

Lake Fenton High School

LAKE FENTON COMMUNITY SCHOOLS

PARENT/STUDENT HANDBOOK 2023-2024

4070 Lahring Road
Linden, Michigan 48451
810-591-9591
810-591-9495 fax
810-591-9592 attendance

SCHOOL HOURS

7:30 a.m. – 2:30 p.m. (M, T, TH, F)
8:30 a.m. – 2:30 p.m. (W) Wednesday
7:30 a.m. – 10:50 a.m. Half Days

LAKE FENTON HIGH SCHOOL OFFICE HOURS

7:00 a.m. – 3:30 p.m.



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This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. LFCS Guidelines and LFCS Board Policies are available for public inspection at the district website (www.lakefentonschools.org) and/or the Administrative Services Office located at:

Lake Fenton Community Schools
11425 Torrey Rd. Fenton, MI 48430

COMMUNICATION WITH SCHOOL OFFICIALS

Although it is within every parent or community members right to address the board of education, individuals are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command,” or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with additional inquiries moving on to the next level on the chain of command. The easiest way to communicate is via e-mail or phone.

- 1. On Matters Involving Instruction/Curriculum**
 1. Classroom Teacher
 2. Principal
 3. Assistant Superintendent
 4. Superintendent
 5. Board of Education
- 2. On Matters Involving Athletics**
 1. Coach
 2. Athletic Director
 3. Principal
 4. Assistant Superintendent
 5. Superintendent
 6. Board of Education
- 3. On Matters Involving Student Discipline**
 1. Classroom Teacher
 2. Assistant Principal
 3. Principal
 4. Superintendent
 5. Board of Education
- 4. On Matters Involving Facilities/Grounds/Buildings**
 1. Maintenance Supervisor
 2. Principal
 3. Executive Director of Technology and District Services
 4. Superintendent
 5. Board of Education
- 5. On Matters Involving Transportation**
 1. Transportation Director
 2. Superintendent
 3. Board of Education

FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2020. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2020, the language in the most current policy or administrative guideline prevails.

I. INTRODUCTION

Lake Fenton High School has been in existence since 1960. The outstanding young men and women who have attended and graduated from Lake Fenton High School have set many enviable records of accomplishment in all areas. These traditions and accomplishments are a constant reminder to each of us that we must continue to strive for excellence. Lake Fenton High School, with a total 9-12 registration of approximately 630 students for the school year, is a community within itself. To live together in this community and receive the greatest benefits from the school, a student must be a good citizen and take pride in the care of school property, realizing that the appearance of the buildings and the campus is a credit to the student personally as well as the entire student body. This school and its equipment have been furnished by the citizens of Lake Fenton area for the use of our students and we continue to show our appreciation by our high standards of behavior. As a student of Lake Fenton High School, it is the responsibility of students to conduct themselves in such a manner that their actions will always reflect honorably on our school.

DISTRICT MISSION

Learning for Continuous Success (LFCS)

DISTRICT VISION

Lake Fenton Community Schools, through shared leadership, will educate all students to achieve their highest potential in a positive, safe and student-centered environment.

DISTRICT BELIEFS

- We believe all students and staff work and learn best in a **Positive** school environment.
- We believe all students and staff are responsible for creating a **Respectful** school environment.
- We believe all students and staff thrive when demonstrating **Independent** thinking.
- We believe all students and staff benefit from trustworthy and **Dependable** relationships.
- We believe all students and staff are successful when actively **Engaged** in learning.

DISTRICT GOALS

- We commit to providing shared leadership that supports our vision and inspires student performance and continued district growth.
- We commit to maintaining a culture in our schools and community that supports student growth and success.
- We commit to utilizing resources that support our mission and vision to ensure growth for all students.
- We commit to a data driven approach to raise academic achievement of each student (PreK-12) by strengthening teaching and learning throughout the district.

Students learn best when our staff maintains high expectations for student learning. The school district needs to be an enriched learning environment that responds to the needs of the student as a whole person. All children in our school building have an equitable opportunity to learn a rigorous school district curriculum which needs to be integrated, continuous and exploratory. Students learn best when they are actively involved in their own learning. Supportive school district and home environments are both necessary to give students the opportunity to develop to their potential.

COMMITMENT STATEMENTS

- We commit to providing Quality Leadership that supports our vision and inspires student performance and district effectiveness.
- We commit to maintaining a culture in our schools and community that fosters and supports student success.
- We commit to managing and utilizing resources that support our mission and vision to ensure success for all students.
- We commit to a data driven approach to raise the academic achievement of each student (PreK-12) by strengthening teaching and learning throughout the district.

BOARD OF EDUCATION

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

President	Mr. Christopher Fletcher
Vice President	Ms. Heidi Howieson
Secretary	Mr. Michael Peraino
Treasurer	Mr. Robert Hutchins
Trustee	Ms. Shannon Elenbaas
Trustee	Mr. Robert Kamischke
Trustee	Mr. Justin Schweigert
Junior Representative	Ms. Alexa Murray
Senior Representative	Mr. Collin Ridgway

DISTRICT ADMINISTRATION

Superintendent of Schools	Ms. Julie Williams – 591-2532
Assistant Superintendent	Mr. Chris Belcher – 591-2532
Executive Director for Technology and District Services	Mr. Brad Reichert - 591-2570
Athletic Director	Mr. Brad LaRowe - 591-9466
Maintenance Supervisor	Mr. Jake Staley 591-2560
High School Principal	Ms. Kate VanHouten - 591-9599
Middle School Principal	Mr. Wesley Webster – 591-2209
Elementary School Principal – Torrey Hill	Ms. Robin Powell – 591-3617
Elementary School Principal – West Shore	Ms. Laura Yeaster – 591-6542
Special Education Teacher Consultant	Ms. Michelle Grifka – 591-6555

LAKE FENTON HIGH SCHOOL

Principal	Ms. Kate VanHouten – 591-9591
Assistant Principal	Mr. Vince Cicalo – 591-9597
Main Office	Ms. Tawna Martello - 591-9591
Athletic Director	Mr. Brad LaRowe - 591-9466
Athletic Office	Ms. Amanda Jarrett - 591-9593
Counseling Office	Ms. Heather Landis & Ms. Joette Schisler – 591-9403
Attendance Office	Ms. Stephanie Lewis – 591-9592
Food Service Director	Ms. Lori Grant - 591-9449

SCHOOL HOURS

Student Day: 7:30 a.m. – 2:30 p.m. (M T TH F)
Student Day: 8:30 a.m. – 2:30 p.m. (W)
Half Day: 7:30 a.m. – 10:50 a.m.

Teacher Day: 7:25 a.m. – 2:50 p.m. (M T TH F)
Teacher Day: 7:25 a.m. – 2:50 p.m. (W)

II. SCHOOL POLICIES, PROCEDURES AND EXPECTATIONS

AGE OF MAJORITY

- Inasmuch as the eighteen-year-old is afforded all the rights and responsibilities of adulthood, he/she will be expected to adhere to the rules and regulations as adopted by the Board of Education.
- A student that has reached eighteen years of age may assume responsibility for his/her report card, attendance and other school related activities by notifying school authorities in writing within two weeks before initiating the rights of age of majority. Parents will be notified of the student's change in status.

APPAREL AND DRESS

At Lake Fenton High School we strive to be the best and we communicate that in part by appearance. Student attire should facilitate participation in learning as well as health and safety of students and adults who supervise them. Dress and grooming which distracts from or disrupts the educational process is prohibited. Students will have the opportunity to remedy the violation, if unable then students will report to the office. Please note that LFHS will not discriminate based on religious observations.

1. Clothing should be constructed and worn in such a manner that is not unduly revealing. Clothing must cover areas from one armpit across to the other and armpit to mid-thigh and shoulders must have straps. Holes in clothing must be at least mid-thigh or below, in sleeves, or have an underlayer to cover the body. Clothing shall be worn at the natural waist so there is no exposure of undergarments.
2. Hats, hoods, and any other types of non-religious headwear shall not interfere with student identification and sunglasses are not permitted at any time during the school day. These items may be confiscated or asked to be removed. Shoes must be worn at all times. Blankets will not be allowed as student attire. Hair garments are allowed as long as the identity of the student is visible.
3. No article of clothing shall be worn which depicts illegal material, tobacco, alcohol, drugs, lewd acts, violent acts, or weapons. No article of clothing shall be worn which defames, targets, or discriminates any person, school, community, entity, nation or contains or implies obscene, profane or sexually related words or pictures. Clothing that is obviously dirty, torn, ripped, cut or mutilated to achieve an unusual effect is prohibited. Accessories that contain metal studs, chains, or sharp objects may not be worn or part of any book bag, purse, etc.
4. Students in violation will be asked to change clothing, given a shirt and/ or be asked to not wear it again. If it is disrupting the school day, they will be sent home. Those who repeatedly violate the dress code will be considered insubordinate.
5. When dressing for school, students should consider the following questions:
 - Is my clothing revealing or distracting?
 - Does my clothing advertise a product or service prohibited by minors?
 - Does my clothing, jewelry, make up, buttons, etc. contain messages that are obscene, profane, offensive, drug related, or gang related?
 - Is there anything about my clothing that would be offensive to others at school?
 - Would I interview for a job in this outfit? Am I dressed appropriately for the weather and today's activities?

ATTENDANCE POLICY

Attendance in class is an important part of a student's education. Students are expected to be in school and on time to their classes unless excused from attending by the high school administration. When a student is unable to attend school for any portion of the day, his/her parent or guardian must notify the high school attendance office at 591-9592 on the day of the absence or the student is considered truant. If the parent learns of the absence when they return from work that evening, they may still report their knowledge of the absence by calling the above number and leaving a message on voicemail. For a student to participate in an extracurricular event, they must attend a majority of the school day.

Student Responsibilities

1. If a student is late or absent for any portion of the school day, he/she must report to the office and sign in at the attendance secretary's desk. The secretary will then issue an admittance pass to class.
2. If a student has received permission to leave the building through written verification or a phone call from the parent or guardian, they must first check out with either office secretary.
3. It is the student's responsibility to arrange with each teacher for makeup work after returning from an absence. The student will be allowed the same number of days to complete the makeup work as they were absent. Additional time may be given at the discretion of the teacher, but no less.
4. It is the student's responsibility, in most instances, to have a parent or guardian notify the high school attendance secretary the day of his/her absence at 591-9592.

Definition of Terms

- **Excused Absence** – defined as an absence from school because of a personal injury, illness, family emergency, such other good cause as may be acceptable by the superintendent, or pre-arranged family trips. Every effort should be made to make appointments outside of the school day. Absences for driver's training or other non-medical reasons are not appropriate during the school day, or such other cause approved by the principal. A "personal absence" will not be accepted as a valid excuse due to pupil accounting requirements. An absence is excused when notification is completed by 3:30 p.m. of the following school day.
- **Unexcused Absence** – defined as an absence for any reason other than those listed as excused or exempt. Parent notification will occur by calling to any phone contact numbers that are provided to the school. Unexcused absences include skipping, oversleeping, and missing the bus, leaving school without signing out and unverified absences.
- **Exempt Absence** – an absence which does not count toward the maximum days per semester. Included in this category are suspensions, school related activities, pre-approved college visit, or absence due to unusual circumstances as approved by the administration, funerals, medical/dental, religious holiday, quarantine of the home or legal appointments. Documentation of exempt days must be in writing.
- **Tardy** – is being late to class less than 10 minutes for the first hour and 5 minutes for the remaining periods. Arriving after the time limit will be recorded as an absence. "A pupil is considered tardy when he/she is not in his/her room when the tardy bell rings. If a pupil is late to class, he/she will be admitted, but the teacher will note the tardiness in the record book."
- **Late Arrival / Early Dismissal** – a student who arrives at school after the 1st hour has begun must sign in at the Attendance Office to obtain a pass that will admit them into class. The tardy or absence is excused if a parent call notifying of the late arrival. If a student must leave during the school day, a parent must call the Attendance Office. A pass will be sent to the student indicating the time to

leave the building. The student must sign out prior to leaving in order to be excused. If returning, the student must sign back in at the Attendance Office.

