

Lakewood High School

Phone Numbers:

Main Office:	374-8868	Main Office Fax:	374-1477
Athletics:	374-0211	Attendance Line:	374-1210
Bus Garage:	374-1476	Guidance:	374-0140
Transportation:	374-0759	Guidance fax:	374-2221
Faculty Voice Mail:	374-1465		

This book belongs to:

Orientation

SEVEN HABITS TO BECOMING A HIGHLY SUCCESSFUL LAKEWOOD HIGH SCHOOL STUDENT 2016 - 2017

- 1. Go to class**
Confirming an Absence – pg. 30
Attendance policy – pg. 29, 8-day loss of credit
- 2. Don't be late for class**
Tardy policy – pg.30, Hall passes – pg.18
3rd RTR, 4th suspension
- 3. Be prepared for class**
Books, paper, pencil
Faculty & staff – pg. 4 & 5
- 4. Do your homework every day**
GPA, Honors classes, High Honors 3.5 – pg.32 & 33
Academic Excellence – pg. 33
- 5. Make a plan**
Students don't plan to fail, they fail to plan
Student's planner/handbook
Be sure **your name is in the front cover**, Phone number,
hall passes, & calendar – pg.2
- 6. Set goals**
Graduation: 25 credits for 2017– pg.34
What are you going to do when you graduate?
- 7. Take notes in class**

This is the start of a four-year journey **GPA**

2016-2017 Calendar *(all dates are subject to change)*

Sept. 6 First day of school
Sept. 12 High School Open House
Sept. 15 School Pictures
Oct. 4 ½ day a.m. for students
Oct. 7 Homecoming Game
Oct. 8 Homecoming Dance
Oct. 13 Picture Retake
Oct. 28 Athletic Grade Check
Nov. 4 Attendance Check
Nov. 22 ½ day a.m. for students
Parent/Teacher Conferences 12:00-4:00 & 5:00-7:00 p.m.
Nov. 23 - 25 NO SCHOOL - Thanksgiving
Dec. 21 - Jan. 3 Winter Break - NO SCHOOL
Jan. 4 School Resumes
Jan. 26 Exams 1st, 2nd, & 3rd early dismissal
Jan. 27 Exams 4th, 5th, & 6th early dismissal
End of 1st Semester
Attendance check
Jan. 30 Begin 2nd Semester
Feb. 10 Winterfest (Snowcoming) Game
Feb. 11 Winterfest (Snowcoming) Dance
Feb. 15 ½ day a.m. for students – Professional Development p.m.
Feb. 20 Presidents Day – No School
Mar. 10 Athletic Grade Check
Mar. 15 ½ day a.m. for students/ Professional Development p.m.
Parent Teacher Conferences 4:00 – 7:00 p.m.
Mar. 30 Attendance check
Mar. 31 - Apr. 7 NO SCHOOL - SPRING BREAK
Apr. 10 School Resumes
Apr. 11 11th Grade SAT
Apr. 12 11th Grade Work Keys testing
Apr. 14 No School – Good Friday
Apr. 21 PROM
Apr. 28 Athletic Grade Check
May 17 Senior Exams periods 1st, 2nd, 3rd
May 18 Senior Exams periods 4th, 5th & 6th
May 19 Last Regular Class day for Seniors
Senior Tea/Tee
May 21 Baccalaureate - 6:00 p.m.
May 22 Senior Honors Night - 7:00 p.m.
May 25 Graduation Practice - 7:15 a.m. (MANDATORY FOR SENIORS)
May 25 Graduation
May 29 NO SCHOOL - Memorial Day
June 12 Exam period 1st hr, full day for 2nd – 6th hr classes
June 13 Exams periods 2nd, 3rd & 4th Early dismissal for students
June 14 Exams periods 5th & 6th (Last day of School) Early dismissal for students.

Daily Schedule

Hour	Begins	Ends
1	7:20 am	8:18 am
2	8:22 am	9:20 am
Rdg/Mtg	9:20 am	9:30 am
3	9:34 am	10:32 am
4	11:06 am	12:04 pm
4	10:36 am	11:34 pm
5	12:08 pm	1:06 pm
6	1:10 pm	2:08 pm

1st lunch 10:32 – 11:06**2nd lunch 11:34 – 12:08****Half Day Schedule**

Hour	Begins	Ends
1	7:20	7:48
2	7:53	8:21
3	8:26	8:54
4	8:59	9:27
5	9:32	10:00
6	10:05	10:33

Exam Schedule – First Semester**Day 1**

Hour	Begins	Ends
1	7:20	8:50
2	9:00	10:30
Break	10:30	11:00
3	11:00	12:30

Day 2

4	7:30	8:50
5	9:00	10:30
Break	10:30	11:00
6	11:00	12:30

Exam Schedule – Second Semester**Day 1**

Hour	Begins	Ends
1 st hr exam	7:20	8:50
2	8:54	9:47
3	9:51	10:44
4/lunch	10:44	12:14
5	12:18	1:15
6	1:19	2:08

