or others or that the student may be a victim of abuse or neglect. If a student discloses such information either directly to a staff member, or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities and/or agencies. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.

Please be advised that school districts are required to report certain acts of student misconduct to police or other state and/or federal agencies.

MEDICATION

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken by inhaler, those which are injectable, or those applied as drops to eye or nose, or applied to the skin.

Prescription Medication – If it is necessary for a student to take prescription medication during school hours, a Medication Authorization Form must be completed by a doctor including the doctor's instructions for administering the medication and the dosage, and co-signed by the parent/guardian. This form must be on file in the office prior to the administration of medication by school personnel. All medications must be kept in the original prescription bottle in the office. If the proper form is not on file or the medication is not in the original prescription bottle, the parent/guardian will be required to come in and administer the medication to the student.

Students may not carry any medicines at school unless specifically ordered by the physician and with prior approval by the Building Administrator. Students with appropriate written permission from the physician and parent (Self-Administration Form) may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms as well as an Epinephrine auto-injector. Use of Epinephrine is administered only in accordance with a written medication plan developed by the school nurse. Students may not share or provide medication of any kind with or to other students.

All questions should be directed to the Building Principal. Violation of this policy may result in disciplinary consequences.

Non-Prescription Medication – If a student must take non-prescription/over-the-counter medication (including but not limited to aspirin, herbal medications, supplements, etc.) during the school day, the parent/guardian must complete a Medication Authorization Form which provides the school with written permission to administer non-prescription medication to the student. Upon entering the school building, the parent must report to the office or designated personnel with the medication. The medication must be taken in the presence of designated school personnel and must be in the original packaging. Students may not carry any non-prescription medications at school unless specifically ordered by a physician and with prior approval by the Building Administrator. All questions should be directed to the Building Principal. Violation of this policy may result in disciplinary consequences.

SALES & FUNDRAISING ACTIVITIES

All sales and fundraising requests (in-school or community) and the selection of vendors must be approved in advance by the sponsor and/or faculty person in charge of the group requesting the sale and by the administrator in charge of fundraising. Officially recognized clubs, teams, classes, organizations, etc., that fail to receive advance approval to sponsor a fundraising sale or activity will have their activity terminated regardless of the monetary consequences.

Crowdfunding activities aimed at raising funds for specific classroom or school activities, including extracurricular activity, or to obtain resources (supplies/equipment) may be permitted with prior specific approval of the superintendent.

SCHOOL-SPONSORED PUBLICATIONS/PRODUCTIONS

Lakeshore Public Schools sponsors student publications and productions as a means by which students learn under adult direction and/or supervision. School-sponsored publications include but are not limited to the following: written materials, electronic or online material, video or audio clips, newsletters, newspapers, or announcements, vocal and theatrical performances, impromptu dramatic presentations, student broadcasts.

While students have the right to express their views and attitudes on all issues, all material to be printed or produced is subject to review by the advisors and building principal.

SEARCH AND SEIZURE

Students and their personal property (e.g., purse, backpack, book bag, and athletic bag etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal, unauthorized, stolen, hazardous or contraband materials at school or any school-sponsored activity. Searches may be conducted with or without a student's consent. Illegal or contraband materials may be turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, against school policy or outside the original scope and/or purpose.

Reasonable suspicion: A belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of his or her experience. Specific reasonable inferences may be drawn from instances including but not limited to information from a reliable student, suspicious behavior, smells, or a visual clothing abnormality.

Contraband: Any and all substances or materials, the presence of which is prohibited by school policies or rules or state or federal laws. These include but are not limited to controlled substances, drugs, alcohol or alcoholic beverages, aerosol paint, guns, knives, weapons, incendiary and explosive devices or stolen property.

Automobiles: Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there may be illegal, unauthorized, hazardous or contraband materials in or on the automobile.

Canine Inspections: School authorities may use specially trained canines to search for the presence of illicit drugs, alcohol, weapons, and gunpowder based items, unauthorized materials, or illegal controlled substances in school lockers and/or in student vehicles. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time with or without notice.

STUDENT RIGHTS AND RESPONSIBILITIES

The school is an academic community composed of students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must also accept the corresponding responsibilities. This includes respect for the laws of the community and for the rights of the other members of that community.

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Students have freedom to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact a principal or any other adult at school.

INTERVIEWING OF STUDENTS BY POLICE

1. Students suspected of violating Federal, State or Local ordinances may be interviewed on school property by a police officer or governmental official. A school official will notify the parents, and will be present at all times during the interview to protect the rights of the juvenile.
2. No student is to be turned over to any legal authorities unless such person shall possess a warrant in which case the parent is to be notified immediately if it is possible.

STUDENTS WITH SPECIAL NEEDS

A variety of support programs are available for students with special needs. An evaluation will be conducted to determine eligibility and placement and accommodation issues. Teachers, parents/guardian or other professionals may make a referral if a child is suspected of having an impairment that may interfere with their education. Please contact your child's principal to inquire about evaluation procedures and programs. All students with identified disabilities will be afforded the procedural safeguards and due process rights set forth in IDEA and Section 504 of the

Rehabilitation Act of 1973.

Academic support will be provided on a regular basis to students whose English language proficiency is developing or limited. Trained English Learner (EL) staff members provide support to students throughout the District and schedule time in the student's building according to the number of students who require EL services. Please contact your child's building principal or counselor for additional information.

Director of Student Services (Special Education/504/English Learners)

Stacey Steffes

Lakeshore High School

5771 Cleveland Ave

Stevensville, MI 49127

Phone: 269-428-1402

Email: ssteffes@lpslancer.net

VISITORS

Parents play a central role in the education of their children and are encouraged to become familiar with their child's learning environment; to maintain regular contacts with their child's teachers, counselors, and school administrators; and to regularly attend school open house, visitation days, other family activities and planned parent teacher conferences. To safeguard the learning environment for all students and to prevent disruption of the learning process, parents are asked to contact the teacher or principal to set up a visit. Board Policy 9150 "Parent School Visitations" (Section II), details the procedures to be followed by parents wishing to visit their child's classroom. ALL parents and visitors must register in the office upon entering the building. For several reasons including liability concerns, requests for other visitors (friends, cousins, siblings etc.) will be denied. We hope that parents can understand our position and will help by not allowing their children to make such a request.

VOLUNTEERS

We encourage and promote parent volunteers at school. Volunteers must work through the classroom teacher, PTO, or building principal. Prior to volunteering, every adult must submit a Conviction Disclosure form and be cleared for work in the building. This applies to all chaperones for events and fieldtrips as well. The clearance is good for one year and must be renewed annually. The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers. Any person who volunteers in a regular and continuous capacity or chaperones field trips shall be screened through the Sex Offenders Registry (SOR), the Internet Criminal History Access Too (ICHAT) and the Offender Tracking Information System (OTIS) prior to participation in any District program or activity. Individuals convicted of crimes listed in the Sex Offender Registry Act, M.C.L.A. 28.722 as well as those persons convicted of felonies less than seven years old shall not be allowed to volunteer in the schools or in the District. All other applications will be reviewed on a case by case basis. All volunteers must sign in at the school office before going to work stations and wear identification when in the building.

ACADEMICS AND ATTENDANCE

You can reach the High School Attendance Office at 269-428-1410.

ATTENDANCE

There are two types of absences: excused and unexcused. Excused absences include the following:

- Student illness/injury with doctor's note;
- Medical appointments;
- Observance of religious holiday;
- Funeral/death in the immediate family;
- Extreme family emergency;
- Documented college visits;
- Mandated and documented court appointments;
- Placement by juvenile court in detention, shelter care, foster care, or residential placement;
- Educational opportunities approved by school officials; or
- Other reasons as approved by the student's administrator.

Parents are required to call the attendance office to provide the excuse for any of the absences listed above. All other absences are considered unexcused. Unexcused absences may result in no credit for make-up work. BOTH excused and unexcused absences count toward the attendance number as set forth in the protocol below, except for the following: school field trips or other school business, written documentation from a physician indicating the student cannot be in school (this does not include doctor appointments), or death in the immediate family.

Unexcused Absences include those absences not included above. Examples of unexcused absences include, but are not limited to, the following:

- Staying home to baby-sit;
- Oversleeping;
- Travel;
- Needed at home;
- Weather;
- Missed bus
- Sickness not documented within 48 hours of return to school
- Willful truancy

Parents/guardians are expected to notify the school promptly of any absence or extenuating circumstances regarding illness or personal family problems which may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents/guardians should discuss the importance of good attendance with their student(s) and avoid supporting any abuse of the Attendance Policy. Students can participate in "take your son or daughter to work day," but it will count as an absence, as does any time a student is not present at school or at a school-sponsored activity.

TARDY POLICY:

High School: Students late to school need to sign in at the Attendance Office. Students late to school shall only enter the school through the front door, entrance #1. Entrance through all other doors are unauthorized during the school day. A student will receive an unexcused absence if they are more than 15 minutes late or leave a class early without receiving a student pass or teacher permission. When a teacher causes a student to be late, that teacher is expected to write the pass. If the student is detained beyond 15 minutes, the teacher will need to alert the attendance office to have the absence recorded as "teacher related."

- 1st-hour tardies will be recorded by the main office. Any student who accumulates more than 2 tardies will receive a detention for each tardy past 2. All students tardy to 1st hour must receive a pass from the attendance office to enter class.
- 2nd - 6th hour tardies will be recorded by the classroom teacher. First (1st) and Second (2nd) Tardies in a Semester.....A tardy will be recorded by the teacher, and the student will be verbally notified that a detention will be assigned on the occasion of a third (3rd) tardy. Third (3rd) tardy in a semester.....The teacher will assign the student to detention (before or after school) and will notify his/her parents/guardians. A Disciplinary Referral Form will be written for each tardy past 3 and send it to the office.

POTENTIAL CONSEQUENCES

A student's attendance violation may result in, but is not limited to, the following:

- Parent meeting;
- Attendance contract;
- Other restrictions as deemed appropriate by the building principal such as: After School Detention, Lunch Detention, ISS, OSS, loss of parking pass or privileges, loss of activities and athletic privileges;
- Referral to Berrien County Prosecutor's Office.

Students who do not participate in at least 50% of school classes during the day may be precluded from participating in extracurricular activities.

TRUANCY

Truancy is defined as any unauthorized absence from school for any period of time. Chronic tardiness can also be considered truancy. Lakeshore Public Schools cooperates fully with local ordinances, the Berrien County Prosecutor's Office and the local District Court to address and eliminate student truancy.

NOTIFICATION POLICY

High School/Middle School: Whenever a student is absent from school, a parent/guardian needs to call the school by 9:00 a.m. on the morning of, or the evening prior to, every day the student is absent from school. When calling in an absence for your son or daughter please include the following information:

- A description of the symptoms of the illness (vomiting, diarrhea, fever, reach, etc.) and report the type of disease if known and who diagnosed the illness.

- Your phone number.

If the student's parent is unable to call, the student must bring a written excuse, signed by their parents, to the office before they return to classes.

Children who are ill should stay home to recover. Students who have been ill should be fever and vomit free for 24 hours before returning to school.

MAKE-UP WORK

High School: Makeup work will be provided to students who are absent from school. Students will be given one day for each excused absence to complete any missed work for each day they are absent; (e.g., if a student is absent for three days, they will be allowed 3 days to make up missed assignments.) For long-term projects/assignments which were assigned prior to the date of absence, projects/assignments will be due on the day of return to school. It is the student's responsibility to obtain all missed schoolwork from their classroom teachers. If a student misses a quiz or test while out with an excused absence, the student shall immediately make arrangements to take the missed quiz or test upon their return. Students shall check Google Classroom in order to try to locate work they are missing because of the absence. If a student cannot locate missing assignments on Google Classroom, they shall contact their teacher directly in order to locate the work they are missing because of the absence.