- **Student Vacations** – The purpose of the administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time with family. A student can set up finals with a teacher if the teacher allows it and the student is in good standing within the class. Again, the school believes the student should be in class as much as possible to maximize learning but does understand exceptions. Whenever a proposed absence for vacation is requested, parents should discuss it with the Principal/Teacher. 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.
 1. The student may be given approximate assignments and materials for completion.
 2. Separate daily assignments may be given.
- **Extenuating Circumstances*** – occasionally, beyond the student's control, extenuating circumstances may cause a student to be absent from school for an extended period of time. These circumstances will be dealt with on an individual basis by the high school administrative team. Medical verification may be requested by administrators before making a determination in the matter. *Vacations and hunting are not considered extenuating circumstances. Parents and students are strongly encouraged to plan such activities on non-school days. Should a student and parent believe there are unusual conditions that exist necessitating a vacation during school time, they must notify the high school principal ten (10) days prior to a possible absence.
- **College Visits** – a student will be allowed 3 Principal Approved Official College Visits. Any other college visit will count against absence totals. Unofficial college visits will be counted the same as excused absences.
- **Student Release** – No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal or acting administrator.

Consequences for Excessive Absences

- **Warning Notification**– a student who reaches their 5th unexcused absence shall receive a warning stating the consequences of additional accrued absences.
- **Attendance Agreement** - a student who reaches their 10th unexcused absence in a semester will be placed on an attendance agreement. An attempt will be made to include the student when developing the attendance agreement. Loss of credit can occur if the attendance agreement is not completed. The agreement will include one of the following:
 1. The student will show an improvement in attendance, with no additional unexcused absences, earn a passing grade, complete necessary forms, and write a letter of appeal to the principal. or
 2. The student will demonstrate proficiency of 78% or better on the final exam. In this event, the final credit will be listed on the transcript as a D-.
- **Parent Meeting** - Students with 15 combined excused/unexcused absences will be required to attend a meeting with school administration and parents. Details of the circumstances will be documented and a plan of action to improve attendance will be developed.
- **Loss of Privilege** – a student is at risk of losing parking privileges, dances, after school functions such as games and clubs due to poor attendance and/or excessive tardies. Parent notification with

limits imposed will occur. Closed campus violations may result in but not limited to immediate temporary loss of parking privileges.

- **Probate Court** – a student under sixteen years of age with excessive absences may be notified by the Probate Court and appropriate action taken in compliance with state law. 20 total absences (excused or unexcused) will be used to investigate truancy.

Consequences for Excessiveness Tardiness

Promptness to class is expected so students are prepared to enter the world of work.

- On the 5th tardy in any class, a student is referred to the Assistant Principal for assignment of a warning notification.
- On the 10th tardy in any class, a student is referred to the Assistant Principal for assignment to (ISS) In School Suspension.
- On the 15th tardy, a referral will be handled as insubordination with a parent meeting.
- A student entering class after 5 minutes will be considered absent and marked with an AB5, unless a pass accompanies a student.

Perfect Attendance

Perfect attendance is defined as attendance in school every hour of every day. The Perfect Attendance Award is given only to those students that attend in this manner.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARDS STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. “Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
2. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or;
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcoming physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways,

including but not limited to notes, emails, social media postings, and graffiti. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control.

Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and/intentionally false reports may result in disciplinary action as indicated above.

CLOSED CAMPUS

Lake Fenton High School is a CLOSED CAMPUS school. This means that students must remain in the school building unless they have to leave for specific educational programs such as GCI, CTE, Co-op or Dual Enrollment. Students may not leave the school building during class changes or lunch periods. The parking lot is off limits to students during the school day unless being given permission by the office.

CLUBS AND EXTRACURRICULAR ACTIVITIES

The purpose of all extra-curricular activities at Lake Fenton shall be to provide opportunities for academic enrichment, pleasure, community service, leadership and to develop individual and group responsibility. To this end, a variety of sanctioned clubs and organizations have been provided. We encourage student participation and are interested in new groups to meet the changing needs and interests of our students.

Drama Club – Open to all students interested in theater and will offer opportunities for involvement in performing and technical aspects of plays.

Interscholastic Sports – Students have the opportunity to participate in a variety of sports under the structure of the Genesee Area Conference and the Michigan High School Athletic Association.

(See General Rules for Student Athletes)

Key Club International – The Key Club is the largest high school service organization in the world, empowers its members to lead and serve by cultivating leadership skills, developing friendships, and performing community service.

National Honor Society – NHS is an academic honor group. Membership is by invitation and is based on the four qualities of scholarship, leadership, service and character.

Robotics Club – Students build robots to compete in competition with schools from around the State of Michigan.

Student Council – The purpose of this organization shall be to provide a forum for student expression; to encourage harmonious relations throughout the school community between students, teachers and administrators; to assist in the management of the school; to charter clubs and organizations; to provide an orderly direction of school activities; and to promote the general welfare of the school. Grades 9-12 will elect membership annually with each class having an equal number of representatives. In order to be eligible to become and remain an officer or member, the candidate must maintain passing grades in all classes for the previous semester.

CHROMEBOOKS/ACCEPTABLE USE POLICY

Students are asked to adhere to the Chromebook 1:1 and AUP agreements. Students and parents both receive this at the beginning of the school year for both signatures. Students are required to bring a fully charged Chromebook to school every day. Parents must provide an insurance rider of \$20 for annual coverage; paid to the main office.

COMMUNICABLE DISEASE PREVENTION, SEXUALITY, AND HIV/AIDS EDUCATION

1. According to the State School Aid Act, parents have the right to review the materials and curriculum content to be used in HIV and other serious communicable disease prevention education, as well as sex education. The materials and curriculum guides are available for your review. If you wish to observe your child's classroom instruction, please contact the principal's office at 591-9591 to arrange a time for your observation.
2. The textbooks used in the AP Biology and Biology courses contain information in regard to Sex Education and Reproductive health. While neither sex education nor reproductive health is covered in the content of these courses, the Lake Fenton Health Committee has recommended that all parents with children in these courses be notified that the textbook does contain information regarding human reproduction. The health textbook contains information in regard to sex education and reproductive health. The curriculum for the health class includes the teaching of sex education and reproductive health.
3. If you wish to have your child excused from participation in the classes, which include HIV and other communicable disease prevention instruction, or from sex education as a whole, please send written notice to the principal.

COMPULSORY SCHOOL AGE

For a child who turns age 11 on or after December 1, 2009, or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. Reference MCL 380.1561

CONCUSSIONS

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking or

physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. Parents/Guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities. If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity or game. The student will not be permitted to return to full participation until he/she is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. An accident form shall be filled out and a phone call should be made to the parents as soon as possible. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

DANCES AND ACTIVITIES

Dates for school dances are established each fall by the Student Council. The dances are open to Lake Fenton High School students and guests (a guest pass must be obtained from the principal's office and be turned in Wednesday prior to the dance). No one 21 years of age or older shall be admitted to a dance. If the dance allows door sales students must show valid Lake Fenton High School identification, no outside students are allowed for door sales.

High school dances may not begin prior to 7:00 p.m. and 10:00 p.m. will be the curfew unless special permission is granted to extend the dance to 11:00 p.m. If a student leaves an activity, he/she cannot re-enter. Doors may be locked forty-five minutes after an activity begins and admittance denied. Students will be subject to the school policies relating to behavior during all activities. The building must be cleared of students ten minutes following an evening activity. Custodians will secure the building after this has been accomplished by the group sponsor. Dance attire: traditionally dresses or gowns may be strapless or feature straps. Bare or open back garments are acceptable; however, bra tops and see thru apparel is not permitted. Undergarments may not be exposed. All other dress code guidelines will apply. Students violating these guidelines any time during the dance will be asked to leave without a refund of the ticket price. It is expected by the staff and administration that students will dance face to face at all times (not back to front motion). Students may not engage in grinding moshing or body surfing. Students who fail to adhere to the dance policy will be given only one warning. Additional violations will result in removal from the dance and possible discipline.

DISCRIMINATION AND PROHIBITION BASED ON DISABILITY POLICY

It shall continue to be the policy of the Lake Fenton Community Schools not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education. All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities, and services. Any questions concerning Title VI of Civil Rights Act of 1974 or Title IX of the Education Amendments of 1972 should be directed to the District Coordinator, Mr. Chris Belcher or Ms. Kate VanHouten.

Students qualified through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 shall not be discriminated against with respect to admission or participation in programs or activities. Board Policy 2260.01 defines qualified students. Inquiries should contact Ms. Michelle Grifka.

EARLY DISMISSAL

Board of Education policy requires that the following guidelines be followed for early dismissal of a student.

1. Only principals or designee may release a student from school before the end of the school day.
2. Principals or designee may release students before the end of a school day only upon presentation of a written or face to face request from the child's parent or for emergency reasons.
3. Request for early dismissal should be submitted to the principal as early as the previous school day.
4. Student may be released only to a parent whose signature is on file or to a properly identified person authorized to act on their behalf.
5. A student may be released "on his or her own: only with verified parental permission.
6. Whenever a student travels from his/her school to another school for lesson or to clinics, etc., during school hours signed permission must be obtained from the parent before such trips are approved by the principal.

EMERGENCY STUDENT PICK UP

In the case of an emergency including weather, lock-down, or secure-mode, parents may pick up their child at the school only if it is determined that student safety is not compromised in any way. Parents must come to the school office to request that they be excused. Parents may be asked for identification in an emergency situation prior to the release of their student. Should it not be safe, parents will be given a direction as to where to pick their student up.

FIRE OR EMERGENCY PROCEDURE

When the fire alarm sounds, all students should immediately evacuate the building. Each classroom has instructions as to the route of exit. It is extremely important to walk swiftly and quietly from the building. In the case of a real emergency, your normal exit route might be blocked, and it will be necessary to be quiet and calm in order to hear information regarding what exits may be available. In case of a tornado alert, your instructor will seat your class in the assigned area.

FOOD SERVICE

The cafeteria/commons area will be used during breakfast and lunch serving times for students and staff. Breakfast or snacks will be available prior to the start of 1st hour. Breakfast service will end at the 5-minute bell before first period. At all other times of the day, food sales will be closed. Prices for breakfast and lunch will be posted on the menus that are available on the Lake Fenton Community Schools web site www.lakefentonschools.org. To find menus go to the web site, click on food service then menus. Food and beverages, other than water, must remain in the cafeteria/commons area.

School Meal Charge Procedures

- **Free lunch students**
- A Free lunch status student will not be allowed to have a negative account balance. Free lunch status allows a student to receive one breakfast and one lunch free every day.