Day 2

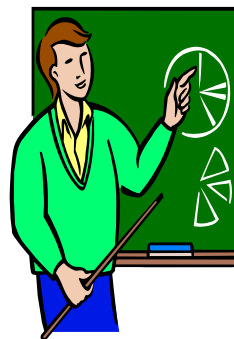
2	7:20	8:50
3	9:00	10:30
Break	10:30	11:00
4	11:00	12:30

Day 3

5	7:20	8:50
6	9:00	10:30

FACULTY

Mr. Dennis Ackerson	Auto Mechanics/Industrial Technology
Mr. Parker Arnold	English
Mr. Nick Boucher	Science
Mr. Douglas Callaway	Science
Ms. Lydia Cobb	Science
Ms. Christine Grunewald	Social Studies
Mr. Randall Hager	Social Studies
Mr. Eric Hall	Math/Computer Science
Mr. Anthony Harmer	Social Studies/Physical Education
Mr. James Hassett	Mathematics
Ms. Shirlee Holston	English/Resource
Ms. Katie Kaatz	Mathematics
Mr. Keith Kadwell	English
Mr. Matt Markwart	Business/Physical Education
Mr. Jeremy Miller	Social Studies
Ms. Nicole Mir	English
Mr. Kurt Murray	Math/Resource
Mr. Marc Palma	Fine Arts - Band
Ms. Susan Peacock	Science/Resource
Mr. Andrew Pulling	Physical Education/Health
Mr. Jared Rinckey	Fine Arts – Art
Mr. Josh Rose	Science
Mr. Philip Savage	Mathematics
Mr. Kenneth Smith	English
Ms. Erin Stepek	Foreign Language – German
Ms. Gina Tropsf	Catagorical
Mr. Marcus Urka	Foreign Language - Spanish
Mr. Robert Veitch	Physical Education
Ms. Alyssa Yeager	Fine Arts - Choral

**SECRETARIES**

Ms. Lisa Spetoskey	Athletic Director's Secretary
Ms. Deb Erb	Assistant Principal's Secretary
Ms. Anita Duits	Principal's Secretary

GUIDANCE CENTER

Ms. Jessica Gleeson	Counselor
Mr. Clair Rowland	Counselor
Ms. Jan Casarez	Registrar

MEDIA CENTER

Ms. Pat Reese Media Specialist

TEACHERS AIDS

Kecia Dillon Responsible Thinking Room
Paraprofessional

MAINTENANCE

Mr. Steve Spetoskey Mr. Kendall Smith
Mr. Ken Brodbeck

COOKS

Ms. Bev Huffman Ms. Tonia Heath Ms. Mary Simmons
Ms. Traci Brewer Ms. Annette Weeks

LAKEWOOD BOARD OF EDUCATION

Ms. Jamie Brodbeck-Krenz
Mr. Gary Foltz Mr. Jeff Gibbs
Ms. Lynn MacKenzie Mr. Steven St. Laurent
Ms. Melissa Schuilling Mr. Francis Pytlowany

HIGH SCHOOL ADMINISTRATION

Mr. Jay Lerner Principal
Mr. William Barker Assistant Principal/Athletic Director

CENTRAL OFFICE

Mr. Randall J Fleenor Superintendent
Mr. Timothy McMillan Director of Curriculum/Instructional Technology

THE LAKEWOOD FIGHT SONG

Fight for a Victory, Vikings
Fight with a conquering spirit!
WIN for the honor you can bring to our school
FIGHT! FIGHT! FIGHT!
FIGHT for a Victory, Vikings
Fight now and never falter
WIN! WIN! For Lakewood High with Pride
And Loyalty!

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Lakewood High School Student Handbook

At the time of this publication all information is accurate to the best of our knowledge. However, due to the ever-changing demands of our educational environment, we reserve the right to change any and all schedules, policies, procedures, and requirements stated within this handbook. We also reserve the right to interpret and apply the handbook consistent with the mission of the Lakewood School District.

Lakewood School District Vision and Mission

The **Mission** of Lakewood Public Schools is.....

Preparing our students for success.

The **Vision** of Lakewood Public Schools is.....

As a community we will: Educate, Empower, and Equip our students for life.

Lakewood High School's mission is to keep education R.E.A.L. by promoting:

Responsibility
Extracurricular opportunities
Academic challenges
Life long learning

Non-Discrimination The Lakewood Public School district prohibits discrimination and/or harassment in all programs and activities. This prohibition includes discrimination and/or harassment on the basis of age, race, creed, color, gender, national origin, cultural or economic background, height, weight, marital status, lack of English language skills, or disability.