VACATIONS SCHEDULED DURING SCHOOL DAYS

The School Board does not condone vacation as a reasonable excuse for being absent from school. The time missed will be counted as an authorized, unexcused absence, and may be a factor in determining grades if make-up work is not completed. If a family chooses to vacation during a regular school week and assignments are requested, the type and quantity of such assignment(s) shall be decided by the teacher(s) involved. Such assignment(s) shall be reasonable in expectation and consistent with the course of study going on in the class. The teacher(s) shall also determine if the work is to be completed partially or in full, in advance, or upon return from the absence. Students are responsible for completing assignments as outlined by the classroom teacher. Students will consult with the teacher to determine due dates for missed assignments. Families should complete the **Prearranged Absence Request Form**, located in the attendance office, prior to departure. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

CLOSED CAMPUS

All Lakeshore schools are closed campuses. This means that students are expected to be within the property boundaries of the school at all times. There are no lunch passes and leaving school grounds during school hours without proper permission from the building principal's office or the attendance office is prohibited. In order to ensure the safety of all individuals, students may be prohibited from certain areas on campus. Please check your specific building for areas that may be designated as off limits for students and/or student activities.

Unauthorized presence in unassigned areas of the school grounds may result in discipline. All parking lots are off limits to students except when the student has a pass or during authorized arrival/departure periods. The Bus Loop is restricted, before and after school, to only those students authorized to ride the buses.

LEAVING SCHOOL DURING THE SCHOOL DAY

High School: Students are to remain on school property from the time they arrive at school in the morning until they leave at the end of the school day. Students are not allowed in the parking lots during the school day unless they are leaving with an early dismissal slip or have a car and back pass from the attendance office. The student will be assigned a Step 2 on the disciplinary scale and will serve 2 detentions. Additional occurrences will result in a suspension and a higher level on the disciplinary step level placement for failing to comply with closed campus rules.

Middle and Elementary School: In order to ensure the safest environment for students, middle schools have a closed campus. Students may not leave before dismissal times unless accompanied by an authorized adult. All students leaving school during the day must sign out through the main office. Students will only be released to individuals whose names appear on the emergency card and who provide appropriate identification. In order for a student to leave early, he/she must bring a note from a parent/guardian to the main office before classes begin in the morning and obtain a permission slip to leave.

GRADE REPORTING

Lakeshore Public Schools provides communication regarding academic grades through regular report cards. Additionally, the PowerSchool Parent Portal can be accessed on a daily basis at <https://ps.berrienresa.org/public/home.html>.

GUIDANCE SERVICES

HIGH SCHOOL – The counselors and the student advocate are available to discuss academic, vocational, social, or personal situations. Each student is urged to take advantage of this valuable service whenever the occasion warrants.

HOW DOES A STUDENT AT THE HIGH SCHOOL SIGN-UP TO SEE A COUNSELOR?

- If the student wants to see a counselor, it is his/her responsibility to make an appointment with the guidance secretary.
- The guidance secretary will give the student an appointment card/pass, which must be presented to the teacher at the beginning of the class period from which the student is to be released for the appointment.
- The student will report at the scheduled time to the Guidance Office and will sign in with the secretary.
- Upon completion of the appointment, the student will sign out and report back to class.

HOW DOES A PARENT CONTACT A COUNSELOR AT THE HIGH SCHOOL?

High School: If a parent wants to see a counselor at the high school, he/she may phone the guidance secretary at 269-428-1579 to make an appointment. Parents can also contact their child's counselor by emailing their questions or concerns. Parents may walk in and request an appointment; however, there may not be a counselor available. Therefore, parents are encouraged to phone first.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The School District provides students with the use of textbooks, library books and other instructional aides and materials free of charge. This is done with the expectation that this major

investment will be properly safeguarded and that students will maintain these items in the best possible condition. Reasonable wear is expected as a result of daily use. However, students will be held responsible and fines may be assessed for unreasonable textbook damage, repair or replacement. Students will be required to return the textbook issued to them through the barcode system. Legal action may be taken to collect unpaid fines and/or fees.

COURSE CHANGES

The drop/add window to change classes is one week into the semester. Deadlines may occur when school is not in session. Students are responsible to correct or complete schedules prior to these deadlines. After the window closes and a student drops a class the grade will be changed to indicate that the student failed the class. There may be a window of opportunity in the spring and fall to rearrange class hours. Directions will be given to students during school. Schedules are final unless:

- A) The guidance office initiates a change due to the balancing of classes or a change in the master schedule.
- B) A parent provides written permission to change classes within the drop/add window/
- C) The schedule is incorrect (Example: the student is scheduled for Geometry when he/she should have been placed in Algebra 2).
- D) The student is scheduled to repeat a course with the same teacher from whom they previously earned a failing grade. All attempts are made to grant this option; however, due to scheduling conflicts it may not be possible.
- E) Principals and counselors have the option to change any students schedule to ensure the best educational environment for all students.

COLLEGE REPRESENTATIVE VISITS

Students are restricted to three (3) appropriate off campus visits with college representatives during the regular school day. Students may be denied the opportunity to attend college visitations if their conduct is inappropriate.

CONFIDENTIALITY

The main purpose of confidentiality is to offer students a relationship in which they can address concerns without fear of disclosure. Confidentiality is maintained by school district officials except in circumstances that may jeopardize the health, safety and welfare of the student or others. The importance of confidentiality must be balanced with parents' or guardians' right to the care, custody, and control of their child. School district personnel and subcontracted personnel shall report to the Child Protective Services and the designated administrator known or suspected child abuse or neglect. (State of Michigan Act No. 238) FIA Protective Services Personnel are permitted by law to interview students at school without parental notification.)

DUAL ENROLLMENT

The general purpose of this bill is to allow students to take courses not offered by the high school. Students may only dual enroll in academic courses LHS does not offer or the student has exhausted. Students must also meet Minimum Dual Enrollment Qualifying Scores on one or more of the following tests: MME, ACT, SAT, Compass, Accuplacer, EXPLORE, PLAN or PSAT.

Additional state requirements also must be met. Students should meet with their guidance counselor to discuss the options. Eligible students may exchange college courses for high school courses. Each three credit course at an approved college equates to one semester course at Lakeshore. Students must be enrolled one hour per semester at the high school. At the time of enrollment, students must decide if their course(s) are to be taken for college credit, high school credit, or both. The school's requirement to pay for tuition is based on a State formula and may or may not meet all college tuition costs. The student is responsible for payment of any remaining course fees, books, or tuition costs. If the student does not complete the course with a C or better, the student must refund the cost incurred by the high school. Recent legislation has amended the Postsecondary Enrollment Options Act (Public Act 160 of 1996) and the Career and Technical Preparation Act (Public Act 258 of 2000) to expand dual enrollment options for high school students in the State of Michigan. The language allows students to begin taking dual enrollment classes in 9th grade and to take up to 10 dual enrollment classes in grades 9-12. It also allows students at approved nonpublic schools to participate in dual enrollment. These Acts allow high school students the opportunity to earn college credit in both academic and career and technical education programs. Payment for such enrollment is made from a school district's state aid foundation grant. The Acts establish eligibility criteria for students (including 5th year high school students) institutions, and courses; require eligible charges (tuition, mandatory course or material fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible students and their parents; and requires intermediate school districts to report these dual enrollments to the Michigan Department of Education.

ONLINE LEARNING

Students interested in taking an online course must speak with their counselor. Students taking online courses will be assigned an hour to report to the Online Learning Center. Online Lakeshore will deny enrollment for one or more of the following reasons:

- The pupil has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- The pupil does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
- The online course is of insufficient quality or rigor. A district that denies a pupil enrollment for this reason shall make a reasonable effort to assist the pupil to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.

TESTING OUT

State law requires high schools to allow students to test out of courses by exhibiting mastery on a final exam for a course (78% or better). Test out dates will be announced and it is the student's responsibility to register for the course. Students need to register by the end of the school year prior to exam days and attend one of two dates provided for testing out during the summer months. Lakeshore Public Schools will allow these courses to count toward fulfillment of subject area and

course sequence requirements, but NOT toward fulfillment of the 22-credit graduation requirement. If the student is successful in testing out, they will receive a credit instead of a numeric grade. This will not count towards their rank or GPA. All testing out requests must be made prior to attempting the course for the first time. Students must finish the test the same day they start it.

SECOND SEMESTER SENIOR FINAL EXAM INCENTIVE:

All students are required to take the semester exams. At each teacher's discretion, seniors who meet all 3 of the following criteria may be allowed to waive the requirement for the final exam for 2nd semester.

- 1) Earn a "B" average (83%) or better for the semester
- 2) Earn a "B-" (80%) or better per marking period, and
- 3) Have 9 or fewer absences (excluding school-related absences) for the semester.

All exceptions must be cleared in advance with the building principal. A student who fails both quarters does not have to take the final exam or report to school.

SENIOR PRANK

If a senior prank materially disrupts the day for underclassmen, violates school and/or district policy, causes destruction to school facilities, consumes physical or human resources, and/or puts students/staff at risk, the participating students will not participate in the LHS Commencement ceremony.

STUDENT IDENTIFICATION CARDS

Student I.D. Cards will be issued. These cards may be requested for admission to extracurricular activities limited to Lakeshore students. A five-dollar charge will be assessed if replacement is necessary.

AGE OF MAJORITY

Upon their eighteenth birthday student will assume the same rights and responsibilities as their parents. Eighteen-year-old students wishing to conduct their own school business must complete a "Privacy of Information" form available in the attendance office. Signing this form makes each student responsible for his/her own attendance and school business. All school rules and policies remain in effect.

PERSONAL ELECTRONIC DEVICES

Students may use personal electronic devices (PED) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Students will follow classroom rules in relation to their PED. Red and yellow cards will be used in the classroom to communicate the use of technology in the classroom. Red cards indicate no technology shall be used. Yellow cards indicate technology can be used for educational purposes only. A student who violates this policy will have their phone taken and a parent or guardian must pick it up. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PEDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent

is considered an invasion of privacy and is not permitted. PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property.

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.

Possession of a PED by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students are personally and solely responsible for the care and security of their PEDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PEDs brought onto its property.

Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PED may be turned over to law enforcement. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis.

DAILY SCHEDULE

The schedule will be available in the Lakeshore Light, the Lakeshore Website (www.lakeshoreschools.k12.mi.us), and will be distributed at the beginning of the school year.

GRADUATION REQUIREMENTS

The Board of Education will graduate and present a diploma to any student who successfully completes eight (8) semesters and a minimum of 22 academic credits in grades 9 through 12, which shall include:

- 4 credits – English

Including: 1 credit English 9 or AH English 9

1 credit English 10 or AH English 10

1 credit Junior Year:

- English 11 or English on Demand (EOD)

- AP English Language, AP Lit. or Composition

1 additional English credit

- 3 credits – Social Studies

Including: 1 credit World History & Geography or AP World History

1 credit U.S. History & Geography or AP U.S. History

½ credit Civics or AP U.S. Government and Politics

½ credit Economics or AP Macro Economics or AP Micro

Economics

- 4 credits – Math

Including: 1 credit Algebra 1 course

1 credit Geometry course

1 credit Algebra 2 course as specified in the Program of Studies

1 math credit or math related course must be taken in the senior

Year in order to meet the MME Math requirement.

- 3 credits – Science

Including: 1 credit Biology course

1 credit Chemistry or Physics

1 additional science credit

- 1 credit – Physical Education/Health

Including: ½ credit Physical Education Course or Dance as specified in the

Program of Studies or two (2) consecutive fall semesters of band

½ credit Health

- 2 Seasons of High School Athletics in place of ½ PE credit

- 1 credit – from among Visual Arts, Performing Arts or Applied Arts

- 4 – Elective

22 Credits Total (Minimum to graduate)

In addition to achieving a minimum of 22 credits to graduate, students must also participate in the Michigan Merit Exam in the spring of the junior year.

High school content courses successfully completed at the middle school, as approved by the Board of Education, will meet the Michigan Merit Curriculum requirements for high school. Students who test out of courses will be granted credit towards prerequisite course requirements and subject area requirements above. However, credit earned through testing out may not count toward the total 22 academic credits required for a diploma.