- All point of sale/cash register are coded so that students are not easily identifiable as a free student.
- **Reduced and Full paid lunch student**
- It is our policy that students never be denied a meal. However, it is expected the parent/guardian take responsibility to ensure their child's lunch account is up to date. We do send reminder notes, phone calls and emails home about past due balances. School meals must be paid for at the point-of-sale with cash or check, or preferably online through the districts online payment system <https://www.familyportal.cloud/> in advance so that they are debited from your child's account.
- All students may receive a reimbursable meal regardless of if there is money on their account. Only reimbursable meals may be charged to a student's account.
- The reimbursable meals will continue to be charged to the student's lunch account at the standard lunch rate, even if there is no money on the student's account. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.
- If the student reaches a negative balance, they may purchase a regular menu meal with cash without paying towards their balance. If the student does not have cash the account will be charged, and parents will be contacted. Once an account reaches a negative \$10.00 or more a weekly list will be sent to the principles to evaluate the situation.
- Parents are highly encouraged to fill out a free and reduced lunch application at the beginning of the school year, but the application can be filled out anytime during the school year if circumstances have changed in a household.
- All point of sale/cash register are coded so that students are not easily identifiable as a reduced student.
- **Ala Carte items**
- Ala Carte items are not part of the USDA program. Extra items that are not included in a reimbursable meal (i.e.: extra milk, extra juice or snacks) must have cash to purchase or have enough money on their account to cover the cost. If they do not, the student will be asked to put the item back. The only time that additional charges will occur is if your student takes an item that is not packaged. These items cannot be put back after they are touched, and the student's account will be charged.
- A parent/guardian may call the School Nutrition Director, Lorie Grant to place a block on their child's account to prohibit the purchase of an ala carte item or blocking can be done on the districts online payment system <https://www.familyportal.cloud/> .
- **Knowing what is on your students account**
- Parents/Guardians are responsible for knowing when their students' account needs money to prevent negative charges and are responsible to pay for all reimbursable meal charges that put their student's account in the negative.
- Parent/guardians that provide their email will receive notifications 1x a week when a student's account goes negative. Text/Phone messages may be sent out up to 1x a week and letters addressed to parents/guardians will be sent out 1X a month to help keep parents aware when the account is in the negative.
- Students may be given a note to take home when their account is in the negative.
- Balances may be checked at any time by logging into the districts online payment system <https://www.familyportal.cloud/> or by emailing the School Nutrition Director Lorie Grant at lgrant@lakefentonschools.org

- All cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. A parent may also view a student's account activity and make payments on the districts online payment system <https://www.familyportal.cloud/>
- Meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the School Nutrition Office will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced-price meals.
- **Checks Returned for Insufficient Funds (NSF)** When a check is returned to the Business Office for "NSF", a letter will be sent to inform the parent(s). Payment for the NSF check must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to Lake Fenton Community Schools and sent to the Business office.
- **End of School Year Balances**
- All accounts must be settled at the end of the school year. Letters will be sent home approximately two weeks before the last day of school for students whose accounts are low. Students will no longer be allowed to charge meals on their accounts after May 30th.
- Refunds: Students who are graduating or withdrawn can request a refund. Refund requests must be submitted to The Food Service Director via email lgrant@lakefentonschools.org. Requests must include students name, the name that the check should be written to and address to where it shall be sent. Once requests are made, the request will then be processed through the Business office. All refunds must be requested within 3 months of withdrawal or graduation date.
- Transfer of excess funds: Funds will be transferred to a sibling's account after the Senior sibling has graduated.
- Lake Fenton Schools will issue refunds to graduate students with no siblings after graduation for all accounts with a balance of \$10.00 or more. Smaller amounts must be requested by the parent and submitted to The Food Service Director via email lgrant@lakefentonschools.org within 3 months of graduation.
- Unclaimed funds: Unclaimed Funds will become the property of Lake Fenton Community Schools Nutrition Program.
- Graduation Students: All negative account balances must be paid in full and signed off by the food service department prior to graduation.
- All charges not paid by June 30 will be considered bad debt. Bad debt will be paid to the food service account from the district's general fund. Before a deposit is made to the student's account the bad debt must be paid back to the general fund.
- Money left in students accounts will transfer over to the next school year.

HALL PASSES

There will be no loitering in the halls or lavatories. Students in the halls during class sessions must have a valid pass.

HEALTH and HYGIENE

Students suspected of having a communicable disease or who persistently neglect personal hygiene will be temporarily excluded from attending class and school activities until such time as the school is provided

with medical verification that the student's health and personal hygiene are not detrimental to the health and welfare of other students and staff.

ILLNESS OR INJURY

If you become injured or do not feel well enough to attend a class, you must report to the high school office. We will make every effort to contact your parents if it becomes necessary for you to leave school. Students who find it necessary to have any type of medical, dental or optical appointments during the school day must bring a note from their parents to the office. Parents should report to the office, at which time the student will be notified.

In the event of a student accident or illness, a staff member shall:

1. If properly trained, administer first aid
2. Report the accident to the appropriate administrator
3. Summon professional medical assistance, if needed
4. Notify the parents as soon as possible by telephone or written report
5. Contact parents immediately if the accident indicates professional medical care is needed.
6. Record on the Student Accident Form, as soon as possible, all pertinent facts concerning the accident and submit it to the principal's office. The office will keep all records of all injuries requiring medical attention which occur while the students are on school property, in school buildings, on the way to or from school, or at school sponsored events.

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations.

Any parent/guardian who wants to claim a non-medical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified non-medical waiver form through the Local Health Department. The new rule requires the use of the most recent State of Michigan non-medical waiver form.

For more information please visit the Michigan Department of Health and Human Services.

http://www.michigan.gov/mdch/0,1607,7-132-2942_4911_4914---,00.html

INTERROGATION PROCEDURES

School officials stand in loco parentis (in place of parent) in respect to the child. This requires the school official to protect, to the best of his/her ability, the due process rights of the student. This will require the administrator to divorce himself/ herself from his/her role of enforcer of discipline in the school, a very difficult task, but one that needs to be performed.

1. All attempts to contact parents should be documented
2. Police and other authorities should investigate alleged law violations off of school property if at all possible. The investigation can take place immediately on school property at the request of the principal if the alleged law violation took place on school property.

3. When police or other authorities arrive at the school and wish to interview a student or investigate an alleged law violation, they will contact the principal indicating the nature of their investigation and their desire to question a student of students.
4. If the Principal concurs that the questioning is appropriate, s/he will send for the student, if applicable, and move him/her to an unoccupied room and remain in the room during the questioning. If the situation involves an alleged law violation, the parents are to be contacted before any questioning takes place. If the situation involves a suspected child abuse, notification of parents will be determined by the investigator.
5. Upon review of the investigator, the principal may attempt to contact the parent and remain in the room during the questioning to ensure that the student's rights are not violated, unless the parent is in attendance.
6. Should a student be taken into custody or removed from the school premises by the police, the principal must make every effort to notify the student's parents at the earliest possible moment of the removal.

LIBRARY

The library at Lake Fenton contains numerous book and non-book resources. To ensure the availability of these materials to all students and to provide a pleasant study-oriented atmosphere, cooperation in and adherence to certain procedures is expected. Food and drink will not be permitted in the library.

1. Upon entering the library from a class, students must present a library pass to the librarian. A student must remain in the library for the rest of the period unless a return time has been indicated by the teacher, in which case the student will have their pass returned and signed by the librarian when it is time to leave.
2. No student will be permitted to leave the library without permission and a pass from the librarian.
3. Students visiting the library with a class must remain with their class and directly under the supervision of their teacher.
4. Students must check out all library materials at the desk prior to leaving. Borrowed materials must be returned on or before the due date or the student is subject to a fine and possible loss of library privileges.
5. The Acceptable Use Policy must be signed by the student and parent or guardian in order to use any form of technology.

LOCKERS

Each student will be assigned a hall locker, free of charge. Students are to use the locker assigned to them. Students are not allowed to go to the parking lot for books without administrative approval. Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals and locked. Since each locker has its own combination lock, no padlocks are to be placed on them. The school will not be responsible for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he/she should report to the office as soon as possible. The locker is the property of the school and administration has the right to have lockers checked, without notification, whenever it is deemed necessary. Students should not bring large sums of money or any valuable items to school. Personal possessions should never be left unattended. Lost or stolen items should be reported immediately to the office. Students are responsible for locking and keeping the confidentiality of their combination.

LOST AND FOUND

Pupils losing anything of value should inquire at the office, where lost and found articles are kept. Any items found should be taken there so they may be retrieved by the owner. Articles of clothing will be held for thirty days and then will be given to a charity.

MEDICATION

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent on the Medication Request and Authorization Form 5330 F1. Both must also authorize any self-medication by the student. This must be renewed every year in the Principal's Office with the Secretary. Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18) to possess and use the inhaler.
2. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.
3. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency. Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above. Any other questions should be directed to guideline and Board policy 5330.

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

MINOR IN POSSESSION

MCL.722.642 Vape and Tobacco. Prohibited conduct by a minor associated with vapor, tobacco, or alternative nicotine products. Students found violating this act for the first time will be responsible for a civil infraction and may be fined not more than \$50. For a second violation the student shall be responsible for a civil infraction and guilty of a misdemeanor.

MCL.436.1703(1)(A) Alcohol. Prohibited conduct by a minor associated with alcohol. Students found violating this act for the first time will be responsible for a civil infraction or misdemeanor and may be fined not more than \$100. For a second violation after a judgment, the student shall be guilty of a misdemeanor with associated court procedures.

MCL.333.27965 Marihuana. Prohibited conduct by a minor associated with marihuana. Students found violating this act for the first time will be responsible for a civil infraction and may be fined not more than \$100. For a second violation the student shall be responsible for a civil infraction of \$100-\$500.

PARENTVUE

The following information will assist you in accessing Parent Vue through the Lake Fenton Community School's Website. Your login to Parent Vue is the same from the previous year. Those students needing login information may contact our main office. When you want to access the Parent Vue Gradebook, which will give you updates on your child's assignments and grades, just click on the "Gradebook" tab on the left side of the screen. Please note the "Report Card" tab only stores previously posted grades and is not a current standing for your student. In addition, teachers at the High School update their respective grades by Wednesday at 3:45 p.m. This means that to receive the most recent information, you would need to access Parent Vue on Wednesday evening or Thursday morning. Please be aware that if you access on Friday, for example, the information may be a few days old.

PERSONAL COMMUNICATION DEVICES

A Personal Communication Device (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A PCD may be defined as but not limited to cell phone, smart watches, pager, beeper, MP3 player, iPod, iPad, tablet and/or laser pointer, earbuds, and headphones.

Students are responsible to understand the limits of each class with respect to (PCD)'s and their impact on learning. Classroom expectations provided in the course syllabus may differ based on learning criteria and curriculum. Students may use personal communication devices before and after school; during their lunch break; during passing times; during class at teacher discretion (BYOD); during after school activities (e.g. extra-curricular activities) at school-related functions. Students who fail to follow the expectations of proper and timely cell phone use, will receive the following penalties:

1. PCD will be brought to the office by the student, logged, and returned at the end of the day.
2. PCD will be brought to the office by the student, logged, and a parent phone call will be made asking to come into school and pick it up.
3. PCD will be brought to the office by the student, logged and returned to the parent. Phone will not be on campus for the remainder of the year.
4. PCD violations after step three are considered insubordination with OSS discipline.

Students are prohibited from uploading or downloading materials inconsistent with Board policy 5136: Personal Communication Devices (PCD), 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, classrooms, gymnasiums, 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. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/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. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs 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; and (3) recording students and staff without consent or prohibited behaviors such as fighting. 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 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 extracurricular 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.

PLAGIARISM/CHEATING

Plagiarism and cheating is the act of stealing and passing off as one's own, the ideas or the works of another. A student's homework, projects, quizzes or tests are to be the result of the student's solitary creative efforts. Students involved in copying and/or supplying another student work or ideas from a test paper or assigned work can receive no credit for that work. Any composition, which incorporated the words or ideas of another author and fails to give the originating author proper credit will result in no credit. Each infraction will result in zero credit.

1. On the first occasion that a student's name is turned into the administration by a teacher for cheating, personal contact with the parents by a teacher shall occur. A copy of the plagiarism/cheating section is then mailed to the parents as a referral.
2. A second cheating referral by any teacher results in a second referral and the student is given a one-day suspension from all classes.
3. With the third referral, and with each subsequent referral, the student is given a three-day suspension.