Any person who believes that he or she has been unlawfully discriminated against or harassed may bring forward a complaint, which will be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Randall J Fleenor, Superintendent
Lakewood Public Schools
223 W. Broadway
Woodland, MI 48897
616-374-8043 fleenorr@lakewoodps.org

Board Policy 2260 prohibits harassment and discrimination and is available online and upon request.

Sexual Harassment The Lakewood Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal, it is disruptive of the educational process and interferes with this district's commitment to provide a stable learning environment to its students. All students, District staff and volunteers are expected to conduct themselves with respect for the dignity of others. The Lakewood Public Schools, because of its desire to prevent and prohibit

sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual harassments of students by District staff, District volunteers, students, or other members of the public at school or school activities.

Section 2. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or District volunteers to appropriate corrective action, including discipline, when:

- a. submission to sexual harassing conduct or communications is made, either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, services, or participation in school activities;
- b. submission to or rejection of such conduct or communications by a student is used as the basis for academic decisions affecting that student; or
- c. such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:
 1. verbal harassment or abuse of a sexual nature;
 2. pressure for sexual activity;
 3. repeated remarks with sexual or demeaning implications to students;
 4. unwelcome touching of a sexual nature;
 5. suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats concerning a student's grades, graduation or other school related matters;
 6. sexual name calling, gestures, jokes and spreading sexual rumors about students;
 7. possession of pictures, magazines, or books of sexually suggestive content;
 8. display of pictures with sexually suggestive content.

Section 3. Reports of Sexual Harassment

The District encourages any student who believes he or she has been subjected to sexual harassment to report his/her concern directly to the building principal, guidance counselor, or other District representative designated to receive such complaints. A complaint procedure is described in Section 4. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or designated law enforcement agency.

All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any individual who violates this policy will be subject to appropriate corrective action, including suspension or expulsion if the individual is a student, or termination from employment if an employee is involved.

Section 4. Policy Implementation Procedures

Any student who alleges sexual harassment by any Lakewood Public School employee, District volunteer, Lakewood student or other person should report directly to a building principal, guidance counselor, or other District representative who may be designated to receive such complaints. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

Should a guidance counselor or other person receive a complaint of sexual harassment, the complaint should be immediately reported to the appropriate building principal and the Superintendent. The principal or his/her designee shall promptly conduct an investigation and inform the Superintendent of the outcome.

Approved: 12-12-94

FERPA **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** **ANNUAL NOTIFICATION OF RIGHTS AND** **DESIGNATION OF DIRECTORY INFORMATION**

A. **Notice of Rights** The Family Educational Rights and Privacy Act ("FERPA") affords parents, students over 18 years of age ("eligible students"), and parents of dependent students certain rights with respect to education records. Those rights include the following:

1. **Right to Inspect:** A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.

A parent or eligible student should submit to the school principal or assistant principal a written request that clearly identifies the record(s) he/she wishes to inspect. The principal or assistant principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student's records may be inspected.

2. **Right to Request Amendment:** A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal. This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **Right to Consent to Disclosure:** A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

4. **Right to Complain:** A parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

5. **Parents Right To Know:** Lakewood Public Schools complies with the No Child Left Behind Act which gives the parents the right to request and receive information regarding the professional qualifications of their child's classroom teachers. This information may include the following:

- Whether a teacher has met state qualifications and licensing criteria for the grade and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived. The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. Any parent interested in obtaining this information should

contact Superintendent, 223 W. Broadway, Woodland, MI 48897

B. Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a student objects to such disclosure.

The district designates the following personally identifiable information contained in a student's education record as directory information:

Name, address, date of birth, date of graduation, honors and awards, participation in officially recognized activities/sports, and weight/height of members of athletic teams

Unless a parent or eligible student advises the district in writing within 10 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to:

*Lakewood High School
Jay Larner, Principal
7223 Velte Road
Lake Odessa, MI 48849*

C. Military Recruiting Representatives

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to:

*Lakewood High School
Jay Larner, Principal
7223 Velte Road
Lake Odessa, MI 48849*

D. FERPA Policy

Copies of the district's FERPA policy may be obtained from:

*Lakewood Public Schools
223 W. Broadway
Woodland, MI 48849*

Social Security Number Confidentiality Pursuant to both state and federal law, it is the policy of this School District to protect the confidentiality of social security numbers. No person shall knowingly disclose, transfer or unlawfully use the social security number of any

employee, student, or other individual. The Lakewood Public Schools Board of Education or their designee shall establish rules and regulations to implement this policy.

The Lakewood Public Schools Board of Education or their designee shall ensure that:

1. The confidentiality of social security numbers is maintained to the extent practicable;
2. The unlawful disclosure of social security numbers is prohibited;
3. Access to information or documents containing social security numbers is limited; and
4. Documents containing social security numbers are disposed of properly.

This policy and its rules shall be published in the appropriate handbooks, manuals, and other similar documents. The published document(s) may also be made available electronically.

Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

Responsibility It is the responsibility of the Lakewood Public Schools Board of Education, Superintendent, Directors and authorizing employees not to intentionally do any of the following:

- Shall not publicly display all or more than four (4) sequential digits of the social security number.
- Shall not visibly print all or more than four sequential digits of the social security number as the primary account number for an individual.
- Shall not visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, or permit or license.
- Shall not require an individual to use or transmit all or more than four sequential digits of his or her social security number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.
- Shall not include all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulations from outside of the envelope or packaging.

It is not a violation of this act to use all or more than four sequential digits of a social security number in the following acceptable business practices:

- Meeting the request of law enforcement agencies, courts, or prosecutors as part of a criminal investigation or prosecution, or providing all or more than four sequential digits of a social security numbers of employees or students.

- An administrative use of all or more than four sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:
 - Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transactions, product, services, or employment.
 - Investigate an individual's claim, credit, criminal, or driving history.
 - Detect, prevent, or deter identity theft or another crime.
 - Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
 - Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.
 - Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

Lakewood Public Schools shall publish this privacy policy in an employee handbook, or in one or more similar documents, of which may be made available electronically.

Exemption from disclosure All or more than four sequential digits of a social security number contained in a public record are exempt from disclosure under the freedom of information act, 1976, PA 442, MCL 15.231 to 15.246 pursuant to section 13 (1)(d) of the freedom of information act, 1976 PA 442, MCL 15.243.

EMERGENCY PROCEDURES

Tornado and Severe Weather Instructions

School will not be dismissed during tornado warnings. Buses will run at regularly scheduled dismissal times, weather permitting. Parents may pick up their children if desired and absenteeism will not be counted.



Two tornado drills are conducted per year. In case of tornado or a drill:

1. Remain in the classroom until instructed to do otherwise. The fire alarm system will not be used as a signal. Instructions are announced over the P.A.
2. Proceed to the nearest hallway.
3. The green arrows in the halls indicate the safest areas in the building. Stand or crouch covering head and face against the hallway wall between the green arrows.
4. Do not remain in the area indicated by red arrows.
5. Place the thickest book you have over your head for protection.

6. Do not talk while in the hall as it is possible that power may be out and oral instructions may be provided.
7. Students are not to be in the gym, auditorium, media center, or any of the music rooms. Students in the cafeteria are to go to the south wall. Students in room 56 & 58 are to go under tables in these rooms.

Fire Drills

State law requires five fire drills per year. During a drill:

1. All students should leave the building in one minute or less through the nearest exit.
2. Walk briskly. Do not run or push the person ahead of you.
3. Leave everything in the room. Do not go to your locker.
4. Remain calm and do not talk while exiting. Panic causes more injuries than actual fires do.
5. After exiting the building, walk across all driveways and parking lots. Do not stand on driveways or between the buildings as these will be used for fire fighting equipment.
6. If you use a front exit, do not go onto the shoulder of the highway.
7. Doors and windows to all rooms are to be closed by the teacher or by the last person leaving the room.
8. The first person to reach the outside door holds the door open until everyone is out and then closes the door.
9. Promptly return to the building upon the sound of the all-clear bell.

Lockdown

State Law requires all Michigan schools to conduct two lockdown drills per year.

Inside Threat:

- Definition: Intruder, active shooter, or threat inside of building
- Signal: Verbal announcement on P.A. "Inside Threat, Lockdown".
- Steps of Action:
 - * Outside activities are moved to a safe location outside of building
 - * Initiate Lockdown procedures
 - * Remain in position until all clear and notified by law enforcement, fire, emergency manager, or principal unlocks doors.

Outside Threat:

- Definition: Imminent threat or intruder, active shooter, or threat outside of building
- Signal: Verbal announcement on P.A. "Outside Threat, Lockdown"
- Steps of Action:
 - * Move students into building quickly, if unable, move to designated area away from building
 - * Initiate lockdown procedures
 - * Remain in position until all clear and notified by principal

Shelter In Place:

- Definition: One of three codes to determine plan of action.
- Signal: "Shelter in Place Code # ____"
 - *Close and lock exterior doors and windows
 - *Resume normal classroom activities

Code #1 Bomb Threat

Definition: An explosive or incendiary device present in the school or premises, which may explode

Code #2 Hazardous Materials

Definition: A release of a hazardous material has occurred

Code #3 Potential Threat

Definition: a possible threat outside of the school has been identified by law enforcement or first responder. (i.e.: Barricaded, armed suspect in neighborhood or person in area of potential threat)

GENERAL INFORMATION

Medication Although it is more desirable that medication be administered at home, some students are only able to attend school on a regular basis because of the use of medication in the treatment of chronic disabilities or illnesses. If medication (prescription or non-prescription) must be taken at school, the following regulations must be followed:

1. **All** medication must be brought to school in the original container and labeled with the name of the pupil, name of the medication, dosage to be given, and times to be given.
2. Written permission from prescribing doctor to give the medication during school must be on file at the school signed by the parent or guardian.
3. Medication must be kept in the office during school.
4. All medications that have expired usage dates will be destroyed.
5. Any medications not retrieved on the last day of school will be destroyed.