Participation in the annual graduation ceremony will be limited to those seniors who have met all requirements. The high school principal shall present a list of qualified students to the Board of

Education for approval at the regular meeting during May of each year, pending successful completion of outstanding requirements, including attendance at the required graduation practice(s).

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal except as noted below:

Early Middle College (EMC) students in their senior year who are one credit or less from completing graduation requirements, as certified by the high school principal, are permitted to participate in their traditional high school graduation ceremony and will receive their high school diploma upon completion of remaining MMC course(s) and EMC program.

PERSONAL CURRICULUM

The parent or guardian of a student may request a personal curriculum that modifies certain parts of the Michigan Merit Curriculum (MMC) requirements. If the student completes all of the requirements in their approved personal curriculum, and also completes all of the local graduation requirements, then the Board of Education may award a high school diploma.

A personal curriculum may be requested and implemented for four reasons:

- 1. to go beyond the MMC requirements.
- 2. to modify the Algebra II mathematics requirements.
- 3. to modify credit requirements for a disabled student with an IEP.
- 4. to modify requirements for an out-of-state transfer student.

Parents who have questions about Personal Curriculums should contact the high school principal for further information.

EARNING HIGH SCHOOL CREDITS

Students may earn credits toward fulfilling the graduation requirements in the following ways:

- 1. Regular course offerings in grades 9 through 12 as outlined in the Program of Studies.
- 2. Credits transferred from another high school via official transcripts.
- 3. Pre-approved "Dual Enrollment" courses at a community college, college or university.
- 4. Pre-approved summer school, or credit recovery courses.
- 5. Homeschool transfer credits (transcript required from accredited program)

GRADING SCALE

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59 & below

When an incomplete ("I") grade is received at the end of any marking period, a two week (14 day) period (beginning the last day of that marking period) is granted during which the student is to correct the deficiency. If the deficiency remains uncorrected at the completion of the two week period, the incomplete assignments become an "F".

GRADING POLICY

Each teacher will present to his/her class the grading procedures to be utilized in determining individual student grades. A passing grade will be determined on an 80 percent semester grade (2-40 percent quarters per semester), 20 percent exams. A student must successfully pass two (2) of the three (3) categories in order to receive credit for the course/semester. Students must earn no less than 45% per individual quarter in order to qualify for the 2 out of 3 rule. Students must take the final exam in order to qualify for the 2 out of 3 rule. $40 + 40 + 20 = 100$ percent of the semester grade. In courses not requiring a final examination, a project may be substituted. The semester **exams (attendance mandatory)** must be completed in order to receive credit for a course. Any deviation from these requirements must be secured in advance from the teacher involved. An 11 point grading system will be used to compute your G.P.A. "Pluses" and "minuses" will impact your grade and your class standing. To calculate your semester average, straight percentages are used.

HOW TO CALCULATE GRADE POINT AVERAGES

UN WEIGHTED	(AH)	(AP)
GRADE POINTS	HONOR COURSE	ADVANCED
PLACEMENT	GRADE POINTS	GRADE POINTS
	Multiple of 1.125	Multiple of 1.250
A 4.0	A 4.5	A 5.0
A- 3.667	A- 4.125	A- 4.584
B+ 3.333	B+ 3.750	B+ 4.166
B 3.0	B 3.375	B 3.75
B- 2.667	B- 3.0	B- 3.334
C+ 2.333	C+ 2.625	C+ 2.916
C 2.0	C 2.25	C 2.5
C- 1.667	C- 1.875	C- 2.084
D+ 1.333	D+ 1.5	D+ 1.666
D 1.0	D 1.125	D 1.25
D- 0.667	D- 0.750	D- 0.834
F 0	F 0	F 0

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned in the high school only (middle school courses are credit only) by the total amount of semester classes attempted. Use the chart to find the value of each grade. CR/N (Credit/No Credit) courses are not factored in the student's GPA. Ignore these courses. If a credit for a course is transferred from another school, honor points and advanced placement points will only be offered if Lakeshore offers the same course.

It is not a guarantee that dual enrollment classes, college courses, and other classes taught at separate institutions will be weighted. Lakeshore High School will weight classes taught at

separate post-secondary institutions if the course meets the following criteria:

1. The course's curriculum is considered, by committee of teachers and administrators, to be above and beyond the established curriculum at Lakeshore High School.
2. The student provides a copy of the course syllabus, which includes the course curriculum, two weeks prior to the start of the semester.

Class	Grade	Grade Points	#	of Semester
Classes				
English 10 – Sem 1	B+	3.333	1	
English 10 – Sem 2	A	4.0	1	
AH Biology – Sem 1	B+	3.750	1	
AP US History – Sem 1	A	5.0	1	
	Totals	$16.083 \div 4 = 4.021$	16.083	4

Use all semester grades on the high school transcript to calculate the cumulative GPA.

A class offered two hours of the day receives double the grade value and should be counted as two semesters. Example: Music Theory (2 hr. block) the student earned a B for semester 1.

Music Theory grade points = 6 (3 + 3) and it is counted as two semester classes.

ACADEMIC ACHIEVEMENT LETTER

Upon meeting the following standards, a student will receive a chenille letter "L" of the same size and shape as those awarded to varsity athletic letter winners:

1. The student must maintain a 3.50 weighted grade point average for the academic year. A student may also qualify with a 3.5 during the 2nd Semester and the 1st Semester of the succeeding year.
2. The student must be enrolled in a minimum of five (5) classes each semester.

Each succeeding year with 3.50 weighted grade point average and enrollment of at least five (5) classes will qualify the student for an academic pin.

HONOR ROLL

Honor Roll status is determined at the end of each semester when permanent grades are recorded. Students must be enrolled in a minimum of 5 classes in order to qualify for the honor roll. The honor roll may be printed in the local newspaper at the end of each semester.

HONOR GRADUATE

The Board of Education authorizes the recognition of academic achievement in the following manner:

Students with a 3.90 - 4.0 GPA will graduate with highest honors and wear a gold cord at graduation.

Students with a 3.7 - 3.899 GPA will graduate with high honors and wear a silver cord at graduation.

Students with a 3.5 - 3.699 GPA will graduate with honors and wear a white cord at graduation.

These honors will be based on the first eight semesters of enrollment. GPA shall be computed to

the thousandth place and will include all credit courses.

RECOGNITION OF TOP SENIORS

The Board of Education authorizes the recognition of the top seniors students based on grade point average computed in grades earned during the first seven (7) semesters. Consideration should be given when selecting non-graded/non-credit courses. Rank is based on a combination of top ten weighted and top ten un-weighted students' grades.

NATIONAL HONOR SOCIETY

Lakeshore's Clara L. Myers Chapter of the National Honor Society is nationally affiliated. Membership is determined by a five member faculty council appointed by the principal and is based on the guidelines set by the National Association of Secondary School Principals. NHS recognizes and encourages the ideals of scholarship, character, service and leadership. Membership is open to juniors and seniors who have a cumulative grade point of 3.5 on a 4.0 weighted or un-weighted scale and who have attended Lakeshore High School for the equivalent of one (1) semester. Membership is based on demonstrated qualities of service, character and leadership. Both school and community activities are considered in determining NHS membership. Additional information will be provided at a meeting for eligible students in the fall of the school year. NHS members must maintain the standards, which were the basis for their selection. Failure to maintain these standards may result in dismissal from NHS. All selection and disciplinary procedures must follow the national guidelines.

STUDENT CODE OF CONDUCT

PURPOSE OF SCHOOL RULES

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives for this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Student Code of Conduct that follows is the District's response to requirements contained in the Michigan Revised School Code and the District's commitment to a safe learning environment for all students. This Code provides information and direction to students and parents regarding the expected standards of behavior as well as possible consequences for misconduct. The rules set forth in the Student Handbook apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Various factors will be considered in determining the appropriate penalty in any given situation. These include, but are not limited to: the severity of the offense, specific circumstances, impact on the learning environment, and any past disciplinary history of the student. Restorative practices will be considered and applied where appropriate.

Administrators and teachers stand in loco parentis—in the place of parents—while children are at school. Lakeshore Public Schools takes seriously its responsibility to provide a safe learning environment for all students. This includes the right to speak with and/or meet with children when necessary.

Any action that administration is made aware of that is a violation of local ordinances on a school campus or event will be reported to the local authorities.

CLASSROOM RULES

In addition to the rules and regulations set forth this handbook, each teacher may also establish rules for his or her own classroom to help ensure maximum learning for everyone. Students are expected to abide by the rules established by the classroom teacher. These typically may include but are not limited to the following:

- To behave in a way that enhances and supports opportunities for students to learn and for the teacher to teach.
- To bring to class all necessary materials and assignments.
- To observe rules of common courtesy and respect in class.
- To make sure that furniture and equipment are not damaged, and that the room is kept clean.
- To observe the teacher's rules regarding food & drink.

CONSEQUENCES FOR INFRACTIONS

The following list identifies potential administrative responses to infractions of the code of conduct.

Range Of Disciplinary Action

Disciplinary actions include, but are not limited to the following:

- Conference with student,
- Problem solving meeting,
- Conference with student and parent/guardian,
- Intervention conferences,
- Behavior plan/contract.
- Exclusion from Commencement and/or other activities.
- Agency referrals.*
- Police involvement.
- Before or after school detention.
- Lunch detention.
- Out-of-school suspension.
- Recommendation for expulsion.

* The school district's provision of information or referrals to an outside agency is not an express or implied offer to pay, in full or in part, for any expenses, which the student may incur as a result of his/her participation with the agency.

A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. The suspension period officially concludes at 7 a.m. on the day the student returns to school. Co-op students may not work at the co-op job during the suspension. ANY STUDENT ON CAMPUS OR AT A SCHOOL SPONSORED ACTIVITY DURING A SUSPENSION WILL BE CONSIDERED A TRESPASSER.

ELASTIC CLAUSE

The administration reserves the right to establish fair and reasonable rules and regulations for

circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents still recognizing that each situation is different. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order, provide a safe learning environment for all students. It should be noted that violations are cumulative and that consequences for cumulative violations may be more severe. The severity and frequency of the misbehavior will be considered when determining appropriate disciplinary action.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

RESTORATIVE DISCIPLINE PRACTICES

A major consideration of the Code of Conduct is to identify appropriate disciplinary actions that will bring about positive student behavior. Restorative Discipline focuses on the harms, needs and causes of student behavior, not just the breaking of rules and dispensing of punishment. Restorative discipline attempts to provide students with an opportunity to be accountable for the harm caused as well as the opportunity to repair the harm. Students are empowered to help resolve conflict and maintain an environment where the work of the school can happen. The goal of restorative discipline is to provide students an opportunity to learn to think differently about harm, to deal with conflict in peaceful and creative ways, to address accountability and responsibility, to focus on one another's humanity and to problem-solve in terms of community and collaboration.

Restorative justice requires an individual to acknowledge that misconduct and conflict can result in harm not only to those directly involved, but also the entire educational community. It focuses on the concepts of healing, respect, accountability and engagement. Individuals who cause injury are encouraged to make things right with those whom they have harmed, thus impacting the entire educational community in a positive way.

By statute, factors considered in applying restorative practices include:

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

LUNCH AND AFTER-SCHOOL DETENTION (ASD)

Lunch Detentions and ASD are programs implemented for violations of the Student Code of Conduct. ASD may be substituted for out-of-school suspension at the discretion of the principal. Because the program requires regular attendance at school it is felt that this will have a positive effect on students' general school attitude, attendance, and academic achievement. Lunch Detentions and ASD will provide social separation and the academic emphasis needed for a positive disciplinary approach. Students assigned to these programs are expected to complete all assignments provided for them by their teachers, and they will receive credit for successfully completed work. Failure to make academic progress while in ASD will result in additional days being assigned. Failure to report to ASD when assigned will result in a further assignment and/or Out of School Suspension. Detentions may also be assigned for misbehavior, attendance, or failure to pursue academic progress.

Individual coaches and advisors have the option to require higher standards and assign additional consequences, as they deem necessary.