RESTROOM PROTOCOLS

Students using the restroom during the school day must use the restroom nearest to their period classroom. During class exchange, before and after school students will avoid loitering in the restrooms. Stalls and urinals will be occupied by one person at a time. Failure to follow protocols will be considered a violation of safety in group I consequences.

RELEASE OF DIRECTORY INFORMATION

In order to comply with the Federal Family Educational Rights and Privacy Act and the Michigan Freedom of Information Act, the following policy shall apply: The only type of directory information to be released for students in grades 9-12 without specific prior consent of the parent or adult student is: Name, address, telephone number, date and place of birth, major field of study, participation in school activities, dates of school attendance, honors and awards. Other similar information: i.e., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks may be released. Any parent or student objecting to the release of such information shall notify school authorities of this objection in writing, in which case the information relating to that person will not be made public. Written requests for non-disclosure of directory information shall be made annually by the first Friday of the first week of school each academic year.

SAFETY AND SECURITY

Students who wish to speak with school authorities, security personnel or the Deputy regarding the wellness of another student(s) may confidentially contact the school through OKAY2SAY, LFHS website link REPORT BULLYING, or ask a staff member to help them. Threats against the school, individual students or staff will be investigated by school administration and law enforcement with various disciplinary actions by the school based on the seriousness of the event.

All students and staff are responsible for the safety and security of the school. Building safety protocols include but are not limited to following office procedures, emergency drills, parking lot rules, secure entrance and exit, safe school behavior, reporting unsafe conditions, etc.

Students failing to follow safety/security procedures will be evaluated by school officials, referrals will be made, and insubordination may apply for continued behavior.

SCHOOL CLOSING PROCEDURE

If the weather, road conditions, mechanical failure, or other emergencies require the closing of school, the following procedures are in effect:

1. The decision to close school is usually made by the Superintendent.
2. The decision to close school is usually made between 5:30 and 6:30 a.m.
3. In addition, we may use our automated phone message system and social media alert process when a decision is made.
4. If the decision is made the day or night before, we will try to have it announced in the evening and the following morning. **News Stations:** WEYI (TV25/CW46) WNEM (TV5) WJRT (TV12) WSMH (FOX 66) WXYZ-TV (CHANNEL 7)

NO ANNOUNCEMENT MEANS THAT SCHOOL IS IN SESSION.

Lake Fenton Community Schools will be specifically mentioned if school is to be closed. Other schools may be closed, and we may still operate. DON'T become confused; listen for our school district name. If school is closed due to inclement weather, extra-curricular activities-may-be canceled. When possible, LFCS will attempt to use our automated dialing system, School Messenger, to notify families of all cancellations.

Athletic cancellations: Varsity events and practices will be canceled on a case-by-case assessment, events may be canceled at any time but determination for varsity events will take place between 12:00 to 3:00 pm. Sub-varsity events will be canceled on a case-by-case assessment with practice automatically canceled on "called" school days. The Athletic Director will notify the coaching staff and the coaches will contact the players/families through the team list. When school is closed due to conditions in the morning, student athletes will not have scheduled events or practices before noon. In addition, any student participating in the event/practice is voluntary during a school closure. PLEASE DO NOT CALL SCHOOL OR ADMINISTRATORS TO FIND OUT IF THERE WILL BE SCHOOL.

SCHOOL RECORDS

Lake Fenton School District Right to Access and Privacy of Records All parents and guardians of a student under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education, and made available upon request. No records, files or data directly relating to an individual student shall be made available to anyone without the written consent and notification of the student or of the parents or guardian of the student under 18, except (1) the teachers of such students, or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desires access to such records. For other investigation of student records, parental or student consent is needed, unless otherwise provided by law. The Lake Fenton Board of Education publishes the above-mentioned information in the local newspapers, school newsletter and student handbooks each year.

Access to Student Records

1. A written request for access to records must be made to the principal of the building, or the superintendent. The request must specify with clarity, which records or what data is requested.
2. If made by a student 18 years of age or older, or by the parents of a student under 18, the request shall be granted within ten (10) days, if possible, but no longer than forty-five (45) days after the request was made.
3. Examination of records shall only be made during the regular office hours of the school building in which the records are retained; shall be reviewed in a place designated by the principal or superintendent and shall be reviewed in the presence of the principal or his designee.
4. In general, parents or students bear the responsibility for providing consent for a third party who wishes access to records.
5. The school district has no obligation to provide free services, such as copying and mailing, and the actual cost of such services may be charged. However, no "record fee" shall prevent access by a student or parent who is financially unable to pay such a fee.
6. All request and consent forms for examination and/or transfer of records shall become a permanent part of the student's record.

Dissemination of Student Records

Student and Parental Access

Any student 18 years or older attending school, or any parent of a student under 18 years, attending school, may examine the official records, files and data of the school directly relating to the student. The parent of a student 18 or older does not have the right to examine the student's files without the student's consent. The term "parent" includes guardian. The official records, files and data which are accessible to a student or parent include all matter in the student's cumulative record and include, but are not limited to, the following: Identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, Interest inventory results, health data, family background data, teacher or counselor ratings and observations, verified reports of serious recurrent behavior patterns. Notes or observations made

concerning a student by an individual teacher, counselor, or administrator, which are not communicated to other persons, are not considered part of the official records, files and data that must be made available. If a student official record includes data on another student, a person entitled to examine the record should receive or be informed of, only that part of the record pertaining to the individual or child of the individual entitled to access. Information regarding other identifiable students should be excluded.

Student Cumulative Records

Classification and Maintenance of Records Information about students that is collected and stored by school personnel shall be separated into one of the following three classifications:

1. Administrative records – this classification includes official administrative records that constitute the minimum personal data necessary for operating the educational system. It includes birth date, sex, race, names, addresses, and places of employment of parents, academic work, completed grades, attendance records, withdrawal and re-entry records, honors and activities, date of graduation, class rank and follow-up records.
2. Supplementary records – This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes Test data, such as scores on standardized achievement, aptitude and intelligence tests, Observational data, such as systematically gathered teacher or counselor evaluations and observation of social or personal assets, clinical findings, and verified reports of serious or recurrent deviant behavior patterns, General data, such as health data, family background information and educational and vocational plans. Classification and Maintenance of Records (cont.)
3. Tentative records – This classification includes useful information that has not been verified or is not clearly needed beyond the present time. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions. Administrative records shall be permanent and maintained by the school for an indefinite period. When a student graduates, supplementary records will be destroyed or transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is verified and valid. To eliminate unnecessary or outdated information, student's records shall be reviewed, when he moves from elementary to middle school, and from middle to high school, and when he/she graduates.

The principal shall have the overall responsibility for maintaining and preserving the confidentiality of student records. They may, however, designate another school official to perform these duties for them. The principal or designee is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. They are responsible for reviewing the files and deleting supplementary and tentative records when necessary.

SEARCH AND SEIZURE

Lockers are the school's property, therefore search and seizures are valid under the Fourth Amendment. At present, a principal or his designee, who has reasonable suspicion that a crime is being committed, can legally search a student's locker without a valid warrant and the contents can be made available to police for criminal prosecution. School principals also have the right and duty to search a student's person if there is a high degree of suspicion that such stolen goods are likely to be found on the student's person, in

exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession constitutes a crime or rules violation. Reference Board Policy 5771 for further details.

1. There should be reasonable suspicion for school authorities to believe that the possession constitutes a crime or rules violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his presence, in most situations. If the specific item contains metal the use of a non-invasive electronic metal detector/wand may be incorporated.
4. Illegal items (drugs, alcohol, firearms, and weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

STUDENT BEHAVIOR

The students and staff of the high school are committed to working together in an environment in which complete attention may be directed to the learning process. Discipline procedures have been developed to ensure this commitment, to guide students in assuming responsibility for their behavior and integrity in their academic pursuits.

STUDENT PARKING

All vehicles must be registered by presenting a copy of the registration, driver's license, and filling out a school parking application. Each student will receive a Lake Fenton High School numbered parking permit; those permitted to drive will be seniors, juniors and sophomores who meet MDOT guidelines. The parking permit fee is \$25.00 and must be paid at the time of registration. Parking permits must be visibly displayed at all times! In the event a student may drive multiple vehicles, the student must register the other car/s with the office under the same sticker number. All students will adhere to a 15 MPH speed limit on school property. Driving to school is a privilege, not a right—all cars must be registered, and a parking permit purchased prior to driving. Permits are issued based on criteria set by the school administration. All school rules and regulations are in effect in the lot, as well as others listed in your parking agreement. Privileges may be suspended for ticket offenses in route to school/home or on school property. Students must park in designated student areas. Failure to display permit, Speeding/careless driving or Parking illegally or in an area other than student parking may result in loss of driving privileges. Students who park illegally or do not have a parking permit displayed will have their vehicles towed at the owner's expense.

STUDENT/PARENT RIGHTS

Any student or parent shall have guaranteed equal treatment and access to programs, due process, and presumption of innocence, free expression and association, and privacy of thought. Students and parents maintain responsibilities for the respect of others, obedience to constituted authority, and compliance with Board guidelines and rules. Since students have the ability in high school to reach the age of majority and assume responsibility for their performance a notification will be sent to the parent(s) if authorized by the adult student. Parents have the right to know about their student's educational experience. In addition,

parents have the right to inspect instructional materials for their student; instructional materials do not include tests.

STUDENT SUPPORT SERVICES

The purpose of the support services is to provide help for students with specific learning, emotional and physical problems. These services would consist of Guidance and Counseling, Special Education, Social Work, and Genesee Intermediate School District. The services of the Guidance Department are available to all students. The variety of services offered is generally divided into three categories: personal-social, educational-career development, and crisis intervention. Frequently, a counselor will act as a referral person and suggest in-school support services and, on occasion, outside agencies that may offer special services. If a student wishes to speak to a counselor, he/she signs up in the Guidance Office and a pass is sent. Occasionally a parent, teacher or administrator will refer a student. All information regarding a student's problem is kept confidential by the counselor. Special Education is a federally mandated program to develop and provide special help for the handicapped person. These handicaps may be physical, emotional, mental or developmental. After a student has been evaluated and determined eligible for Special Education services, they will be placed in the proper classes. These classes will be determined by an Educational Planning and Placement Committee (IEPC) and the Individual Education Plan (IEP). A physically handicapped person may qualify for vocational rehabilitation programs available after graduation. The services of the social worker are available to all students with specific problems. The social worker works with students and their parents to help them deal with common problems related to school such as poor attendance, truancy, emotional upset, etc. Homebound teacher – for a student that is physically unable to attend school for an extended time period. A doctor's note is required, and forms must be signed at the high school office. The Single Parent Project – a network of support services to assist the adolescent parent or parent-to-be. As one of Michigan's outstanding regional educational service agencies, Genesee Intermediate School District is "The Community's Link to Lifelong Learning". For more information on the above programs, contact a school Counselor.

TEXTBOOKS

Textbooks are supplied by the Board of Education. Textbooks showing more than normal wear or abuse will be paid for by the student assigned to the text. Highlights or writing in books may result in a fine as much as full replacement cost. Lost textbooks or textbooks rendered unusable will be paid for at replacement cost. Students who change a book number or destroy a book label will be charged accordingly.

TRANSCRIPTS

A transcript request form must be obtained from the high school office, filled out and returned. With proper authorization, transcripts will be sent to other educational institutions or potential employers free of charge. Student transcripts are to include all courses taken during their high school career. The G.P.A. will be averaged to include all grades. Credit recovery opportunities, online or summer school, are available for any student who fails a class. Students wishing to retake a passed course to receive a higher grade must do so by taking the course during the school day in a regular scheduled class. These courses cannot be taken during summer school or online.