Students may possess and use a metered dose or dry powder inhaler for asthma or Epi-pens, etc., with the written approval of a physician and parent. Written approval is to be provided to the building principal. Other exceptions may be made when medically justified.

School personnel will administer no other oral medication, such as aspirin or Tylenol, to students without a physician's order and/or parent permission. All medications must be checked in at the office. Under no circumstances should a student carry their prescription or non-prescription medications with them, except for asthma inhalers.

Head Lice Policy

If a student is found to have lice or nits, parents/guardians will be asked to pick them up from school as soon as possible. **After treating the child's hair, the parents/guardians must bring the student to**

school for examination by the designated school personnel. The student will be readmitted to school when they are found to be lice and nit free

Academic Honesty

What is cheating?

- Copying another student's homework or allowing copying by another
- Copying during/on a student's test or quiz
- Using any tools on a test or quiz not clearly allowed (e.g. note, formulas, calculator, programmable watch, etc.)
- Plagiarism
- Taking credit for work done by someone else
- Copying from a source without crediting the source
- Using another's ideas without crediting the source
- Providing to or using test answers from another person
- Sabotaging the work of others
- Excessive assistance from parents, peers, etc. on an assignment
- Creating or falsifying date or information
- Taking credit for group work to which you not have contributed

Consequences of Cheating

Teachers may inform students of deviations from the following consequences in writing prior to the date of the assignment. Teachers may choose to give the student a required alternate test/assignment for NO CREDIT. **The number of infractions will be carried over from year to year.**

- **First Offense:** Assignment to RTR. Teacher/observer/student calls parents and informs administrator. Student receives a zero for the assignment (0C). Student is not eligible to be in NHS, Circle of Excellence, or receive other academic honors for the current school year.
- **Second Offense:** RTR plan. Student receives a zero for the assignment. Teacher/observer/student calls parents and informs administrator. Student is not eligible to be in NHS, Circle of Excellence, or receive other academic honors for the current school year.
- **Third Offense:** RTR plan. Student received a zero for the assignment. Student, parent, observer, teacher, administrator meet before student may return to school (minimum 1-day suspension). Student is not eligible to be in the NHS, Circle of Excellence, or receive other academic honors for the current school year. Student will be suspended for one-day.
- **Fourth Offense:** RTR plan. Student receives a zero for the assignment and a 10% reduction in the course grade. Student, parent, observer, teacher, administrator meet before student may return to school (minimum 3-day suspension). Student is not eligible to be in NHS, Circle of Excellence, or receive other

academic honors for the remainder of his/her high school career.

- **Fifth Offense:** Student receives no credit for the class.

Proper Conflict Resolution Process: Though students, parents and members of the community shall not be denied the right to petition the board for redress of their complaints, complaints will be referred back through the proper administrator for solution before investigation or action by the board. It is the desire of the board to solve problems as close to their source as possible. The public is therefore advised that the proper channels for complaints involving school personnel are as follows:

1. Teacher, Coach or other employee
2. Principal or Athletic Director
3. Superintendent
4. Board of Education

Hall Passes Students are not to be in hallways or restrooms during class periods unless they have a pass issued by a staff member. No hall passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by a teacher. Any student found without a hall pass will be subject to RTR up to suspension.

During lunch, students may use the cafeteria and the adjacent hallways. Students may not be in the academic wings of the school. Classes are in session and should not be disturbed. *Any student found without a hall pass in the academic wing, or in a location other than stated on their hall pass during lunch will be subject to the RTR process up to suspension.*

Personal Property/Cell Phones Students are discouraged from bringing to school, cell phones and/or electronic devices. All



ringers/auditory alarms must be turned off during school hours. Students may use their cell phone or any other electronic device during passing time and/or lunch time. Cell phones/electronic devices may be used during scheduled class time **only when authorized by a teacher**. Any cell phone, cell phone accessories, or electronic devices seen or heard during scheduled class times, that have not been authorized by a teacher, or are being used inappropriately, may be confiscated.

- 1st Offense: Returned at the end of the day
- 2nd Offense: Returned and a letter is sent home
- 3rd Offense: Material(s) confiscated and must be picked up by the parents.
- Future Offense: Suspension

Money For missing items, the school will not be held responsible. Do not carry large sums of money with you to school. Carry only what is absolutely necessary for that day. Checks will not be cashed by the school unless payable to the school. *Do not leave money or valuables in your locker at any time.* **The school will not be held responsible for these.**

Closed Campus Lakewood High School is a closed campus. Students are to remain on school property during regular school hours, including lunch. Students shall be excused to leave class or the building only through the main office. Students requesting early dismissal must provide the office with a note before school from a parent or guardian requesting such a release. In case of early dismissal because of illness or other non-arranged dismissal, students may use the office phone to contact a parent or guardian for permission to be released. Office personnel must talk with the parent/guardian before student is dismissed. **Text messages will NOT be accepted.** Students on early dismissal **must** sign out. Students leaving class or campus without permission, or without signing out, will be considered truant.