FACTORS TO BE CONSIDERED BEFORE SUSPENDING OR EXPELLING A STUDENT

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

SUSPENSION FROM SCHOOL

Suspension from school is usually used as a means of attempting to correct a student's behavior.

Class work missed due to suspension from school may be made up, when possible, for full credit. It is the responsibility of the student to make the necessary arrangements with his/her teachers.

Suspension constitutes a temporary denial of the right to attend school. The building principal or his designated agent may suspend the student from school whenever that student is judged guilty of persistent disobedience, gross misdemeanor, or whenever the interest of the school demands such action, such as behavior, which interferes with the orderly operation of the school.

Students are not allowed to participate in extra-curricular activities during the time they are suspended from school. If you are suspended on the day of a school activity (game, field trip, and performance) you are not allowed to participate. Suspension from all activities begins at the time of the suspension.

EXPULSION FROM SCHOOL

Expulsion constitutes exclusion from the school program for more than 10 consecutive school

days. Expulsion may be for the balance of the semester, school year, or permanent. The building principal may initiate expulsion proceedings when the student is guilty of persistent disobedience or a gross misdemeanor that the building principal believes justifies expulsion.

- A. The student and his/her parents or guardians *shall be informed of the charges that constitute the basis for possible expulsion.
- B. The student and his/her parents or guardians* shall be informed of their appeal and hearing rights along with written notification of the time and place of the hearing.

The final decision in all cases of recommended expulsion shall be made by the Board of Education.

* Except those cases where privacy of information form has been signed by the student.

PROCEDURE FOR EXPULSION

- A. The Principal shall initiate the expulsion process.
 1. A student recommended for expulsion will be suspended according to the established procedure for suspension,* and remain under suspension pending further action by the Superintendent or Board.
 2. The Principal will forward to the Superintendent:
 - (a) A copy of the letter sent to the parents or student (if over the age of majority.)
 - (b) A recommendation for expulsion stating the reason for expulsion including details of events and facts.
 - (c) A complete record of all disciplinary contacts with the student and resulting action or disposition.
 - (d) A statement from the counselor, which gives a record of his or her contacts with this student including referrals made and a summary of no confidential counseling services provided to this student.
 - (e) Attendance record for the year-to-date.
 - (f) Optional - letters or statements from teachers or others involved with the incident leading to expulsion.
 - (g) Copies of any other pertinent data regarding the student.
- B. The Superintendent will review the facts of the case; the adherence to due process requirements set forth in relevant Board policy, and may hold a hearing with the parents before determining the appropriateness of recommending expulsion to the Board. If the Superintendent recommends expulsion, he/she will:
 1. Compile all information received from the principal and send pertinent information along with his/her recommendation to the members of the Board.
 2. Notify the parents by registered letter confirming the immediate suspension and a date and time the Board will officially consider the expulsion. This notice will include a request that the parents provide, in writing, any additional information to be considered by the Board in advance of the hearing.
 3. Notify the parents, in writing, within 24 hours of the Board meeting, of the official action taken by the Board of Education.
- C. The role of the Board of Education shall be limited to a review of the facts of the case or other information, which directly relates to the alleged violation of this policy or due process. If the

Board determines that expulsion is merited, the Board shall determine the length of the expulsion which may be for the balance of the semester or longer, unless otherwise specified in another Board policy.

DISCIPLINARY STEP SYSTEM

Step 1 Administrative conference with the student to include reviewing the suspension procedure, steps in the disciplinary policy, and notification that the next infraction of rules will result in action on at least the 2nd step. The Student's parents shall be notified that the student may be required to attend in school suspension as assigned.

Step 2 Detention(s) or One day suspension

Step 3 One to Two day suspension*

Step 4 Three to Four day suspension*

Step 5 Five-day suspension*

Step 6 Ten-day suspension*

Step 7 Suspension and recommendation for expulsion

* Days are school days, not calendar days.

Parent contact and/or conference at each step.

The steps shall be administered under the following conditions:

1. That all appropriate corrective action shall be taken either prior to, or concurrently with, any disciplinary action.
2. That once a student is placed on the disciplinary steps, the student shall, during the current school year, move to succeeding steps for each subsequent offense of misconduct which requires disciplinary action regardless of the type of conduct. Movement on the steps will be proportionate to the severity of the misconduct.
3. Placement on the disciplinary step system may be remitted during the current school year upon evidence of failure of the student to be involved in further misconduct for which disciplinary action is required. The student's placement on the step system shall be reduced one step for each consecutive forty-five (45) school days without misconduct requiring disciplinary action as described in this policy.

ACTS OF STUDENT MISCONDUCT FOR WHICH SUSPENSION AND/OR EXPULSION MAY BE APPROPRIATE DISCIPLINARY ACTION

MISCONDUCT

DISCIPLINARY ACTION

- | | |
|--|----------|
| 1. Inappropriate Behavior - Failure to follow approved school and classroom rules which are consistent with Board policies and administrative procedures | Step 1-7 |
| 2. Open persistent defiance of the authority of a staff member | Step 2-4 |
| Gross insubordination or flagrant disregard of verbal instruction or direction | Step 3-5 |
| 3. Trespassing/Loitering. (Act of being in an unauthorized place/lingering aimlessly in or about school/refusing to leave when directed to do so by school personnel). | |
| Out of class without a pass | Step 2 |

4. Assault (verbal threats of physical violence-bullying). Written or Verbal threats against another person may be deemed to be gross misconduct and could involve discipline up to and including permanent expulsion Step 1-7
5. Larceny and Theft - any theft of money or personal or public property and/or any theft involving unlawful entry including lockers, desks, etc. Possible police contact Step 1-6
6. Extortion-blackmail (obtaining money, property or favors as a result of intimidation). Possible police contact Step 3-7
7. Harassment of another individual as described. (Indecency -the act of offending commonly recognized standards of good taste including the use of gestures, racial or ethnic slurs Step 1-7
- Profanity--Incidental not specifically directed toward another person Step 1
 Use of profanity, vulgar acts, obscenities, gestures or symbols directed toward another person Step 1-3
8. Fighting (act of quarreling including bodily contact in and from school, including any activity under school sponsorship, i.e., dances, athletic events, field trips, etc.)
 First Offense (may include police contact) Step 2-7
 Second Offense (may include police contact) Step 3-7
 Third Offense (may include police contact) Step 6-7
9. Possession and/or use of fireworks or explosives. Possession or use of explosives or incendiary devices that have potential to be harmful or dangerous Step 6-7
10. Possession and/or use of tobacco products including unlighted and smokeless substances Step 3
 Second offense (may include police contact) Step 4
 Third offense (may include police contact) Step 5-7
11. Malicious mischief (Vandalism, property damage to the school or personal property through vandalism or defacing). Including schoolbooks and materials (may include police contact) Step 1-7
12. Arson (the intentional setting of fires) Step 6-7
13. Falsifying identity or forgery (the act of fraudulently using in writing the name of another person, or falsifying times, dates, grade, address or date pertaining to the school) Step 2-4
14. Possession of inherently or potentially dangerous objects including but not limited to:
 Knife with a blade less than 3 inches long, pocketknife, folding knife Step 6-7
 Lighter, laser pointer and matches Step 2-3
15. Possession or use of dangerous or deadly weapon (which includes mechanical instruments used with the intent to do bodily harm; guns, knives, chains, etc.) Step 7
16. Possession or use of a vaporizer "vapor" used to inhale substances (possible police contact) Step 3-7
17. Possession, Use, Concealment, Distribution, Sale or Being under the influence of any

controlled or mood altering substance including inhalants, "look-a-like" drugs, and steroids.

UNLESS PRESCRIBED BY A PHYSICIAN WITH PROPER PAPERWORK FILLED OUT Step 6-7

- | | |
|--|----------|
| 18. Possession or use of alcohol or have in possession prescription drugs
(without approval form filed in the high school office) | Step 6-7 |
| 19. Technology code violation | Step 1-7 |
| 20. Persistent disobedience regarding attendance/tardiness | Step 1-7 |
| 21. Closed Campus Violation or Unauthorized Door Entry | Step 2 |

STANDARDS FOR STUDENT CONDUCT

Students are expected to treat others with dignity and respect. We are a community of learners who respect the rights of others. As part of that respect, we ask that students speak and act in a manner that reflects positively on them and their school.

STUDENT DUE PROCESS RIGHTS

Due process rights will be afforded each student before and/or during appropriate disciplinary action. Students will be given written or oral notice of the charges and an opportunity to respond to those charges.

For suspension of five (5) days or more, a written appeal may be filed with the school principal, within 24 hours, but the student will not be allowed to remain in school during the appeal.

When a student is considered for long-term suspension (more than ten days) or expulsion the student's parent/guardian will receive written notification. The notification will contain:

- Charges and related evidence;
- Time/place of the hearing;
- Length of the recommended suspension or expulsion;
- A brief description of the hearing procedure.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing will be scheduled with the Discipline Review Committee during which the student may be represented by his/her parents, legal counsel at his/her own expense, and/or by a person of his/her choice

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN OTHER SCHOOLS

An otherwise eligible resident who is alleged by school authorities to have engaged in misconduct in another school district which would have resulted in the student's suspension or expulsion if the student had attended Lakeshore Public Schools, may be subject to suspension or expulsion from Lakeshore Public Schools pursuant to the student Code of Conduct.

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

All students at Lakeshore Public Schools are expected to maintain high standards of academic integrity and honesty. Please be aware that unless specifically directed by the teacher, students must assume that all work on exams, assignments, reports and documentation of sources is to be done by the individual student. Academic integrity means representing oneself and one's work honestly. Academic dishonesty will impact the student's grade. Discipline under this section may

result in academic sanctions in addition to other penalties.

A student may not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials, or school records.

Definition of Academic Dishonesty: Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization and the fabrication of information. Academic dishonesty also includes plagiarism, which is copying work from another source and submitting it as one's own work. Plagiarism is not defined simply by the copying of words and phrases, but also by the dishonest copying of ideas and concepts.

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests, answer keys or other academic material intended for the exclusive use of an instructor; or (4) unauthorized acquisition of/ or alteration of academic records.

Examples include but are not limited to the following:

- Willingly and knowingly allowing another student to copy one's work without the knowledge or approval of the instructor.
- Intentionally or inadvertently leaving one's written work available in a place that makes it possible for another student to copy.
- Sending or sharing information, assignments or projects verbally, in writing or electronically (i.e. by picture, text, email) to another student.
- Participating in, contributing to, or withholding information about the academic dishonesty of another student.
- Using or possessing "crib notes" or "cheat sheets" or accessing any written or electronic information when not permitted.
- Inventing information or giving false information to deceive the educational process.
- The use of course materials obtained without the instructor's permission.

Plagiarism is copying work from another source and submitting it as one's own work. Plagiarism is not defined simply as the copying of words and phrases, but also the dishonest copying of ideas and concepts. Plagiarism includes, but is not limited to: (1) the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or academic materials. This includes information gained through access to the internet.

Some examples include the following:

- Altering words or the order of words from another source and submitting them as one's own work.
- Submitting work written by college students, former students, tutors, friends or other adults as one's own.

- Copying another student's work, previously published material or ideas from any source, including electronic and visual mediums, without citation.

Consequences:

Middle School/High School:

First Offense – Students who are caught cheating/plagiarizing will automatically receive a “zero” for that item and referred to the Principal's office.

Second Offense – Parent contacted by teacher and referral to administrator for further consequences that could include:

- Detention or suspension from school
- Loss of academic credit;
- Loss of athletic eligibility as per athletic code;
- Removal from student leadership positions or class or club representation.

ARSON/FIRE

Any unauthorized use of matches, lighters or an attempt to light or burn any substance on the school campus may be deemed to be a gross misdemeanor for purposes of the school code. Setting fires or the use of open flames for improper purposes or malicious burning is prohibited.

Consequence: The penalty for any unauthorized burning may include penalties up to a recommendation for expulsion. It may also include referrals to police and/or other appropriate agencies. Arson is a felony offense punishable by mandatory expulsion under State Law.