TRANSFERS/DROPS

If a student transfers to another school during or at the close of the school year, it is necessary to check out at the office. This is a relatively short process, which must be completed before we can forward school records and transcripts to another school system. All books and materials must be turned in at this time. If a student fails to follow the proper procedure or fails to clear up all debts owed to the school, records will not be forwarded. Students who are dropping out of school must also follow the above procedure but, before we do this, we make every effort to keep the student in school, first by having the student consult with a counselor, a phone call to the parent and having the student talk with the principal.

USE OF PHYSICAL FORCE BY SCHOOL PERSONNEL

District personnel may use reasonable force upon a student necessary to maintain a safe learning environment. They may also use reasonable physical force upon a student necessary to protect a staff member's personal safety; the safety of another staff member or visitor; the safety of the student or other students; school property from damage or destruction; themselves, and others from danger arising from a dangerous weapon or object which is in the possession of or control of a student.

VISITORS

Student visitors are not encouraged. The only purpose for people to visit is for them to experience our program and facilities for educational purposes. It is the prerogative of the high school administration to deny visitors. Visitors may not attend for social reasons. Visitors are not permitted unless they have been cleared through an administrator at the high school and issued a visitor's pass at least twenty-four hours in advance. Students desiring to host a visitor must get approval from each of their teachers at least a day in advance to avoid any inconveniences. While in the building, visitors must be accompanied by a Lake Fenton student at all times. Unapproved visitors will be asked to leave the building and be given a trespassing warning. If the same visitor reappears again, the police will be called, and a trespassing ticket could be issued. Lake Fenton students who accompany or encourage unauthorized visitors to the school will be subject to disciplinary action.

VOLUNTEERS

All school volunteers are required to fill out an "Authorization for Criminal Records Check & Volunteer Form" (available in the school office) and be approved by Central Office before assisting at the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor tag before going to their destination.

WORK PERMITS

In 1979, the Youth Employment Standards Act, which prescribes standards for the issuance of work permits to minors, was drastically changed. The issuance of work permits now lies wholly with the local school district. Legally, school hours and work hours combined cannot exceed forty-eight hours per week. The work permit is issued by Lake Fenton Schools and can be revoked for poor attendance and/or poor academic performance. Permits for year and from the high school office during the summer months.

III. ACADEMICS AND GRADUATION

ACADEMIC CLASS MAKE UP

A student wishing to make up a low grade in exchange for a higher grade may do so, but only in the following procedure. They must take the class within the academic school day and within that academic class's classroom. No independent study or online class can replace a low but passing grade.

CLASS RANK

To achieve an official class rank, the student must attend Lake Fenton High School starting with the last semester of the sophomore year and going through the first semester of the senior year. This range is due to final class rank being taken at the end of the 1st semester. Grade point average shall be computed by the final grade in all subjects taken at the high school. Any two (2) or more students whose computed grade point average are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts. Students entering the high school shall have no established grade point average (GPA) or class rank until they have completed 5 semesters

Inclusion of a student in graduation honors such as Valedictorian shall occur only if the student has been enrolled for 6 consecutive semesters, which is 3 academic years.

DUAL ENROLLMENT/EMC

Eligibility – Must be enrolled in at least one high school class in the district for the year in which participation is sought or state approved nonpublic school in Michigan. Students must be an enrolled student in the District. Students become eligible by completing all of the required tests and receiving a score that qualifies for entry into the postsecondary (dual) enrollment program. Foreign Exchange Students are not eligible. By May 1st of each year, a student or his/her parent must complete and submit the Intent to Participate Form filed with the high school counseling office which signifies the student's intent to participate in the program for the following school year. Failure to meet the deadline shall exclude the student from the program for that school year unless a waiver is granted by the Superintendent. (Board Policy 2271)

Credits for Dual Enrollment – Students may take dual enrollment courses for college credit, high school credit, or both. Dual Enrollment – Values for eligibility will be set by the State of Michigan using the PSAT

Financial Arrangements – The District will pay the charges submitted by the postsecondary institution or the prorated percentage of the State foundation allowance paid on behalf of the particular student, whichever is the lessor. Charges in excess of the payment will be billed by the postsecondary institution to the student and his/her parents. The postsecondary institution will not charge a late fee providing the student registers during their drop/add period. Should students fail to complete a course and a refund is available, the school district will be reimbursed first. In the event reimbursement is not made in a reasonable period of time, a claim may be filed against the student and/or his/her parents in Small Claims Court.

Transportation – All Students participating in the postsecondary enrollment option program will be responsible for their transportation to and from their homes and the postsecondary institution or to and from the high school and the postsecondary institution. IT IS STRONGLY RECOMMENDED THAT YOU READ BOARD POLICY 2271 BEFORE ENROLLING IN THE DUAL ENROLLMENT PROGRAM.

FINAL EXAMS

At the end of each semester, students will be required to demonstrate mastery of subject area standards and benchmarks through various methods of assessment or culminating demonstrations. The culminating demonstration (final exam) of mastery may be weighted at no more than 20% of the student's semester grade. This is subject to change.

GRADING SCALE

Students will be evaluated in each subject area after each semester. Grades will be listed in all subject areas as follows:

If a teacher selects standard based grading (SBG) for semester evaluation, grades are as follows:

4.0 SBG Scale	Percent Grade	Letter Grade
3.9 - 4.0	93 - 100 %	A
3.7 - 3.8	90 - 92 %	A-
3.3 - 3.6	87 - 89 %	B+
3.0 - 3.2	83 - 86 %	B
2.7 - 2.9	80 - 82 %	B-
2.3 - 2.6	77 - 79 %	C+
2.0 - 2.2	73 - 76 %	C
1.7 - 1.9	70 - 72 %	C-
1.3 - 1.6	67 - 69 %	D+
1.0 - 1.2	63 - 66 %	D
0.8 - 0.9	60 - 62 %	D-
0.0 - 0.7	0 - 59 %	E

GRADUATION CREDITS AND REQUIREMENTS

In order for a student to graduate from Lake Fenton High School, students must complete 23 credits plus the following minimum conditions.

Special Notes

1. Students who complete a full year of AP classes will earn 1.0 credit: A=5.0, B=4.0, C=3.0, D=2.0, E=0.0.
2. Additional Credit is not given for a repeated course in which a passing grade was originally received. Each student's transcript is to include all courses taken during their high school career, but the GPA is averaged to only include the highest grade in credits/classes retaken through a school district approved alternative (summer school, Lake Fenton credit recovery).
3. Students not meeting the graduation requirements will not be permitted to participate in the commencement program. New students of senior status entering Lake Fenton not meeting graduation requirements may be graduated under certain conditions. Students may not receive a diploma prior to the date when their class would normally graduate.
4. The Board acknowledges that some students have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Students may request an opportunity to demonstrate mastery through written examination, written papers, projects, portfolios, or other comparable forms. State mandated testing out guidelines will be followed. (See Testing Out of Courses High School)
5. Students may earn lost credits by successfully completing approved alternative courses or summer school classes. Credit recovery must take place outside the daily schedule for high school. Credit will be given only with advance written approval of the high school principal. See a counselor for details.
6. Students that meet the requirements for dual enrollment may be considered for college credit classes in lieu of some high school classes. Approval must be obtained from the principal. (See Special Programs.)
7. Students who cannot demonstrate competency of the standards and benchmarks for a class must make it up by attending extended learning opportunities or by successfully repeating the course at Lake Fenton. If the class is not offered on campus, the student may apply to the counseling office to make up the credit either through completion of a summer school class or credit recovery program. (Arrangements for these options need to be approved in advance by the counselor and principal).
8. Any senior having credit deficiencies, and who has not satisfied the requirement for a diploma, shall have his/her name removed from the graduation list and will not be entitled to participate in the activities of graduation week. The guidance counselor will monitor all borderline situations during the final semester and will inform seniors as soon as information affecting graduation status becomes available. Seniors must have successfully completed all Board policy 5460 requirements for graduation in order to participate in Commencement exercises. Students who have not fulfilled all financial obligations to the school or who have not returned issued textbooks and equipment, will have their diploma withheld.
9. Freshman scheduling Geometry must earn in eighth grade Algebra 83% (B) each semester and 78% (C+) on exams in eighth grade Algebra.

Graduation Requirements – Successful Completion of the Following:

English	4.0 Credits	Mathematics	4.0 Credits
English required every year		Algebra 1, Algebra II and Geometry	
Senior portfolio project required in 12 th grade			

		Additional year of math or math related course during senior year
Science 3.0 Credits Physical Science, Biology and either Chemistry Or Exploratory Chemistry OR Biology, Chemistry and Physics		Social Studies 3.0 Credits American History World History American Government and Economics
Visual/Performing/Applied Art 1.0 Credit		Technology 1.0 Credit
World Language 2.0 Credits		Electives 4.0 Credits
Health 0.5 Credits		Select from the following areas or combination:
Physical Education 0.5 Credits A waiver may be obtained by successful completion of a high school sport or marching band (credit is not issued when a waiver is obtained.)		Art Career Technical Education Drama Industrial Arts Music
Senior Portfolio Must complete class requirements and pass with minimum of 70%.		
State Assessment Testing – In order to participate in the commencement ceremony students are expected to complete requirements in Board Policy 5460, all students shall participate and give best effort in all aspects of the state assessment test (MSTEP), as well as the standardized test of the high school's choosing for that year.		

EARLY GRADUATION

Application for early graduation will be submitted to the high school principal. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. Please reference Board Policy 5464. The graduate may participate in the graduation ceremonies with his/her designated class.

GRADE LEVEL

A student's grade level will be determined by the number of credits earned upon completing each school year.

Senior Status

Minimum of 17 credits

Junior Status

Minimum of 11 credits

Sophomore Status

Minimum of 5 credits

Students will be reclassified if they do not meet the credit requirement. Summer school and after school opportunities will be available for credit recovery. Parent/guardian is responsible for the cost.

HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class. The purposes of homework should be: 1) to improve the learning process, 2) To aid in the mastery of skills, and 3) To create and stimulate interest on the part of the student. It should be a learning activity which would increase in complexity with the maturity of the student; such assignments

should encourage students to work more independently and to carry on investigations for them. Homework assignments should be meaningful and should be an application or adaptation of a classroom experience and/or the outcomes for the particular class. Parents are encouraged to support their student's responsibility for homework completion. Providing a specific period of time for study as well as a designated area are two suggestions, which can aid a student's ability to cope with homework demands.

HONOR ROLL

After each semester, the office will release the names of students who are on the honor roll. To be placed on the honor roll, a student will have a cumulative grade point determined at the end of the first semester. Two categories are recognized; 3.00 to 3.49 labeled honors and 3.50 and above labeled high honors.

REPORT CARDS

Report cards are issued as soon as possible following the end of each semester, which will be in January and June.

ONLINE CLASSES

Per Michigan law 21f, a student has the right to take two online classes per semester. These classes must be requested by the first of May in order to schedule staffing. The law states there are circumstances that the school may decline a student from taking the online classes. Online classes may also be used in credit recovery situations, but only worked on after school hours. Students may not have credit recovery classes in their everyday schedule unless approved by High School and/or Special Education Administration.

TESTING OUT OF HIGH SCHOOL COURSES

Public Act 335 Section 1279b & c of the School Code allows a student to receive credit for a course in which he/she is not enrolled but has attained a grade of 78% or better on a course mastery assessment procedure. Departments and/or instructors will provide dates to the office for testing. Credits obtained in this manner shall be subject to the following limitations:

1. The credit will be recorded as a "pass" grade and will not be used for computing a grade point average.
2. The credit will count towards graduation requirements but will be posted as "T.O." on the transcript.
3. A pupil who earns credit under this section cannot later take a lower sequence course in the same subject area.
4. A student shall not be allowed to test out of a course required by State statute (i.e., government, etc.).
5. A course where there is no requirement to have exhibited a reasonable degree of mastery does not apply and testing out would not be appropriate (i.e., physical education, band, or other music courses, etc.).
6. Students are not allowed to test out of classes they have already taken.
7. Arrangements for testing out must be made through the Principal's Office **two weeks** prior to the end of school.