First violation: assignment to RTR; second violation: one-day suspension; further violations: suspension up to 10 days pending a parent meeting. Students using a vehicle to leave campus without permission violate Lakewood driving privileges.

Driving Driving is a privilege which may be withdrawn for violators. Parking permits are required, and students will be charged a onetime fee for their high school career based on grade. The class of 2017 must pay \$15, 2018 must pay \$20, and the class of 2019 or above must pay \$25 for their permits.

Students who drive multiple vehicles must purchase an additional tag for \$5. A student who loses a permit; one will be reissued the replacement cost of \$5. Students using a permit not issued to them face disciplinary action including having their car booted or loss of driving privileges.

1. All students driving to school must park their cars on school property in the south student parking lot.
2. Cars parked in unauthorized areas or without a sticker are subject to towing or may be booted at the owner's expense. A \$15 fine must be paid within two weeks after the date the vehicle was booted or lose driving rights.
3. Cars are not to be driven during the school day or at lunch. Students may not go out to the student parking lot during school hours. Violators are considered truant.
4. Speeding or reckless driving will not be tolerated on school property. Traffic laws apply and students face disciplinary action.
5. Students may leave the south parking lot before the buses leave, however, once the buses begin to depart, students must wait until all the buses have left. Students are not to drive on service road until after 3:00 p.m..

6. Students are responsible for all contents of vehicle (i.e., weapons, drug and alcohol) while on school property.
7. The handicap parking area is intended for drivers and passengers with a disability. Others may **not** park there.
8. Students driving to school must have a Student Driving Information Form on file in the office. The form includes vehicle information and a place for parent's signature. Driving forms are available in the office.

Violations are recorded for a student's entire high school career. Violation of one of the above policies will result in the following loss of privilege:

1. First offense, one-week loss of driving privileges.
2. Second offense, two weeks loss of driving privileges.
3. Third offense, termination of driving privileges for the remainder of the school year.
4. If caught driving after third offense, vehicle will be booted and a \$15 fee will be assessed. RTR up to Suspension
5. Criminal penalties may be instituted.

Eaton ISD Career Prep Center/LCC Driving Policy The school district provides bus transportation for students to and from Eaton ISD Career Prep Center/LCC if enough students are scheduled to ride. Students who wish to exercise the privilege of driving to Eaton ISD Career Prep Center/LCC must abide by the following rules.

1. Your car must be registered with the LHS and Eaton ISD Career Prep Center/LCC.
2. Students must park their cars in the student parking lot only.
3. Students must drive with care at all times and obey all applicable laws of the State of Michigan and all applicable rules of the Lakewood School District.
4. Students are not to drive or be in the cars of other students, except for the specific purposes for which driving privileges have been granted.
5. Parent permission is required to drive.
6. Insurance on the vehicle is required and must be maintained by the student or parent. The school district will not be responsible for any damages that may occur from the student's driving of this vehicle.
7. Failure to comply with any provisions shall result in loss of driving privileges.

Building Use Students are not to be in the building unless they are under the supervision of a teacher or staff member including a coach.

Textbooks Textbooks are the property of Lakewood High School and are furnished to students. Periodic book inspections are made. It is the student's responsibility to use books properly and to prevent their loss. Students will be required to pay for damaged or lost books, even if it is stolen or damaged by unknown persons. A book is considered lost if it is

not returned by the end of the school year in which it was issued. It is the sole responsibility of each student to return his/her text.

Media Center (Library)

1. The Media Center will be available to students during school hours that the Library Media Specialist is present.
2. The Media Center provides computers for student use. No social media or email is to be accessed during school hours.
3. Books may be checked out for three weeks and renewed if necessary.
 - a. Students who have overdue books will pay a fine of ten cents a day until the book is returned. If the overdue book has NOT been returned after 30 days the overdue book will be marked lost and replaced in the library collection.
 - b. Students will be charged for the cost of a book and/or resource that is lost and/or damaged. A \$2 processing fee will be added on to the cost of the lost and/or damaged book. Refunds are not given once the book has been marked lost.
 - c. Students with overdue books and fines over \$1.00 may not check out additional materials until the book is returned and a payment is made.
 - d. Students must have all fines/accounts paid in full prior to graduation day in order to participate in graduation ceremonies.
4. A drop box is provided for students to return materials when the Media Center is not open.

Backpacks Student backpacks/book bags are now part of the school environment, but they do create some issues for occupying space in the classroom. We allow backpacks on campus, but please try to limit the size of the unit. It should only be large enough to hold basic classroom supplies and 2-3 books.