ASSAULT: STUDENT ON STUDENT

The Michigan Revised School Code, MCL 380.1310, defines assault as intentionally causing or attempting to cause physical harm to another through force or violence. Any student who commits a physical assault against another student at school, at a school activity or in a school related vehicle will be suspended or expelled from the School District.

ASSAULT PHYSICAL: STUDENT ON EMPLOYEE/VOLUNTEER/CONTRACTOR

Pursuant to the Michigan Revised School Code, MCL 380.1310, any student who commits a physical assault at school, at a school activity or in a school related vehicle against a person employed by or engaged as a volunteer or contractor by the School District will be expelled permanently from school. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. Aggressive behavior that does not come within the statutory definition of assault will still be subject to discipline up to and including expulsion from school.

ASSAULT: CRIMINAL SEXUAL CONDUCT

If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, or school related activity, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). MCL 380.1311(2).

“Criminal sexual conduct” means any violation of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

ASSAULT: VERBAL AND/OR THREAT

Any student who commits a verbal assault at school, at a school related activity or on a school related vehicle, against another student, or a person employed by or engaged as a volunteer or contractor by the School District will be subject to discipline up to expulsion for a period of up to 180 school days. The above includes any verbal assault whether transmitted orally, electronically or by written word.

A verbal assault is defined as any oral or written threat of an immediate harmful or offensive injury, coupled with an apparent immediate ability to commit same, which puts a person in a reasonable apprehension of such an injury; or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence; or, an oral or written bomb threat (or similar threat) directed at a school building, other school property, or a school related event will result in consequences as stated above. (P-CCS Board Policy 5612-C).

BICYCLES ON CAMPUS

Students who choose to ride their bikes to school must wear a helmet and supply their own lock for their bikes. The District has no responsibility or liability for lost or stolen bikes or locks and students park their bikes on campus at their own risk. Please be advised that riding a bike in an unsafe manner or in a manner that puts other students at risk will result in progressive discipline.

BOMB THREATS/FALSE EMERGENCY REPORTS/FALSE FIRE ALARMS

A student shall not make a bomb threat (by telephone or other means) nor threaten the safety of staff and students in a school building, on school grounds, or in a school vehicle. This policy also encompasses such actions as look-alike items, false fire alarms, or intentional calls to falsely report a dangerous condition.

Consequence: A student engaging in such conduct will be subject to discipline up to a recommendation for expulsion. False bomb threats and/or false reports of a dangerous situation or fire will also be reported to the appropriate Police Agency. Students may also be required to provide financial restitution to the District for any cost incurred as a result of the false report or alarm.

BULLYING/CYBER BULLYING

Lakeshore recognizes that a safe and civil environment in school is necessary for all students to learn and achieve high academic standards.

Students are prohibited from engaging in bullying, regardless of the subject matter or motivating animus. Bullying includes any written, verbal or physical act or any electronic communication that unreasonably interferes in another's participation in or enjoyment of school or school sponsored activities. It includes intimidating or attempting to intimidate others by any means or methods including taunts, name-calling, put-down discriminatory actions, extortion or exclusion.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures/images, or Web site postings (including blogs). Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the

purpose of bullying or hazing.

Sending threatening messages through electronic means may be criminal in nature. Typically, the schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of material and substantial disruption at school.

Any student who believes he or she has been or is currently the victim or bullying should immediately report the situation to school personnel. Retaliation against any person who reports, is thought to have reported, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. All reports or complaints of bullying will be fully and promptly investigated. The complainant shall, within the limits of applicable law, be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Consequence for violation of Bullying Policy: Disciplinary action up to and including suspension, separation or expulsion from school and possible police involvement.

BUS CONDUCT

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school rules apply to conduct on school buses. The bus driver, transportation supervisor and/or assistant principal will address bus policy violations. The Bus Loops are restricted, before and after school, to only those students authorized to ride the buses and/or parents picking up their children. Students must arrive promptly to their bus; the driver closes bus door 10 minutes after school dismissal. Students may only ride the bus to which they are assigned unless specific permission to ride another bus has been granted by the building administrator. In case of late buses, please call the Transportation Office at (269) 428-1412. A copy of the bus rules is posted on the District website for your convenience.

Middle school students are not permitted to drive any type of motorized vehicle to school. Driving automobiles to school and parking on school grounds is limited to juniors and seniors at the high school.

While enroute to and from school, students are expected to adhere to the student code of conduct.

Consequence: Student misconduct may result in the loss of bus riding privileges and/or other disciplinary actions.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Writing, defacing, marking and/or painting on any surface of school buildings including lockers, desks, chairs and educational materials is prohibited. Any student who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage or replacement of the item and will be subject to appropriate discipline up to and including suspension or recommendation for expulsion from school as well as potential referral to law enforcement.

DRUG FREE SCHOOL ZONE

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. We fully support and actively cooperate with parents; law enforcement, substance abuse treatment providers, and any other

recognized community effort committed to reducing substance abuse by our students. We believe each student is responsible for his or her own actions including the decision to use or distribute alcohol or controlled substance. However, we believe that selling, giving away or otherwise distributing alcohol or controlled substances is a higher-level offense in that this action directly impacts other students. We also believe substance abuse problems may require special intervention to achieve the best outcome. We will work toward this goal whenever it is possible to do so without compromising the educational environment for the other students in our schools. The purpose of this policy is to:

- 1) Deter student use of alcohol or controlled substance
- 2) Protect and insulate the student body.
- 3) Strive to rehabilitate students who violate the policy. It is understood that students who violate substance abuse rules will be disciplined (zero tolerance).

A student shall not use or consume, have in his/her possession, be under the influence (zero tolerance), buy/sell, give away alcohol or any controlled substance on school premises or at school sponsored events. Nor shall a student use or consume a non-controlled substance, on school premises or at school sponsored events, such as an over the counter nonprescription medication, in a manner that is inconsistent with the generally acceptable use of the product or the specific instructions or warnings contained in the product literature. A student may be deemed to be in possession of alcohol or a controlled substance if he/she is in a confined area, such as an automobile, where the alcohol or controlled substance is present, even though the alcohol or controlled substance is not on his/her person.

For purposes of this policy, a "controlled substance" shall include an "imitation substance" or "non-controlled substance." These substances shall be treated the same as alcohol and other drugs. Imitation controlled substance means a substance that is not a controlled substance or is not a drug for which a prescription is required under federal or state law, but which by dosage, unit, appearance, including color, shape, size, or markings, and/or by representation made, would lead a reasonable person to believe that the substance is a controlled substance. Non-controlled substance includes but not limited to an over-the-counter non-prescription medication, aerosol product or any other product that contains potentially mind/mood-altering substances. The administration shall be the sole determiner of whether or not the product has been used in a manner that violates this policy. This policy applies to all students grades K-12. Offenses accumulate from one year to the next with the consequences being applied progressively.

The following procedures apply to all students who are on school property or attending school or school sponsored events e.g.: field trips, athletic, social or other events which are supervised by school employees, volunteers, etc. The principal or assistant principal shall initiate the procedures prescribed and, where appropriate, will recommend expulsion to the superintendent. Proper authorities will be notified when appropriate. Building administrators trained in the use of a Breathalyzer may ascertain the presence or absence of alcohol on the breath.

Police officers may also be utilized to verify the presence or absence of alcohol or controlled substances.

I USE, CONSUMPTION, OR POSSESSION

A. **FIRST OFFENSE:**

- 1) The administration or will make a police contact and hold a parental conference.
- 2) A referral will be made to the school counselor. Students are directed to seek a professional substance abuse assessment and to cooperate with the recommendations of the school counselor.
- 3) The student will be suspended from school for a ten (10) school day period. During the 10-day suspension, the student may be required to present evidence of a clean drug test and show good faith in seeking professional substance abuse assessment treatment. Verification of both of these items must be presented to the building principal prior to reentry upon request. If a student fails to meet these requirements, he/she will remain on suspension status and be required to meet with the Superintendent to review the facts leading to the student's failure to comply with these verifications.

B. **SECOND OFFENSE:**

- 1) The administration will make a police contact and hold a parental conference
- 2) A referral will be made to the school counselor. Students are encouraged to seek a professional substance abuse assessment and to cooperate with the recommendations of the school counselor.
- 3) The student will be suspended for a ten (10) school day period during which the principal will recommend expulsion to the superintendent.
- 4) The superintendent will review the case to determine if the policy has been violated and for adherence to due process. The Superintendent may hold a meeting the parents before making a recommendation for expulsion to the Board of Education. Expulsion shall be recommended if the Superintendent determines that the policy has been violated. If expulsion is recommended, a hearing will be held by the Board of Education in accordance with the procedure outlined in Board Policy.
- 5) "Expulsion" will be determined by the Board of Education and may be for the balance of the semester, or longer. Any readmission must be earned by satisfying criteria established at the time of expulsion.

II **SELLING, GIVING AWAY OR OTHERWISE DISTRIBUTING:**

A. **FIRST OFFENSE:**

- 1) The administration will make a police contact and hold a parental conference.
- 2) A referral will be made to the school counselor.
- 3) The student will be suspended for a ten (10) school day period during which the principal will recommend expulsion to the superintendent.
- 4) The superintendent will review the case to determine if this policy has been violated and for adherence to due Process. The Superintendent may hold a meeting with the parent(s) before making a recommendation for expulsion to the Board of Education. Expulsion shall be recommended if the Superintendent determines that the policy has been violated. If expulsion is recommended, a hearing will be held by the Board of

Education in accordance with the procedure outlined.

- 5) Violation of this section will result in expulsion for the balance of the semester or longer.

B. SECOND OFFENSE:

- 1) The administration will make a police contact and hold a parental conference.
- 2) A referral will be made to the school counselor.
- 3) The student will be suspended for a ten (10) school day period during which the principal will recommend expulsion to the superintendent.
- 4) The superintendent will review the case to determine if this policy has been violated and for adherence to due Process. The Superintendent may hold a meeting with the parent(s) before making a recommendation for expulsion to the Board of Education. Expulsion shall be recommended if the Superintendent determines that the policy has been violated. If expulsion is recommended, a hearing will be held by the Board of Education in accordance with the procedure outlined. Violation of this section will result in permanent expulsion. Readmission will be considered through a process established by the Board of Education. A request for readmission may not be made until 150 school days have lapsed and readmission may not occur until one school year (180 school days) has lapsed.

Note: Any second violation of Policy will result in permanent expulsion in accordance with Part II Step B-5 where on violation involved Part II of this policy. Cost for assessments, outpatient counseling, inpatient or residential treatment will be the responsibility of the student, parent or guardian.

DISPLAY OF AFFECTION

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection and/or physical contact are not considered acceptable behavior.

DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as any behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. This includes interference with any school function including, but not limited to, disturbances of classes, inciting or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.

Consequence: Ranging from a conference to out-of-school suspension.

Note: Students whose conduct results in being excluded from school during the week of final exams will be permitted to schedule a time to make up exams to be administered after the examination schedule has been concluded.

DRESS CODE

Research indicates that students learn most effectively in a school environment which is safe and orderly and free from excessive distractions. Dress and grooming which distracts from or disrupts the educational process is prohibited. Standards of dress and grooming at Lakeshore Public

Schools will be based on appropriateness, common sense and good judgment. The purpose of the following dress code is to keep the focus of the classroom on learning.

Students who do not comply with the dress code will be sent home for a change of clothing or given appropriate clothing to wear. The building principal has the responsibility and authority to administer this policy at their discretion. Such guidelines shall prohibit student dress or grooming practices which: interfere with school work, create disorder, or disrupt the educational program (Board Policy 5511).