IV. ATHLETICS

GENERAL RULES FOR STUDENTS

The athletic code attempts to cover any situation that might occur in the operation of the Lake Fenton Athletic program. Participation in athletics is a privilege not a right, subject to the feasibility of the programs and guidelines for individuals within the District. However, all involved parties must realize that this document cannot completely encompass every possible circumstance. The school reserves the right to make decisions necessary and proper in any area of the Athletic Program that are not specifically stated in the code. Athletes and parents should be aware that rules, policies, and information contained in the General Rules for Student Athletes pertain to any student enrolled in grades 9 through 12 at Lake Fenton with past or present affiliation with an athletic team during the current school year. Qualified disabled handicapped and special education students will be allowed to participate, consistent with the provisions of applicable legislation. Any reference in this document to the parents of an athlete also applies to an athlete's legal guardian.

ATHLETIC ATTENDANCE AND PARTICIPATION

1. Athletes will only be allowed to participate in an athletic contest or practice when they have attended school for a majority of the day. If an athlete is absent from school for extenuating circumstances (funeral, court appearance, medical appointment, family emergency, etc.), then the student must obtain permission from the Athletic Director prior to the contest or practice in order to be able to participate.
2. Athletes who are in attendance at school are expected to be at practice and contests unless excused in advance by the coach. Failure to go to a practice or contest may result in the suspension of the athlete.
3. Any athlete suspended from school is also suspended from participating in practice sessions, competitions and meetings of his/her athletic team.
4. When sports are being conducted concurrently, an athlete may switch sports when approval is granted by all involved coaches and the Athletic Director has been notified of the change.
5. An athlete may participate in more than one sport at a time. Athletes must complete the dual-athlete contract for consideration. An athlete who is cut from a sport because of ability is eligible to participate in another sport during the same season.
6. If an athlete voluntarily leaves a team, the athlete, coach and the athlete's parents should immediately discuss the reasons for the withdrawal. The coach also has the responsibility to inform the Athletic Director of the athlete's reasons for leaving as well as the results of the conversations with the athlete and his/her parents. The athlete, parents and coach may also be required to meet with the Athletic Director.
7. A wide variety of sports, contests, camps and training programs are offered to our students during the off-season and summer months by the school district and its coaches. These activities provide an excellent opportunity for athletes to improve their skills. The programs are voluntary and in no way is an athlete required to participate as a condition for membership or placement on an athletic team.

ATHLETIC AWARDS

High school athletes may receive one Junior Varsity letter and one Varsity letter award. Certificates will be awarded as earned in each sport. Special Varsity championship letters will be issued regardless of previous letters received. Athletes should be aware of the MHSAA state limitation on individual awards, either goods or services, for athletic achievement. This limitation applies to both school and non-school sponsored activities. To protect amateur status, an athlete should check with school officials before accepting any award from a non-profit organization. The head coach of the varsity sport has final decision to the merit of varsity or junior varsity status.

ATHLETIC CITIZENSHIP

Students who participate in athletics or plan to do so must conduct themselves on and off the playing field in a manner, which reflects the highest values and standards of good citizenship. Athletes who exhibit poor citizenship are subject to disciplinary action by the coach or administration, which may result in suspension from participation in athletics. Examples of poor citizenship include having a poor attitude, causing dissension on a team, or demonstrating unsportsmanlike conduct. An athlete apprehended or arrested for, or charged with, the commission of a felony or misdemeanor, may be suspended from athletic participation at the discretion of the principal, with the right of appeal as indicated in the section on "Appeal Procedure."

- Athletes who willfully destroy and/or steal property will pay for the damages and/or stolen items.
- Athletes will represent Lake Fenton High School as positive role models to the community, promoting sportsmanship, school loyalty, and excellence of character.

ATHLETIC DISMISSAL OR SUSPENSION

If an athlete is in jeopardy of dismissal or suspension from an established team for violating the athletic code, the coach should notify the parents as soon as possible.

FIRST OFFENSE – The athlete shall be suspended for the equivalent of 25% of the scheduled games for the season. Should that number be greater than the number of games left in the season, the suspension will carry over until the next season. The student athlete must finish participation in the next season, not just the number of contests they are suspended for. Prior to the return to contests from the first offense, the student must also enroll in a rehabilitation program and present proof of completion.

SECOND OFFENSE – The athlete will be suspended from all interscholastic athletic competition for one calendar year from the time of the disposition.

THIRD OFFENSE - The student will forfeit any involvement from interscholastic Athletic participation for the remainder of their high school career.

ATHLETIC ELIGIBILITY

Representing Lake Fenton Schools in interscholastic athletics is a privilege extended to all students. Any student, provided requirements are met, will be afforded the opportunity to try out for any athletic team.

1. Each athlete must meet the eligibility requirements as prescribed by the Michigan High School Athletic Association and the Lake Fenton Board of Education. Regulation I, Section 7 (A) M.H.S.A.A. HANDBOOK – No high school student shall compete in any athletic contest during any semester who does not have to his or her credit on the books of the school represented. A student entering the ninth grade for the first time, except those who had eligibility advanced under Regulation III, Section 2C, may compete without reference to his/her record in the eighth grade.

2. Eligibility for the week is determined by the previous week's grade report. Monday through Sunday will be considered one week. Students with more than one failing grade will be prohibited from contests during the following week. Notification of eligibility is provided to the coaching staff. Status of grades will not be provided to students through the athletic office. Unless notification by the athletic office is made to the coaching staff in writing no changes are considered final.
3. Each athlete must successfully pass a physical examination and a record of the examination must be on file with the Athletic Director before the athlete will be allowed to practice. The physical must be given after April 15th of the previous school year to be valid for the current school year.
4. A student must be enrolled in Lake Fenton Community Schools as required by MHSAA Handbook regulations under Reg I, Sec. IA, para #3.
5. Before a student is allowed to practice with an athletic team, the athlete and at least one of the athlete's parents or guardians must agree to comply with all general rules and sign the General Rules form. The signed form must also be on file with the Athletic Director.
6. The student must pass using criteria based on the MHSAA Handbook to be eligible for the following semester.
7. Prior to the next season starting, all equipment must be returned, all debts settled, and any pay to participate fees must be rendered before the student athlete can be eligible to play in the next season's contests.

NCAA Division I – Athletic Eligibility

If you are a student who intends to participate in athletics at a Division I school, it is your responsibility to check with your counselor to see if you are meeting the initial qualifications of core classes and/or ACT or SAT scores as mandated by the NCAA. Please reference the Lake Fenton Course Guide for Stipulations/Requirements.

ATHLETIC EQUIPMENT

Athletes are responsible for uniforms and equipment issued to them by the coach. They also are required to wear all issued clothing in competitions. If equipment and/or uniforms are damaged or misplaced, the athlete must reimburse the school for the cost of fixing or replacing the item(s). This must be done before the athlete is presented any awards and is able to participate in another sport. If an athlete voluntarily leaves a team, it is the athlete's responsibility to immediately notify the coach, turn in all issued equipment, and pay any outstanding fees.

ATHLETIC INJURIES

1. Athletic activities can be hazardous. Taking part in these activities may result in severe injury, including permanent paralysis or death, and is a calculated risk recognized by the student and the student's parents/guardians.
2. It is the responsibility of the athlete and/or the athlete's parents to inform the coach of any injury received by the athlete. When an injury or sickness occurs which, in the judgment of the coach or a school official, requires the athlete to seek medical assistance, the athlete must submit to the coach a written statement, signed by a doctor, indicating that the athlete is physically able to resume participation before being allowed to do so.

3. When a serious injury occurs, the coaches will attempt to notify the athlete's parents. If the parents cannot be contacted, the coaches will make sure the athlete receives proper emergency medical assistance.
4. Lake Fenton Community Schools and its employees will not assume any liability for injuries incurred by any student when they are participating in the school's athletic program. The parents of the student will accept complete responsibility for payment of medical expenses accumulated in the diagnosis and treatment of the athlete.

Concussions

MHSAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS "Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a healthcare professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - A. The clearance may not be on the same date on which the athlete was removed from play.
 - B. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - C. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - D. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior or after to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season

in practices and competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.

6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.
7. Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form. This form must be kept on file at the school and emailed to concussion@mhsaa.com or faxed to 517-332-4071.

Sanctions for Non-Compliance with Concussion Management Policy

There are consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion.

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the MHSAA-designated "Post-Concussion Return to Activity Consent Form also signed by the student and parent."

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

ATHLETIC TEAM RULES

Each coach will provide every athlete with a written copy of all team rules at the beginning of each sport season. Coaches are also responsible for reviewing the rules with the athletes.

ATHLETIC TRANSPORTATION

Athletes must use transportation arranged by the school for all-away contests and practices unless other transportation has been arranged with written approval from the parents, coach and athletic director prior to such events (one day prior to event). When extenuating circumstances exist, such as a medical or family emergency, and the parents or guardians of the athlete agree to transport their child, the coach or athletic director may deviate from this policy. The student/athlete must leave with the parent only and must communicate to the respective person in charge with a waiver or sign out sheet signed by the respective parent.

PERFORMANCE ENHANCING DRUGS/COMPOUNDS

The Board of Education recognizes that the use of dietary supplements that contain performance enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students. Please reference Board Policies 5530 and 5532.

SUBSTANCE ABUSE/DRUG TESTING

Drug testing may be done randomly twice a year on any Lake Fenton student/athlete at the discretion of the High School Administration. Athletes must refrain from being under the influence or in possession of alcohol, tobacco, illegal drugs, or behavior-altering drugs not prescribed to the student. Substance abuse or affiliation shall apply for the year, in season or out of season.

FIRST OFFENSE – The athlete shall be suspended for the equivalent of 25% of the scheduled games for the season. Should that number be greater than the number of games left in the season, the suspension will carry over until the next season. The student athlete must finish participation in the next season, not just the number of contests they are suspended for. Prior to the return to contests from the first offense, the student must also enroll in a rehabilitation program and present proof of completion.

SECOND OFFENSE – The athlete will be suspended from all interscholastic athletic competition for one calendar year from the time of the disposition.

THIRD OFFENSE - The student will forfeit any involvement from interscholastic Athletic participation for the remainder of their high school career.

*Medical Marijuana shall not be recognized as a prescription for the purposes of athletic substance abuse offenses.

V: BEHAVIOR CODE OF CONDUCT

School personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibilities (Section 1311 of the Revised School Code of 1976). They may refer students to the building administrator, who is then responsible for determining further disciplinary action. An administrator may deal with student misconduct in a variety of ways, including but not limited to: parent involvement, counseling, reprimands, detention, and referral to school or other support personnel, suspension of privileges, in-school suspension (ISS), out-of-school suspensions (OSS), and/or recommendation for expulsion. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses. In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

Rules (Explicit and Implicit) may be relative to anything necessary for the proper establishment, maintenance, and carrying on of the public school, including regulations relative to the conduct of students. A student attending school, regardless of age, is covered by Board policies, which have been adopted and published. An 18-year-old student's responsibilities do not change upon reaching the age of majority.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. Engages in a prohibited act on school property; engages in a prohibited act in a motor vehicle being used for a school related activity; engages in a prohibited act involving another student who is in route to or from school.
2. Engages in a prohibited act which has its inception in school, is School connected or adversely affects, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances to students off school property would be a violation of the Student Code of Conduct.
3. Engages in a prohibited act when the student was not enrolled in the Lake Fenton Community Schools or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Lake Fenton Community Schools.