1. The backpack should only contain things appropriate for school.
2. Students are encouraged to have some type of folder system in the backpack to help organize materials. Without this device, the backpack often ends up being more of a trash can than a school tool.
3. Backpacks are a personal item, but they may not have inappropriate stickers, writings, or logos placed on them. Keep them neat and school appropriate.
4. For safety reasons any staff member may search a backpack and failure to comply will result in a one day suspension and backpack privilege terminated.

Bus Procedure If a student has a concern or is having problems on the bus, he/she is to follow this bus procedure:

1. Step 1. Report the incident/concern to the bus driver and allow time for the driver to handle the situation.
2. Step 2. Report the incident to the assistant principal or head of transportation.

Students are to report to their bus after the final bell of the day in a timely manner (5-7 minutes). Buses will be waiting for the students as soon as school is over for the day. **Buses will NOT return for students who miss their bus** and parents will be responsible for transporting their child home.

Cafeteria Lunch Accounts Students are expected to pay for food from the cafeteria at the time food is received. Students can see their account balance at the register during lunch or before school at the time of the breakfast service. Parents may receive detailed account information by calling 616-374-2415, or on the web site listed below.

Lakewood uses an automated point-of-sale computer system to manage students' breakfast and lunch accounts.

- Every student in the district has an individual account where they can deposit funds to cover meal purchases.
- Parents may prepay for their student's lunch and breakfast. It is recommended that parents pre-pay by the week or month.
- Deposits can be sent to school with your student or mailed directly to the Food Service Office.

Parents may now add money to their student(s) lunch accounts as well as monitor their student(s) purchases. Log onto www.sendmoneytoschool.com to be directed to the registration/log-in screen.

Lunch Charges No charging will be allowed for breakfast, lunch, entrée items or at the snack bar. This includes all full paid and reduced student accounts.

Dress Code School is a place for education. Students are expected to attend school appropriately groomed and dressed. Good grooming and neatness on the part of students are an expression of pride in themselves, their family, and their school. Lakewood students are expected both to dress and to behave in an appropriate and respectful manner in accordance with the student handbook, whether during the school day or at school-related or school-sponsored events.

1. Footwear must be worn at all times.
2. All shirts must be long enough so they do not reveal a student's midriff. Shirts may be sleeveless as long as they have a seam around the opening. Tank tops, halter-tops, spaghetti straps, or tops which reveal the shoulders, the back or cleavage are inappropriate and are not permitted.
3. Very short shorts, brief shorts, pants with inappropriate holes or rips are not acceptable attire.
4. Clothes advertising alcoholic beverages or tobacco or lettered with inappropriate or double-meaning words, i.e., Big Johnson and Co-ed Naked, are not to be worn to school.
5. Hats, caps, hoods, handkerchiefs or scarves are prohibited upon entrance into the building up until school dismissal.

6. Clothing with insignia or similar items that relates or appears to relate to membership in gang activity, advocate criminal, militant, supremacist, or other anti-social behavior are prohibited.
7. Clothing accessories that may endanger another are prohibited.
8. Clothing or appearance disruptive of education, unclean or unsafe is prohibited.
9. Pajamas are not acceptable attire.

The Administration has the authority to determine if a student's clothing is improper.

- **First Offense:** Student will change clothes. Students who do not have appropriate clothes to wear will wear a T-shirt or sweatpants supplied by the school for the remainder of the day.
- **Second Offense:** Student will change clothes wear a T-shirt or sweatpants and be referred to RTR.
- **Third Offense:** Student will be suspended. A parent meeting will be required to return to school.
- **Further Offenses** will be dealt with as persistent misbehavior.

Dances Only Lakewood High School students may attend school dances, except guests with a pass from the principal's office. The host student is responsible for the conduct of his/her guest and will be penalized if the guest misbehaves. Anyone 21 years of age or older will not be allowed at any school dances.

1. All dances will last until 11:00 p.m. unless permission is granted by the principal or his designee.
2. Students may not leave a dance and return.
3. Organizations sponsoring a dance are responsible for the following:
 - a. An individual to play music.
 - b. Students to sell tickets in advance.
 - c. Two students to collect tickets at the door.
 - d. Students to clean up after the dance.
 - e. Students find 2 additional adult chaperones besides sponsor and administrator
4. If a disc jockey or band is to be present, the principal is to be consulted about admission prices prior to placing signs in the building.
5. Tickets to dances will be sold in advance.
6. The dress code for regular dances will be the same as the dress code for the regular school day. Special dances such as prom will require formal or semi-formal dress. Students dressed inappropriately will not be admitted.

Lockers Students will be assigned one locker for their high school career. Each student will be responsible for their locker and pay for any damages to the locker. Lockers are to be kept clean inside and out. No stickers, tapes or adhesives are to be affixed to the lockers. Magnets and plastic adhesives (i.e.