Some items that are not acceptable and prohibited as normal school attire include, but are not limited to:

- Coats, hats, caps, bandanas, or any other head covering etc. worn during school hours from the first bell to the last bell.
- Anything that advertises advocates or makes reference to the use of drugs, tobacco, alcohol or violence.
- Anything that might be considered profane, obscene or sexually suggestive.
- Clothing that covers the legs needs to be appropriate length (at least to end of fists). Pants containing excessive holes or tears must meet the same guideline of the appropriate length.
- Halter tops tank tops, tube tops or spaghetti straps. The entire torso, including the shoulders (3 fingertips or 2" straps) should be covered, and undergarments should not be visible.
- The front of tops can only be cut as low as the width of you hand. (place hand across chest, index finger should be on both bones just below the neck) anything below the hand is inappropriate. This guideline applies to the back of a student's shirt as well.
- Chains
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

Brief and Revealing Clothing: Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. As mentioned above, students shall not wear tank tops, halter tops, garments with spaghetti straps or strapless garments.

Clothing with Messages: Students shall not wear clothing items that contain messages that materially and substantially disrupt school work or environment including vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, religion, sexual orientation, or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school's mission.

Shoes/Head Covers: We ask that students keep their shoes on at all times while in the school building. Hats, caps, sunglasses, bandanas or headwear are prohibited in the building.. (See Board Policy 8800 for exceptions).

Consequences: High School and Middle School

Penalties for inappropriate dress will range from a verbal warning up to suspension from school for repeated offenses. Please be advised that a student's refusal to comply may result in additional discipline.

Students will be provided with the following options if their attire for school is inappropriate:

- Students will be permitted to wear clothing provided by the office; or
- Parent may bring a change of clothing for the student.

EXPLOSIVES (POSSESSION, DISTRIBUTION OR USE OF)

For the purpose of this section, explosives include but are not limited to any flammable or combustible material and/or device that can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flames, noise, projectiles, smoke or fumes.

Consequence: Discipline up to recommendation for expulsion and police referral.

EXTORTION

Use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

Consequence: Disciplinary action up to and including recommendation for expulsion and police referral.

FIGHTING/PHYSICAL VIOLENCE

Students are prohibited from engaging in fighting or other physically aggressive or violent behavior with any other student, staff member or school visitor on school property, at bus stops, before and/or after school, or at school sponsored functions. If a student is having difficulties with another student, that student should share their information with a counselor or an administrator.

Consequence: Discipline up to and including recommendation for expulsion and police referral.

FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, lockdown and tornado drills are held at regular intervals throughout the school year. The purpose of these drills is to acquaint students with standard procedures in case of an emergency. It is important to become familiar with the rules and proper exits from each building. Each room has a poster giving instructions for that area. Teachers in each classroom will review safety instructions with students. Students are expected to take these drills seriously and evacuate to a designated safe area in a quick and orderly manner. Students are not permitted to use cell phones during these drills and all communications with parents or other individuals must go through the office unless the student has obtained permission from the building administrator.

Any tampering with fireboxes, automated external defibrillators, or fire extinguishers could endanger a life and students may be held liable for any damage as a result. Tampering with fireboxes or fire extinguishers and/or falsely activating a fire alarm will result in school discipline. This is also a violation of State Law 750.240 and could result in prosecution.

FORGERY/COUNTERFEIT

(INCLUDING UNAUTHORIZED USE OF SCHOOL PASSES) Intentionally misrepresenting information given to school district personnel. This includes, but is not limited to, the forgery and falsifying of hall passes or attendance excuses, counterfeiting of documents or money, and falsifying school records.

Consequence: Discipline up to and including recommendation for expulsion and police referral.

GAMBLING

Gambling or playing games of chance for money or valuables is prohibited.

Consequence: Discipline up to and including suspension from school.

GANG BEHAVIOR/AFFILIATION

Participation in known gang activities or displaying gang symbols or affiliation is prohibited. The administration will address any student behavior appearing to represent gang affiliation or behavior as defined by the Michigan State Police or local police agencies. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a "secret society" is prohibited.

Consequence: Disciplinary action up to and including recommendation for expulsion and police referral.

HALL PASSES (HIGH SCHOOL/MIDDLE SCHOOL)

Students are not permitted in the halls during class time unless a teacher accompanies them or they have an official hall pass or permission from an authorized staff member. This policy is designed to eliminate disruption to classes that are in session. Physical Education students must remain in the gym area until the dismissal tone. Students without a pass will be considered loitering and will be referred to their building principal.

HARASSMENT/DISCRIMINATION

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students, as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational performance or physical or emotional well-being. This includes harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, disability, sexual identity or sexual preference. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students, including stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Harassment may also be in violation of Federal and State Law. If a student believes he/she is being harassed, or has witnessed such activities, he/ she should contact his/her teacher, counselor or building administrator immediately. Complaints will be kept confidential to the extent possible given the need to investigate the allegations. Students will not be disciplined for making a good faith complaint.

Consequence: If it is determined after an investigation that a student has engaged in harassment, he/she will be subject to disciplinary consequences up to and including recommendation for expulsion.

The following are expectations for all students regarding situations of harassment.

- **STEP ONE:** If you witness behavior that is disrespectful, tell the person to stop. Apathy,

silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs.

- STEP TWO: If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint.
- STEP THREE: If the behavior continues, keep your parents and school staff members informed.

HAZING

Hazing includes any intentional, knowing or reckless act mean to induce physical pain, embarrassment, humiliation, or physical or mental discomfort that is directed against another student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team.

Consequence: Discipline up to and including suspension and/or recommendation for expulsion from school. Acts of hazing may also result in referral to appropriate police agencies.

INAPPROPRIATE, UNAUTHORIZED OR MISUSE OF MATERIALS

Items brought to school to cause disruption or damage, particularly on the last day of school, will be forfeited and student will be disciplined.

INAPPROPRIATE TOUCHING/INAPPROPRIATE BEHAVIOR

Students have a right to an educational environment free from unwanted touching or comments. Violations will result in discipline.

INSUBORDINATION

School staff acts "in loco parentis", meaning the law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply.

Consequence: Ranging from administrative conference to out-of-school suspension.

INTERFERENCE WITH SCHOOL AUTHORITIES

Willful or intentional attempts to undermine or interfere with school personnel fulfilling their duties.

Consequence: Ranging from administrative conference to out-of-school suspension.

LOITERING OR BLOCKING HALLWAY PASSAGE

Students may not loiter in building hallways, entrance ways, locker rooms, restrooms or in parking lots. Students are expected to use passing times to travel to their next assigned areas.

Consequence: Ranging from administrative conference to out-of-school suspension.

PERSISTENT DISOBEDIENCE

Repeated violation of any combination of school rules may result in a status hearing with possible recommendation for expulsion.

PROFANITY/VULGAR LANGUAGE

Use of profane, obscene or abusive language will not be tolerated. This includes the use of obscene gestures, signs, pictures, publications or electronic messages.

Consequence: Ranging from administrative conference to out-of-school suspension.

SEXTING

“Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. “Sexting” is not only an inappropriate and forbidden behavior; it also violates many state and local laws.

Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may carry felony charges and label the youth as a sex offender. Parents and students should understand that once a picture of a video is on the internet, it may be copied hundreds if not thousands of times.

Consequence: Discipline up to and including recommendation for expulsion

All students who engage in sexting will be referred to police and/or other appropriate agencies.

SKIPPING CLASS

Students are expected to attend all assigned classes on a daily basis.

Consequence: Discipline up to and including out-of-school suspension.

TAMPERING

The intentional act of altering, destroying or accessing any school documents including but not limited to: teacher’s grade/assignment books, attendance, discipline, academic transcripts and any other school related documents, whether stored electronically or in “hard” copy form.

Consequence: Discipline up to and including recommendation for expulsion, police referral and possible restitution for recovery/restoration of documents.

TECHNOLOGY USE

Employees and students who use district computers and networks and the information they contain, and related sources, shall not abuse those resources and will respect the rights of others. The procedures shall include that users must respect all copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the District’s equipment and/or access.

The District has a right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by District users, material downloaded or uploaded by district users, and email sent or received by District users.

To prevent use of technology that adversely affects the ability of others to use the resources of the District, abuse will not be tolerated, including, but not limited to:

- Using or accessing profanity or obscenity in a deliberate manner;
- Harassment/Bullying in any manner;
- Using inflammatory or derogatory language;
- Making libelous or slandering remarks;
- Activities connected with any attempt to overthrow the government of the United States;
- Any actions that can be interpreted as sexual harassment or that contribute to a hostile

school/work-environment;

- Any actions of malicious intent;
- Violating another student's or employee's rights or privacy;
- Using the District's resources for personal profit;
- Distributing political campaign materials.

Any deliberate attempt to delete system files or to degrade or disrupt system performance will be treated as criminal activity subject to penalty under applicable state and federal laws. All students must sign and are expected to follow an Acceptable Technology Use Form in order to use Lakeshore's Technology resources.

Violating the Technology Policy may result in disciplinary action including suspension, step level placement or loss of technology privileges.

CELL PHONES/ELECTRONIC DEVICES/SMART TECHNOLOGY (INCLUDING SMART WATCHES AND GLASSES)

High School: Students may use personal electronic devices (PED) before and after school, during their lunch break, in between classes **as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.** Students will follow classroom rules in relation to their PED. Red and yellow cards will be used in the classroom to communicate the use of technology in the classroom. Red cards indicate no technology shall be used. Yellow cards indicate technology can be used for educational purposes only. A student who violates this policy will have their phone taken and a parent or guardian must pick it up. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PEDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property.

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required

by law.

Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.

Possession of a PED by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students are personally and solely responsible for the care and security of their PEDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PEDs brought onto its property.

Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PED may be turned over to law enforcement. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any person. This is considered an invasion of privacy and is not permitted. PCDs may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists (i.e. locker rooms, shower facilities, bathrooms).

Students shall have no expectation of confidentiality with respect to their use of PCDs on school property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed embarrassed or intimidated.

Students are also prohibited from using a PCD to capture record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy.

Students are personally responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to PCDs brought onto its property.

Students who violate this policy may have their PCD confiscated and held until the end of the school day and/or a parent/guardian picks it up. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school

bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach.

The District is not responsible for the loss, theft, damage or vandalism to student cell phones, ECD's or any other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

COMPUTER USE

All computers located in classrooms, labs and offices or issued to students are the District's property and are to be used by students, appropriately and solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The District, with or without the student's knowledge or permission, may review such information. Using a password does not guarantee confidentiality, and the District retains the right to access information. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

INTERNET/COMPUTER MISUSE

Only students with a completed waiver form on file may use the Internet. Students are expected to use the computers and the Internet as described in the guidelines for responsible technology use. Please see the Technology Guidelines and District policy for further information. Violations of the Technology Guidelines may result in disciplinary action. Any damage to the school district's computer system may result in recommendation for expulsion, police referral, as well as restitution.

Consequence:

Ranging from administrative conference up to and including recommendation for expulsion.

THEFT

Deliberately taking or being in possession of another's property or intending, or attempting to dishonestly acquire the property of others.

Consequence: Ranging from administrative conference up to and including recommendation for expulsion plus possible restitution and/or police referral.

TOBACCO USE OR POSSESSION/E-CIGARETTES/VAPORIZERS

Possession and/or use of any smoking product or device including electronic cigarettes/vaporizers or products associated with them is prohibited on school grounds, school property, school busses or vehicles on school grounds whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes but is not limited to tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens. The District reserves the right to refer any substance to police agencies for testing.

Consequence: Discipline up to and including out-of-school suspension and confiscation of the device which will be returned to the student's parent at the end of the school day, as well as potential police referral, and smoking diversion sessions. Additional offenses will result in progressive disciplinary action. Synthetic substances that produce hallucinogenic or other altering

effects will be addressed pursuant to the policy on drugs.

TRESPASSING

A trespasser is a person who has no legitimate business on school property and/or who has not complied with the rules pertaining to visitors. Visitors who do not comply with sign requirements may be deemed trespassers with appropriate action taken. Students who are suspended or expelled from school or who no longer attend school may be considered trespassers if they are on campus without permission.

VANDALISM: DESTRUCTION/ DEFACEMENT OF SCHOOL/PRIVATE PROPERTY

Willfully destroying and/or defacing any school property or property not belonging to the student..

Consequence: Discipline up to and including recommendation for expulsion. Graffiti motivated by hate or that is gang related may result in more severe discipline. Additionally referral may be made to the appropriate police agency for full restitution.