Section 1311 of the Revised School Code States the following:

- (1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is a student with a disability, and the school district has not evaluated the pupil in accordance with rules of the superintendent of public instruction to determine if the pupil is a student with a disability, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

Student Handbook Behavior/Consequence

Group I Violations

Behavior	Staff Managed	Office Managed Minor	Office Managed Major
Consequences	May include but not limited to <ul style="list-style-type: none"> • Warning • Debrief • Parent Communication • Parent/Guardian Conference 	May include but not limited to <ul style="list-style-type: none"> • Warning • Debrief • Parent Communication • Parent/Guardian Conference <ul style="list-style-type: none"> • Detention 1-4 hours • Restorative Practice 	May include but not limited to <ul style="list-style-type: none"> • Parent Communication <ul style="list-style-type: none"> • Detention 1-4 hours • In School Suspension 1-3 days • Out of School Suspension 1-3 days • Restorative Practice • Second Offense 3-5 days OSS • Third Offense 6-10 days OSS
Closed Campus defiance	N/A	Communication through attendance of unexcused absence with discipline at 5 and 10.	No student may leave the school campus at any time without the approval of the administration. "Closed Campus" is in effect when the student arrives on school property. Loss of driving privileges could result.
Cheating/Plagiarism lying/cheating major	N/A	First offense includes zero, communication home, record in discipline.	A student passing/providing/representing idea that are not their own. Second offense is a 1-day OSS. Third offense is a 3-day OSS.
Disrespect	Yes	Yes	To insult, call derogatory names, dishonor, or in other manner abuse, verbally or in writing any school personnel or students.
Disruption	Yes	Yes	Any behavior before, during, or after school or event which disrupts the educational process of the building or student(s).
Distribution of Unauthorized Materials	Yes	Yes	Act of distributing and/or posting materials on school property without the authorization of the building principal or designee.

Driving/Parking	N/A	Loss of driving privileges may be applied.	Violation of the driving and parking rules set forth in the handbook. Loss of driving privileges could result. Vehicle may be towed at the owner's expense. Driving/parking citations may be issued.
False Reports	Yes	Yes	Any statement written or verbal requiring an investigation by school staff or law enforcement that is not factual or has a preponderance of false information.
Forgery	Yes	Yes	Act of falsely using, in writing or verbal, the name of another person, or falsifying times, dates, grades, addresses, or other data used on school forms or school related documents.
Gambling	N/A	Yes	Act of gambling for money or valuable items. Any money or items will also be confiscated.
Horseplay (Physical Contact)	Yes	Yes	Pushing/shoving/wrestling; physical contact including throwing objects. Act which bodily contact is made but does not result in a fight.
Insubordination:	Yes	Yes	Act of failing to appropriately respond to or comply with a reasonable request from school personnel. Failure to correct previous behavior when a warning was provided to a student.
Littering	Students will be asked to clean up the mess by staff.	Continued behavior over time resulting in additional interactions.	Act of littering on school property. Insubordination for act will result in ISS or OSS.
Loitering	Yes	Limitations to area access may be applied.	Act of unauthorized lingering in the corridors, bathrooms, or off limit areas of school property.
Malicious Destruction of Property	N/A	N/A	Act of willfully destroying school property with damage less than \$100.00. Restoration of value will be requested by the school.

Misuse of Passes	N/A	Yes	Act of using a false pass or using a pass to get into unauthorized areas without proper permission from school personnel.
Misuse of Point of Sale/Cafeteria	N/A	Yes. Restoration of value may be required.	The act of using another student's I.D. number to charge items from the school cafeteria.
Personal Communication Devices	Turned into the office and returned at the end of the day.	Turned into the office and parent communication.	Using a personal wireless or electronic device in violation of classroom rules. Any act of using a wireless or electronic device that causes a disruption in the education process. Using a device to degrade or make false statements to the public of other students or staff through video, text, or communications. Turned into the office, parent communication, agreement to limits of devices at school.
Profanity or Obscenity	Yes	Yes	Act of using obscene, profane, or offensive language in verbal or written form or in pictures, caricatures, physical items, or gestures that are offensive to the general standards of the school and/or the community.
Public Display of Affection	Yes	Yes	Act or acts of public display of affection.
Security/Safety Violation No Harm TRANSIENT THREAT	N/A	N/A	The act committed by the student that is generally viewed by a reasonable person to downgrade the security/safety of the building, students, and staff. Doors propped open, touching cameras, opening doors to AED and fire extinguishers, secure exit and entrances, multiple students in a stall, are examples. Threats with no intent/ability to cause harm to others.
Theft and Possession (Less than \$100)	N/A	N/A	Act of acquiring or possessing property of others, which was taken dishonestly without the consent of the owner. Restitution is also required. Notification of proper law enforcement agencies required.
Vandalism (Less than \$100)	N/A	Yes	Act of willfully causing destruction of or damage to, property of the school or others. Restitution of the property is also required.

Office Managed Behaviors Only

Group II Violations

FIRST OFFENSE: 3-5 days out-of-school-suspension, possible recommendation to Board of Education.

SECOND OFFENSE: 5-10 days out-of-school-suspension, possible recommendation to Board of Education.

THIRD OFFENSE: Nine (9) days out-of-school-suspension with a possible recommendation to the Board of Education for expulsion and/or appropriate police action.

Assault/Physical Violence	Act of physically attacking any person while on school property, while in transit on school transportation, or during the attendance of any school sponsored activity when the attack has not been provoked by any physical aggression by the person assaulted. Words alone do not constitute provocation.
Bullying/Intimidation	Act of making any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the person or property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
Extortion	Act of securing or attempting to secure money or other items of value while on school property, in transit on school transportation, or while in attendance at any school sponsored activity. Restitution will occur.
False Alarms	Act of falsely initiating a fire alarm or the reporting fire or other catastrophe.
Fighting	Act of exchanging physical contact with another person while on school property, in transit on school transportation, or during attendance of any school sponsored activity. The instigator may receive additional punishment.
Fireworks or Explosives	Act of possession, use, or threat to use any firework, explosive or similar device on school property that could cause bodily harm to others or disrupt the educational process.
Fraud	Act of deceiving another or causing another to be deceived by false or misleading information in order to obtain anything of value.
Gang Behavior	Act of displaying or implying gang affiliation by written, verbal, gesture, or other personal display such as but not limited to: tattoos, signals, symbols, clothing color, haircuts, etc.
Inciting Others to Disobedience or Violence	Act of encouraging others by words, actions, or deeds to protest or demonstrate which disrupts the educational process.
Indecent Exposure	The act of knowingly making any open or indecent exposure of one's person or of the person of another.

Malicious Destruction of Property	Act of willfully destroying school property with damage \$100.00-\$500.00.
Security/Safety/Substantive Threat Violation	Act committed by the student that is generally viewed by a reasonable person to harm the security/safety of the building, students, and staff. False reporting of events or persons, threats with intent or ability to cause harm or repeated, threats with recruitment, threats with physical evidence and/or explicit witnesses; interfering in drills/practice, damaging or removing safety equipment, and disconnecting cameras are examples.
Spitting	Act of spitting on another person or spitting on the floor or walls of the building.
Theft and Possession (\$100-\$500)	Act of acquiring or possessing property of others, which was taken dishonestly without the consent of the owner. Restitution is also required. Notification of proper law enforcement agencies required.
Unauthorized Demonstrations	Act of demonstrating or protesting, which threatens and disrupts the educational process and/or is a threat to the safety of others. General or specific targeting of an audience within the structure of school; sharing/creating electronic material with the use of photo/video/electronic means is prohibited.
Vandalism (Over \$100)	Act of willful destruction of property belonging to others. Restitution of property also is required.

Office Managed Behaviors Only

Group III Violations

FIRST OFFENSE: Up to Ten (10) days out-of-school-suspension.

SECOND OFFENSE: Ten (10) days out-of-school-suspension.

THIRD OFFENSE: Ten (10) days out-of-school-suspension with a possible recommendation to the Board of Education for expulsion and/or appropriate police action.

Arson	Act of willfully burning or attempting to burn any personal or school property. Notification of proper law enforcement agencies may be required also.
Bomb Threat / False Reports	The act of causing a disruption of the educational process by falsely reporting actions against the student body or individual students within the school setting, property, or staff through electronic, verbal, or written forms. Act of disrupting the educational process by placing, threatening to place or falsely reporting explosive or flammable devices while in transit on school transportation, on school property, or during the attendance of any school sponsored activities. Notification of proper law enforcement agencies may be required. Violation of this section may result in a recommendation for permanent expulsion to the Board of Education.
Criminal Sexual Conduct (CSC)	Act of committing criminal sexual conduct as referred to in MSA 28.788, et seq; MCL 750.520, et seq; is prohibited and punishable by mandatory expulsion under the Revised School Code. Criminal sexual conduct includes, but is not limited to, forced sexual intercourse, sexual contact with the victim's or actor's intimate parts, or the act of having sexual intercourse with another under the age of sixteen.
Extortion	Act of making another person do any act against his or her will, by force or threat of force, expressed or implied.
Hazing	Act of engaging in any method of initiation or pre-initiation into a student organization or pastime, or amusement, which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace.
Malicious Destruction of Property	Act of willfully destroying school property with Damage exceeding \$500.00.
Physical Assault against School Personnel	Act of intentionally causing or attempting to cause physical harm to school employee, volunteer, or contractor through force or violence.
Pornography	Retaining, possession, distribution, and/or transmitting nude, partially nude, lewd, and sexually explicit or graphic images of themselves or others.
Possession/Use/Influence/Transfer/Distribution of Unlawful Drugs/ Behavior Altering Substances/Alcohol	Act of possessing, using, under the influence, transferring, and/or selling of but not limited to: unlawful drugs, behavior-altering substances, alcohol or drug paraphernalia while in transit on school transportation, on school property, or during the attendance of any school sponsored activities. Proper law enforcement agencies will also be notified. Appropriate counseling and/or treatment will be required by the parents for the student before the student returns to school.

Security/Safety/Serious Substantive Threat Violation	Act committed by the student or conditions that cause a lockdown and/or secure mode of the district/building. Any act committed by a student requiring an officer of the law to actively intervene in the event. Threats intending to kill, rape, or inflict injury with or without weapons.
Sexual Harassment	<p>Act of making unwelcome sexual advances, requests for sexual favors or other unwelcome sexual overtures be they written, verbal or physical. Notification to the school's appropriate sexual harassment officer is also required</p> <p>Sexual harassment may include, but is not limited to, actions such as the following:</p> <ul style="list-style-type: none"> • Sex oriented communication "kidding or abuse". • Subtle pressure for sexual activity. • Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.
Sexual Misconduct	Inappropriate touching of another (or oneself) with or without the other person's permission. Touching that invades the privacy or injures the dignity of another person. Public and/or private display of one's genitals, buttocks, or breasts; public display includes electronic media formats and devices. The act of having sexual intercourse or a person's intimate parts with another person during school or school sponsored events.
Theft and Possession (More than \$500)	Act of acquiring or possessing property of others, which was taken dishonestly without the consent of the owner. Restitution is also required. Notification of proper law enforcement agencies required.
Tobacco/Vape	Act of using, selling, or possessing tobacco, lighters, matches, paraphernalia and/or the use of electronic, "vapor" or other substitute forms of cigarettes, Hookah devices and or components of hookah devices, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.
Verbal Threat against Student, School Employee, Volunteer, or Contractor	Act of committing a verbal threat as defined by school board policy. Violation of this section shall result in a suspension or expulsion pursuant to the Revised School Code of Michigan.
Weapons	Pursuant to section 1311(2) and 1311 (4) of the Revised School Code and Board policy 5610; the intent or act of possession, use, or threatened use of a firearm or dangerous weapon which will or is designed to or may readily be converted to expel a projectile, while in transit on school transportation, on school property, or during attendance at any school sponsored event. Dangerous weapons are defined to include a: dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles or any object that is used to threaten, harm or harass another person. Notification of proper law enforcement agencies and appropriate violations of state law will be enforced. Mitigating circumstances will be considered if the student provides clear and convincing evidence to support A) the object possessed by the student was not possessed for use as a weapon B) the weapon was not knowingly possessed by the student C) the student didn't know the object constituted a dangerous weapon or D) the weapon was possessed at the direction or permission of the school or police authorities. Weapons not defined as dangerous.