WEAPONS: DANGEROUS WEAPONS

Possession of a dangerous weapon on school property will result in expulsion in compliance with state law (MCL 380.1311 and 380.1313). A dangerous weapon is defined in the statute as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or metallic knuckles". Firearm is defined as any weapon (including a starter gun) which will or is designed, or may readily be converted to expel a projectile by action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device.

Students who are in possession of a weapon not included in the above definition are still subject to discipline up to and including a recommendation for expulsion from Lakeshore Public Schools. This includes guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives or any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of persons. .Please be advised that look-alike weapons will be treated as actual weapons.

Students are required to report knowledge of weapons and threats of violence by students to an administrator, security staff, or school resource officer. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct contact OK2Say (<https://www.michigan.gov/ok2say/>) the Michigan State Police Hotline: 1-800-815-TIPS.

"Weapon-free school zone" means school property and/or a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school, and/or on a school bus,

the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

WEAPONS: DANGEROUS INSTRUMENTS

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to: chemical mace, pepper gas or like substances; stun guns; BB guns, pellet guns; razors; or box cutters.

Consequence: Discipline up to and including recommendation for expulsion and possible police referral.

WEAPONS: USE OF LEGITIMATE TOOLS AS WEAPONS

A student may not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Consequence: Discipline up to and including recommendation for expulsion.

MANDATORY DISCIPLINE UNDER THE MICHIGAN SCHOOL CODE

The Michigan Legislature has deemed certain offenses as being so egregious that schools are mandated to impose specific discipline as a result. These offenses include the following: possession of a dangerous weapon; physical assault of another student; gross misdemeanor; persistent disobedience; committing criminal sexual conduct on school grounds; arson in a school building or on school grounds; and assault of a school employee, volunteer, or contractor.

However, before suspending or expelling a student for any of these specific offenses (other than possession of a firearm which is treated differently), the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

POSSESSION OF A DANGEROUS WEAPON NOT A FIREARM

Prior to suspending or expelling a student for possession of a dangerous weapon which is not a firearm the factors listed above will be considered. There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it

considered each of the factors in making its determination.

If a Board or its designee determines that a suspension or expulsion is still justified after considering the factors referenced above, it is not required to expel a student if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion is not justified if:

- The student has no history of suspension or expulsion; AND
- The Board or its designee determines in writing that at least one of the above four factors has been established in a clear and convincing manner.

If after considering the above factors the Board or its designee determines that expulsion is appropriate, the following applies:

Grade 6 and above: The student may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Grade 5 and below: A student who was in grade 5 or below at the time of the expulsion and who has been expelled for threatening another person with a dangerous weapon may apply for reinstatement after 60 school days after the date of expulsion but shall not be reinstated before the expiration of 90 school days after the date of expulsion.

CRIMINAL SEXUAL CONDUCT, ARSON

If a student commits criminal sexual conduct in a school building or on school grounds or commits arson in a school building or on school grounds, the student shall be expelled from the school district permanently.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and

- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

If the Board or its designee determines that expulsion is appropriate after considering the above factors, the student may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

A student who was in grade 5 or below at the time of the expulsion and who has been expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of the expulsion.

PHYSICAL ASSAULT AGAINST A STAFF MEMBER (MCL.1311 A)

Grade 6 and above

If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board and the physical assault is report to the school board, superintendent or building principal by the victim, or reported by another person if the victim is unable to report the assault, the student shall be expelled permanently from the school district.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

If the Board or its designee determines that expulsion is appropriate after considering the above factors, the student may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

PHYSICAL ASSAULT AGAINST ANOTHER STUDENT (MCL 380.1310)

Grade 6 and above

If a student enrolled in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the school board, superintendent or building principal, then the student shall be suspended or expelled from the school district for up to 180 days.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

POSSESSION OF A FIREARM

If a student possesses a firearm in a weapon free school zone, the Board or its designee is not required to expel a student if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.
- There is a rebuttable presumption that expulsion is not justified if:
- The student has no history of suspension or expulsion; AND
- The Board or its designee determines in writing that at least one of the above four factors has been established in a clear and convincing manner.

If after considering the above factors, a Board or its designee determines that expulsion is appropriate the following will apply:

Grade 6 and above: A student who was in grade 6 or above at the time of the expulsion may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be

reinstated before the expiration of 180 school days after the date of expulsion.

Grade 5 and below: A student who was in grade 5 or below at the time of the expulsion and who has been expelled for possessing a firearm may apply for reinstatement after 60 school days after the date of expulsion but shall not be reinstated before the expiration of 90 school days after the date of expulsion.

Please note that the list of factors that must be considered before imposing discipline as set forth at the beginning of this section on Mandatory Discipline Under the Michigan School Code, do not apply to possession of a firearm.

DEFINITIONS

Dangerous weapon is defined as: a firearm, dagger, dirk stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

Arson means a felon violation of chapter X of the Michigan penal code, MCL 750.71 to 750.80.

Criminal sexual conduct means a violation of MCL 750.520b-750.520g.

Firearm is defined in 18 USC 921.

STUDENT PARKING GUIDELINES

1. Driving to school and parking on school property is a privilege and a responsibility and is to be regarded as such. Students do not have an inherent right to drive on school property.
2. All motor vehicles are to be driven in a safe, sane and reasonable manner on and around the school premises.
3. All student vehicles driven/parked on school property during the school day must display a Lakeshore High School Parking Permit. Vehicle registration permits are provided at no cost. The permit must be displayed in the lower right corner of the windshield.
4. In order to purchase a parking permit each student must have, in his or her possession:
 - a) A current driver's license
 - b) The license plate number of the vehicle(s) being registered.
 - c) The make, model and model year of the vehicle(s).
 - d) The name of the person to whom the vehicle is registered.
5. No student is permitted in the student parking lot at any time during the regular school day without a car and back pass.
6. All parking lots are considered part of the high school building and all building rules apply to parking lots.
7. Students may not park in areas designated for school personnel. This includes the driveway on the west side of the building, the lot behind the auxiliary gym, the front row of parking on the north side of the building and the northeast lot reserved for Administration and the Board of Education.
8. Each student must register their vehicle in their name. Parking permits can be obtained in the high school office. Fines will be issued if students are parked in a handicap space, reserved space or if they do not have a permit.

Parking violations will be fined as follows:

- a) Parked in a handicap space - \$50.00
- b) Parked in a reserved space - \$25.00
- c) Parked without a permit - \$10.00

Student safety is very important to us. Therefore, the Administration of the Lakeshore Public Schools reserves the right to suspend or revoke the driving privileges of any student choosing not to abide by these guidelines. Any student whose driving privileges have been revoked may ride the bus to and from school.

SCHOOL SPONSORED SOCIAL EVENTS

Various clubs, groups, or classes sponsor school activities. Some are open to all high school students, others to specially designated groups. School dances are not open to the general public.

Students should understand that the degree of freedom permitted at a private party couldn't be permitted at a school event. LHS must set standards of conduct superior to those found in public places. Students should realize the necessity for this and cooperate with those in charge of social events, as well as with chaperones.

DANCE RULES

1. Your Student ID* is REQUIRED to enter the dance. There are no exceptions to this rule.
* For Prom & the Holiday Dance, a ticket may take the place of an ID.
2. Appropriate dress is mandatory. All school dress code rules apply.
3. Offensive language, offensive gestures, and offensive dancing are not acceptable.
Dances that simulate sexual acts or are sexually explicit are not allowed.
4. Students must arrive within 1 hour of the start of the dance. After this time, no student will be admitted to the dance.
* For Prom & the Holiday Dance students are allowed an hour and a half to arrive.
5. There are no "in and out" privileges at school dances. Once a student exits the building, the student will not be readmitted.
6. All students, including guests, must comply with the decisions made by the dance chaperones. Students and guests failing to comply with the decision of a chaperone will be asked to leave.
7. Students removed from the dance will not be given refunds. Any student asked to leave a dance will not be allowed to attend the next casual dance. Administration reserves the right to not allow removed students to attend future dances if deemed appropriate.
8. Each LHS student is allowed one guest per dance. Guests must be at least a freshman in high school and also under the age of 21. You MUST pick up a guest pass in the high school office during the week before the dance. The guest must arrive with their LHS host student and must have a guest pass at the door. NO guest pass = NO admission. It is the responsibility of the host to make sure the guest is aware of these guidelines.
9. All school rules are in place during the dance. This includes a zero tolerance policy for alcohol and drug use. No outside drinks (even water) will be allowed.
10. Coats and jackets will be left at the coat check prior to entering the dance.

CLASS COUNCIL AND STUDENT COUNCIL

The Student Council is the organization governing student affairs at LHS. It is the most important student organization at LHS and is the only official “student voice” to which the administration listens. Class officers, representatives and associates to the Class Council are elected by a combination of student body votes by class and teacher decisions. The Student Council Executive Board is elected by the class Vice Presidents, Representatives and the Student Council Advisor(s). To be eligible for the Executive Board a student must have at least one year of experience with the Student Council. The purpose of the Student Council is to deal with student problems, to promote harmony between the student body and the faculty/administration, and to mold intra-school relations.

STUDENT ACTIVITIES

A wide variety of clubs are maintained for the enrichment of the LHS students. Announcements of meetings and membership requirements, if any, begin shortly after school begins. Present clubs include:

Academic Boosters	Dramatic Production(s)	Key Club
Academic Challenge	Electric Car Club	Math League
Band	Euchre Club	National Honor Society
Band Camp	First Robotics	Ping Pong Club
Choir	Forensics	Science Olympiad
DECA	International Club	Stage Crew
Drama Club	Jazz Band	Student Council

Any student participating in any school activity, club, or sport that has the PRIVILEGE of being in a leadership role is expected to exemplify the highest standards of student conduct. Student leaders need to support the authority of teachers and administrators. If a student leader fails to uphold the Code of Conduct for Students, they may be denied the PRIVILEGE of keeping their position.

ATHLETICS

At the present time, Lakeshore High School offers the following athletic teams:

- FALL** Varsity and Junior Varsity Boys Tennis
 Varsity and Junior Varsity Cross Country
 Varsity, Junior Varsity, and Freshman Football
 Varsity, Junior Varsity Girls Golf
 Varsity, Junior Varsity, and Freshman Volleyball
 Varsity and Junior Varsity Boys Soccer
 Varsity, Girls Swimming

- WINTER** Varsity, Junior Varsity and Freshman Boys Basketball
 Varsity, Competitive Cheer

Varsity, Junior Varsity, and Freshman Girls Basketball

Varsity, Junior Varsity and Freshman Wrestling

Varsity, Boys Swimming

SPRING Varsity and Junior Varsity Baseball

Varsity, Junior Varsity Golf

Varsity and Junior Varsity Softball

Varsity and Junior Varsity Girls Tennis

Varsity Girls Track

Varsity Boys Track

Varsity and Junior Varsity Girls Soccer

In addition, there is a varsity sideline cheerleading squad and pom pom squad. These teams are open to eligible students who wish to participate. Lakeshore High School conforms to the rules and regulations of the Michigan High School Athletic Association (MHSAA)

ATHLETIC AWARDS

The letter "L" is awarded to the athlete contingent upon appropriate behavior on his/her part. It remains the property of Lakeshore Senior High School until the athlete is graduated.

Athletes are expected to conduct themselves at all times in such a manner as to reflect the finest traditions of Lakeshore High School.

The athlete's behavior is to be exemplary. Athletes are expected to have full knowledge of training and team membership requirements, and to be guided by wisdom and prudence in their actions. The letter "L" is the finest award Lakeshore High School can bestow upon an athlete. It is to be worn properly and proudly as visible evidence that the athlete has achieved a distinguished mark of excellence.

CODE OF CONDUCT FOR INVOLVEMENT IN STUDENT ACTIVITIES

STATEMENT OF PHILOSOPHY

Students are encouraged to become involved in extra-curricular and co-curricular activities. Student participation in such activities, including interscholastic athletics, is provided as an opportunity for students as long as they agree to follow the rules as outlined below and in the student handbook. Inasmuch as participation is a privilege (not a right); students who violate the rules will be subject to the penalties outlined, up to and including suspension from participation in such activities.

Students shall conduct themselves in a manner to bring no discredit to themselves, their family, the team, or the school. Students will not engage in or be an accomplice to acts such as but not limited to, stealing, extortion, gross disrespect, vandalism, bullying or hazing.

The District recognizes that substance abuse is a serious problem in our society. Students are encouraged to voluntarily seek assistance for a substance abuse problem. The district will support this effort in a manner consistent with applicable Board policy and administrative regulations.

APPLICATION OF POLICY

This policy applies to any student participating on or associated with an athletic team, an associated athletic program, or any other school sponsored student activity which occurs, in part, outside the normal school day. Some student activities are governed by additional state and national standards that may provide more stringent penalties for violations.

I. General Provisions

- A. A student should realize that these rules apply at all times throughout the student's school career, including off-season and all vacation periods. The rules are not limited to the time period in which the student participates in a particular activity, nor are the rules limited to student behavior at school-sponsored activities or on school property. A student who violates these rules will be subject to disciplinary action as outlined in the penalty provisions. In addition, a student participant and his/her parent or guardian must sign and return to the designated school official a form which acknowledges the student and his/her parent or guardian understand and agree to abide by the rules. This form will be signed once at Middle School and once when entering High School.

All penalties for violation of this code of conduct shall be cumulative beginning with the student's enrollment at Lakeshore Middle School or High School. For purposes of this policy a student's record will be expunged on the last day of each level. A student is considered to be in middle school following the last day of 5th grade. A student will be considered to be in high school following the last day of 8th grade. The athletic code of conduct is in effect from the first time it is signed until the last athletic event a student participates in. The code of conduct will be renewed annually as a reminder.

- B. Parents or guardians will be notified in all cases of violations of this policy.
- C. No penalties will run concurrently. For example, if the second offense occurs during the first penalty period, the second penalty will begin at the conclusion of the first penalty.
- D. Serious offenses may result in the second offense penalty being applied on the first offense at the discretion of the Athletic Director/club advisor and Building Administration.
- E. Use, possession or distribution of tobacco, alcoholic beverages, illegal drugs, imitation controlled substances, performance-enhancing substances and/or volatile chemicals is prohibited.
1. First violation: After administrative determination of the first violation, the student shall lose eligibility for a number of events equal to 25% of that activity's originally scheduled events. (The activity's advisor/ coach and the administration shall jointly determine the definition of 25%.) This period will begin with the first scheduled event after determination of the violation. Referral to a guidance counselor for information and advice on student assistance is required for further participation.
 2. Subsequent violation(s): After administrative determination of a subsequent violation, the student shall immediately: 1) lose eligibility to participate in all activities for one calendar year; 2) be required to meet with a Counselor for initial assessment and further appropriate referral, if required.
 3. The penalty may only be applied to a sport in which, during the past year, the athlete has participated. A freshman athlete may apply his or her suspension to the next sport

in which he or she participates.

- F. Inappropriate communication and/or pictures found on sites that show the student behaving inappropriately will be considered a violation of this Code of Conduct. Such acts can be pictures of students holding alcoholic containers, tobacco products, illegal drugs, or drug paraphernalia, or doing other inappropriate acts. Defenses such as the container was empty, etc., is not a defense. The student should not put himself/herself in a position where an activity may be misunderstood.
- G. Athletic penalties will carry over from one activity to another until completed. (e.g. 25% eligibility loss due to first violation may equal the last 2 of 20 (10%) basketball games in the current season and the first 1 of 9 (15%) football games in the following season, for a total of 25%.)

II. Reporting and Resolving Alleged Violations

- A. Use, possession or distribution shall be determined by assessment of objective evidence such as a police report, sworn affidavits, or similar evidence deemed by the administration to be both credible and relevant.
- B. Alleged violations are to be self-reported to the building administration or Athletic Director/club advisor.
- C. Self-referral: Student who:
 - 1. Has voluntarily sought assistance for a substance abuse problem and has been admitted to a hospital-based substance abuse program; and
 - 2. Has voluntarily notified the school of his or her admission to such a program prior to being charged with a violation of the athletic code, may be exempt from any penalty.Any violation following the admission to a substance abuse program will result in an athletic penalty.
- D. Appropriate procedural due process as reasonably determined by the administration will be followed throughout the investigation and disciplinary process.
- E. The administration will promptly notify a student of allegations being investigated and will determine whether a violation has occurred.
- F. The administration shall notify, in writing, the parents or guardian of the violation and action taken.

III. Appeal Process

In order to appeal the decision in "E" above, the parent or guardian must file a written appeal.

- A. The first appeal shall be made in writing by the parent or guardian to the Athletic Director/club advisor within 3 days* of the notification of the penalty.
- B. A second appeal shall be made to the building principal and/or his designee within 3 days* of the decision of the Athletic Director/club advisor. The written appeal shall include a statement of all factual or procedural issues that merit reconsideration.
- C. If not satisfied with the determination of the building principal or his/her designee, a third appeal shall be made in writing to the Superintendent of Schools and/or his/her designee within 3* days of the decision of the Principal/designee.

- D. If not satisfied with the determination of the Superintendent or designee, a final appeal shall be made in writing to the Secretary of the Board of Education within three (3) days* of the decision of the Superintendent. The appeal will be heard at the next regular Board of Education meeting or the Board may convene a special meeting to consider the appeal.
- *days shall be considered school days or Monday through Friday during winter, spring or summer recess.

STUDENT CODE OF CONDUCT FOR INVOLVEMENT IN ATHLETICS

These regulations apply to the entire school year and any portion of a sports season which occurs prior to the start of the school year or after the close of the year.

- A. All athletes must travel to, and return from, "away contests" with the team, except with the approval of the coach and parents or guardian.
- B. Absences from a contest and/or practice session are excused only at the discretion of the coach or the Athletic Director.
- C. An athlete desiring to quit a squad after the first contest of that season shall have a conference with the coach or Athletic Director prior to leaving the team.
- D. An athlete shall be in attendance at every class during the day of a contest, except as excused by the athletic director, principal or designee.

Each offense: Athlete shall not be allowed to participate in the scheduled athletic contest on that day.

- E. An athlete shall not participate in an athletic practice unless they attend a minimum of three (3) classes that day.
- F. Athletes shall conduct themselves in a manner to bring no discredit to themselves, their family, the team, or the school. An athlete will not engage in or be an accomplice to acts such as but not limited to, stealing, extortion, gross disrespect, vandalism, bullying or hazing. Determination of the disciplinary action shall be left to the judgment of the Athletic Director, building administration, and the coach involved.
- G. In the case of all athletic suspensions, the athlete, unless excused by the coach, must practice with the team, be in attendance at the game but not in uniform, and abide by team regulations, in order to be eligible for reinstatement.

II. ATHLETIC ELIGIBILITY REGULATIONS

Lakeshore Public Schools are a voluntary member of the Michigan High School Athletic Association. The MHSAA rules listed in this section are only a summary of some of the regulations affecting student's eligibility. Most rules are found in the MHSAA handbook, which is located in the school offices. Your adherence to the following rules will ensure eligibility in interscholastic sports and prevent the forfeiture of contests. In order to participate in interscholastic athletics at the middle school or high school level, young men and women must comply with the following eligibility rules:

- A. High School/Middle School
1. An athlete shall have passed 20 hours of credit (4 classes) or equivalent the previous semester. If the athlete fails to do so, they will be ineligible for the semester.

(Successful completion of summer school can fulfill an academic ineligibility during second semester.)

2. An athlete shall be currently passing 4 classes or equivalent in order to be eligible for the following week of participation.
3. Probationary Period: Each student athlete will be allowed one probationary period with 3 or more F's per athletic season. If at the next weekly grade check the student still has three or more F's, they are ineligible for the next week (can practice, cannot participate in games or scrimmages).
- B. A student becomes ineligible if that student is 19 before September 1st of the current school year.
- C. Athletes must have on file in the Athletic Office a physician's statement for the current school year certifying that he/she is physically able to participate. Current is defined as on or after April 15 of the previous year.
- D. Students cannot be eligible in high school athletics for more than eight semesters and the seventh and eighth must be consecutive. Students are allowed four first semesters and four second semesters of competition.
- E. The use of undue influence by persons directly or indirectly associated with a school to secure or encourage the attendance of a student will cause that student to become ineligible for a minimum of one semester.
- F. After practicing with or when participating with school teams, students cannot participate in any athletic competition not sponsored by their school in the same sport during the same season. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season.
- G. Students cannot receive money or other valuable consideration for participating in MHSSA sponsored sports. Students may accept, for participation in MHSSA sponsored sports, a symbolic or merchandise award which does not have a value of over \$25.00.
- H. Lakeshore Public Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject to as a student as a result of a student or athletic code violation at the student's most recently attended school.
- I. Lakeshore Public Schools will comply with MHSAA guidelines concerning concussions and the protocols to return to competition.

All regulations for eligibility and participation may be found in the current handbook of the Michigan High School Athletic Association, Inc. for Junior High/Middle Schools and Senior High Schools or www.MHSAA.com

USE OF PRIVATE TRANSPORTATION FOR ATHLETIC EVENTS

In some instances, it is necessary to have parents and coaches transport athletes to and from some athletic contests. We understand this is neither an ideal, nor desirable situation, but need to do so under present circumstances. The permission form for use of private transportation is included in the athletic activities permission form that is signed for participation once in the middle school and once in high school

SENIOR - CLASS OF 2022

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Vice President	Jayden Schmaltz
Secretary	Caroline Beckrow
Treasurer	Elina Hjelmaker
Representatives	
Ellie Carlisle, Austin Hoss, Vaughn Hurdle, Logan Mooney, Zach Ross, Madison Woodard	

Associates

Manuela Chohfi, Cameron Garber, Lucia Gianni, Hailey Hentz, Madeline Kyncl, Emily Long, Isabelle Plichta, Alana Scaccia, Maya Stowe, Camille Thrum, Ella Titcomb, Fernanda Vallejo

Class Advisor

Mr. Clark & Mrs. DeJong

JUNIOR – CLASS OF 2023

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Secretary	Paige Sichmeller
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Representatives	
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Class Advisors

Mrs. VanAntwerp

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Vice President
Secretary
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Representatives

Associates

Class Advisors

FRESHMAN – CLASS OF 2025

President
Vice President
Secretary
Treasurer
Representatives

Associates

Class Advisors

A directory of Lakeshore High School Staff is available on the Lakeshore Public Schools website. www.lakeshoreschools.k12.mi.us



Lakeshore High School
 5771 Cleveland Ave. Stevensville, MI 49127
 (Phone) 269-428-1402 (Fax) 269-428-1574
[Student Handbook Link](#)



Parent/Guardian Student Handbook Acknowledgement and Pledge

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

I understand that the Student/Parent Handbook and Lakeshore Public School Board policy may be amended during the year without notice and that such changes are available on the District website or in the office.

My enrollment is contingent on following the rules.

I understand that I, and/or my parent(s), are responsible for arriving at school on time.

I understand that I must follow the dress code guidelines.

I understand that I must follow the technology policies.

I understand that random searches of my personal property may be conducted.

I understand that the school is not responsible for any lost, stolen, or damaged property, such as jewelry, electronics, Cell Phones, etc.

I understand that I am required to respect the rights and privileges of other students, teachers, and all staff employees.

I understand that if I do not follow the rules and regulations at LHS, I may be subject to expulsion from this program.

I understand that consequences may be imposed by the LHS staff for misconduct outside of the school campus which affects the school's learning environment. This includes school sponsored activities where they are home or away.

Student:

My signature signifies my willingness to comply with each item and acknowledges I have read the Parent-Student Handbook and support the rules and expectations outlined herein.

Parent:

My signature signifies my understanding that my child's failure to comply will result in consequences as outlined by the Student Code of Conduct and acknowledges I have read the Parent-Student Handbook and support the rules and expectations outlined herein.

Student Signature	Parent Signature	Date