CONSEQUENCES FOR BEHAVIOR CODE OF CONDUCT VIOLATIONS

Under most circumstances the consequences for violating school rules are defined in the “Violations and Consequences” section of this handbook, but in all cases the consequences are ultimately decided by the school’s administrator who administers this handbook. The variety of consequences used by the school’s administrator includes but is not limited to the following:

Parent Conferences—student, parents, and/or teacher (if applicable) meet to discuss the student’s violation of the code of conduct.

Detention—student can be assigned to a supervised room after school hours under supervision of a principal’s designee or a teacher for minor discipline infractions. Failure to serve detentions will result more serious consequences.

Restorative Justice (RJ)- students may be requested to participate in restorative justice by administration. The goals of restorative justice include discipline as learning, building relationships, continuing education in a productive setting, and improving respectful discussion. The building leadership will assess the factors of discipline and consider implementation of restorative justice, along with determining stakeholders buy-in and establishing a core team. Activities will focus on supporting the victim, offender participation, and community/environment interactions. As a tool of discipline, restorative justice shall not supersede the handbook or become an avenue to reduce the quantity value of discipline.

In School Suspension (ISS) – student may be assigned to ISS on Tuesdays and/or Thursdays the entire day of school. Student is required to complete an ISS document the day before the assigned date(s) to organize schoolwork. Students not attending their scheduled ISS, shall have an additional date applied or out of school suspension.

Out-of-School Suspension (OSS) - student is excluded from the regular school day and all extra-curricular activities for 1 to 10 days depending on the violation of the code of conduct. The Board may determine suspensions up to 60 days.

Expulsion—student is removed from school on a long-term basis as defined by the Board of Education. Only the Board of Education may expel a student upon recommendation from the superintendent and the building principal. The procedure for an Expulsion Hearing before the Board will be provided to the student and parents when they are notified of the date, time, and place of the meeting. The Board may remove a student from school for more than 60 plus days.

An administrator may deal with student misconduct in variety of ways, including but not limited to: parent involvement, counseling, reprimands, detention, referral to school or other support personnel, suspension of privileges, in-school suspension, out-of-school suspensions, and/or recommendation for expulsion. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses.

DISCIPLINE APPEAL PROCESS

Discipline resulting in Out of School Suspension may be appealed to the building principal. After that appeal, the ruling of the Superintendent is final.

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents’ receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
2. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
3. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
4. The Superintendent's decision shall be considered final.

EXPULSION

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term “firearm” is defined as: a) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- The object or instrument was not possessed for the use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed.
- The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
- The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police. The above exceptions will not apply to student misconduct involving sexual conduct or arson.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person,

with a present intent and ability to act on the threat. The student may be enrolled, in lieu of expulsion, in an Alternative Education Program or Evening High School upon the Superintendent's recommendation. Students enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner. A student may also be provided a seat time waiver. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three school days after the expulsion and the parents have been informed of the referral. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon, the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm, weapon in a weapon-free school zone together with the name of the school, the number of students so expelled and the types of firearms/weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines: If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 60 school days from the date of expulsion, but the student may not be reinstated before 90 school days from the expulsion date. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before 10 school days from the expulsion date. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

EXPULSION REINSTATEMENT

The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher and a parent of a District student.

The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

1. The extent to which reinstatement would create a risk of harm to students or school personnel.
2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel.
3. The age and maturity of the student.
4. The student's school record before the expulsion incident.
5. The student's attitude concerning the expulsion incident.
6. The student's behavior since the expulsion and the prospects for remediation.
7. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or parent who filed the reinstatement request to:
 - A. abide by a behavior contract which may involve the student, his/her parents, and an outside agency.
 - B. participate in an anger management program or other counseling activities.
 - C. cooperate in processing and discussing periodic progress reviews.
 - D. meet other conditions deemed appropriate by the committee.
 - E. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as a part of the request for reinstatement. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal. In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent. The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

VI. TRANSPORTATION

SCHOOL BUS RULES

1. Only students eligible for transportation will be permitted to ride the buses. In order to locate bus stops efficiently, it may be necessary for some students to walk a short distance to and from the bus stop.
2. Riding the bus is a privilege and pupils riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and students shall render him/her the respect and courtesy given a teacher.
4. Arrive at your bus stop five minutes early. The bus cannot wait. Stay back from the edge of the road. Students are to wait until the bus comes to a complete stop before attempting to enter the school bus. Stand quietly and respect other people's' property.
5. When boarding or leaving the bus step off and on quickly and quietly with no pushing or shoving. Watch your step.
6. Cross properly ten feet in front of the bus only. Beware of passing cars.
7. Students should board the bus immediately when dismissed from school. No playing in the school yard, throwing balls or snow, etc.
8. While on the bus remain seated until the bus stops. Keep feet and articles out of the aisle and never throw items out of the windows or within the bus. Keep your head and arms inside the bus.
9. Talk quietly and never play actively on the bus. There must be complete quiet when crossing railroad tracks. Do not shout, whistle or gesture from the bus windows.
10. Eating, drinking or gum chewing on the bus is not permitted. Help keep the bus clean.
11. Students who deface the bus in any way will pay for the damage and may lose their privilege to ride the bus.
12. In case of an emergency, remain calm, listen for the driver's Instructions and exit promptly. The emergency door must never be opened by students, except in case of an emergency.
13. Bus conduct for all extra-curricular activities:
 - a) Coach or sponsor will be responsible for maintaining discipline at all times. Coach or sponsor will consult with the bus driver as to what is reasonable spirit or behavior.
 - b) All students must abide by regular bus rules, and these will be reinforced by coach, sponsor or driver. Any discipline issues will be handled through the normal discipline procedure.
14. No smoking. The sale, use or possession of alcohol, drugs, tobacco, firearms, fireworks, explosives or other weapons are forbidden.

SCHOOL BUS DISCIPLINE PROCEDURE

Students failing to follow the above rules and regulations will have a bus behavior report sent home to his/her parents. Disregard of the rules and regulations may result in losing bus riding privileges.

First Offense – written warning, in triplicate, with one copy to the student, one to the file and one to the high school office. The student copy is to be signed by the parent and returned to the School Administrator.

Second Offense – same as the first offense, with the addition of a conference to be held between the student, parent, and administrator.

Third Offense – the bus privileges of the student will be suspended. Only after a conference between the parent and the principal will bus privileges be reinstated.

Special Notes about Bussing

1. The school bus is not to be used for transporting freight, goods or merchandise other than that which is carried on the laps of individual passengers.
2. Due to health and safety factors, no animals or large objects are to be transported to or from school by a bus unless specific permission has been granted ahead of time by the bus driver.
3. The above disciplinary procedures will be followed in most cases. However, on occasion, due to the type of problem, we reserve the right to vary from the aforementioned.
4. In disciplinary cases, the driver will always allow the student to ride the bus home or to school unless his/her immediate removal from the bus is necessary to insure the health, safety and welfare of the driver and passengers.
5. Notes from parents requesting their children be allowed to ride a different bus will be reviewed as they are received by school personnel. Riding different buses should be done only on an emergency basis or for baby-sitting purposes. Any requests for deviation of the assigned bus route must be made in writing and submitted the day before the event to the high school office. The request will be confirmed with the bus garage by the main office and results reported back to the parent. Requests made the same day of the event will not be guaranteed by the high school office.
6. All students participating in extracurricular programs will ride to and from away activities on school provided transportation. On special occasions a student may be transported by their parent or guardian only after submitting a written request and receiving approval from the coach and athletic director. Students will be released to the parent or guardian listed on the request form.
7. Lake Fenton buses are equipped with video cameras.

CLASSROOMS	HALLWAYS	COMMONS	BUS/BUS STOP	EXTRA-CURRICULAR	BATH/LOCKER ROOM	
Positive	Encourage others Apply yourself at all times Offer help to those in need Use please and thank you Compliment correctness Have appropriate attitude	Show courteous behavior Pick up trash Smile Start conversations Use excuse me Use salutations	Respect others space Give a seat Give people space Use please & thank you	Encouraging words Keep language clean Listen to directions	Yell for your team only Keep a healthy attitude Have Fun/Laugh Have sportsmanship Be proud of your school Give a compliment	Courteous Behavior Hold door for others
Respectful	Paying attention Focus on task at hand Answer teacher's questions Complete your part Allow others to finish Show common respect	Keep hands to self Stay to the right Show respect to lockers Help people who are lost Speak factually Use excuse me	Allow people to eat Get food quickly Accept everyone Lost articles on pillars Keep a low tone	Be polite to people Pick up after yourself Offer others a seat Offer a nice comment	Be a team player Congratulate success Empathize with a loss Turn in lost articles Shake hands with all Clap after presentations Actively listen to coach	Leave bathroom clean Respect Privacy Pick up trash/grass Keep others safe Respect others property

Independent	<p>On time</p> <p>Work to full capability</p> <p>Listen to learn</p> <p>Remind Others</p> <p>Ask for help when needed</p> <p>Have faith in you & others</p> <p>Do your own work</p>	<p>Keep a clean locker</p> <p>Move toward your class</p> <p>Walk to area that is asked</p> <p>Demonstrate self-control</p>	<p>Get food quickly</p> <p>Wait your turn in line</p> <p>Know drill language</p>	<p>Know your stop</p> <p>Board bus properly</p> <p>Follow expectations</p>	<p>Be eligible</p> <p>Participate to capability</p> <p>Have a strong work ethic</p> <p>Take direction positively</p> <p>Be a leader</p> <p>Be confident</p>	<p>Go where you say</p> <p>Flush the toilet</p>
Dependable	<p>Prepared</p> <p>Complete teacher direction</p> <p>Complete assignments</p> <p>Return Materials</p> <p>Follow through</p>	<p>Have a pass to travel</p> <p>Keep convos to a minimum</p> <p>Hold convos out of the way</p>	<p>Clean up after you</p> <p>Have enough money</p> <p>Pick up materials</p>	<p>Be at stop on time</p> <p>On sidewalk - pickup</p> <p>Help others be alert</p> <p>Respect the driver</p>	<p>Return school materials</p> <p>Be a trustworthy person</p> <p>Be a positive influence</p> <p>Finish tasks</p> <p>Communicate positively</p>	<p>Get in and get out</p> <p>Don't leave things</p>

Engaged	<p>Be on task</p> <p>Demonstrate understanding</p> <p>Ask appropriate questions</p> <p>Be involved</p> <p>Study for Assessments</p> <p>Volunteer answers</p>	<p>Be quick and efficient</p> <p>Navigate quickest route</p> <p>Inform of wrong doing</p>	<p>Eat with others</p> <p>Be aware of practices</p> <p>Make others welcome</p>	<p>Keep Convos low</p> <p>Stay in Seat</p> <p>Invite others to sit</p> <p>Be ALERT</p> <p>Be a role model</p> <p>Report vandalism</p>	<p>Join in activities</p> <p>Set/Complete Goals</p> <p>Achieve team success</p> <p>Volunteer</p> <p>Care for facilities</p> <p>Get better every day</p> <p>Attend all practices</p> <p>Be early to practice</p>	<p>Be timely</p> <p>Use for intended purpose</p>