HoldTu or Poster Putty) are acceptable. Locker fines are as follows:

Hooks	\$0.80 each
Handles	\$3.50 each
Hinges	\$2.50 each
Locks	\$7.50 each
Interior painting	\$25.00
Dents	\$40.00
Glue removal	\$10.00
Tape/sticker removal	\$10.00
Gouges	\$40.00

Failure to comply with fines may result in loss of locker privileges and/or appropriate disciplinary action.

School Zones All rules in Lakewood Handbook will be enforced in all school zones:

1. School Property
2. School Bus/Stop
3. Sponsored Activities

Searches To maintain order and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks and may seize any illegal, unauthorized items, or contraband. Lockers are the property of the school, can be searched at any time without notice.

A student's person and/or personal effects (i.e., purse, book bag, athletic bag), may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. If a search yields illegal or contraband materials, such findings shall be turned over to police and disciplinary action will be taken. Searches of the interior of a student vehicle shall be conducted in the presence of the student. If a student refuses to cooperate in a search of their belongings or vehicle, parents will be contacted and possibly law enforcement.

Third Party Rule Any third party intervening which leads or could lead to arguments, fight etc. between two other people will be sent to RTR or suspension.

Sustained Silent Reading – SSR consists of 15 minutes of silent reading at the end of 2nd hour, Tuesday through Friday. Students are expected to have a book to read during SSR Time. This program is designed to help students improve their reading proficiency. Books are required reading material. Magazines, pamphlets and newspapers are not considered appropriate reading material. Consistent "forgetting" of SSR book may result in the RTR procedure being utilized. If a student refuses to read, the RTR procedure will be utilized.

Canine Searches On occasion, license trainers and trained dogs are brought into the school to find items that are not to be in school or on school property. The dogs may pass through hallways, locker rooms and parking lots. Students shall not be subject to search by dogs. Coats, backpacks, and purses may be subject to canine searches if brought to the classroom.

Unauthorized Areas Students may not enter without permission, teacher's lounge, boiler room, kitchen, the areas west of the school, the grass median in front of the school, the parking lot during school time, and the staff parking lot or north of parking lot. During lunches: the balcony, gym, training room and all academic hallways are off-limits. Violations may result in assignment to the RTR and suspensions

COMPUTER/TECHNOLOGY AGREEMENT – Secondary Students

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary

consequences for both you and the person(s) using your account/password.

E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; -or-
- d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Anti-Bullying Policy #5515 and Student Handbook.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

- 1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
- 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
- 3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: Any material not directly related to the students school assignments, that administration deems inappropriate for the age of the student.
- 4. Bullying (as defined in paragraph E).
- 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
- 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
- 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
- 8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Anti-Bullying Policy #5515 and Student Handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's Anti-Bullying Policy #5515 and Student Handbook. Any additional rules, regulations, and policies are available in the Central Administration Office.

As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

Misuse of technology shall include, but is not limited to, the placing of unlawful, inappropriate, pornographic, indecent, racist, inflammatory, sexist, or threatening information or objectionable language into the system or any component of it, software piracy, the improper access of information, or misrepresentation of another individual or organization; the deliberate destruction or alteration or diminishment in value or effectiveness of the technology; use for political purposes or to lobby for votes; obtaining names, addresses, telephone numbers, passwords, or other personal information; or use for personal financial gain. (Board Policy Ref. p., 36250).

Computer: Violation of the Acceptable Use Policy may result in the following actions:

First Offense: Out of school suspension for three days, 30 school days without computer access, RTR, and a parent meeting for re-entry. Withdrawal from any computer or related class for one trimester.

Second Offense: Out of school suspension for five days, 90 school days without computer access, RTR, and a parent meeting for re-entry. Possible recommendation to the school board for expulsion. Withdrawal from any computer or related class for one full year.

Third Offense: Out of school suspension for 10 days. Permanent ban from computer use. Recommendation to the school board for expulsion.

ATTENDANCE

Attendance, punctuality, class participation, and interaction with teachers and other students are educational values that impact a student's academic achievement. Regular attendance is a primary responsibility of the student and the parent/guardian. Regular attendance practices learned in high school are vital for employment later in life. Parents must ensure regular attendance by limiting vacations, hunting, shopping and appointments to non-school hours.

Attendance Requirements and Grade Reduction Students are allowed a maximum of seven (7) absences per semester before grade reduction may take place. Absences due to a funeral, (day of funeral plus 1 day grievance for death of immediate family member) school athletics, school music programs, field trips, college visits, mentorship days, military graduation (up to 3 days), and professional appointments, including court appearances, assignment to the Responsible Thinking Room or suspensions will not apply toward reduction of grade.

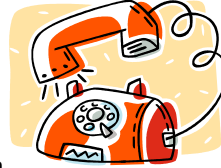
All other absences will count toward the possible reduction of grade. When a student reaches their eighth (8th) absence for a semester, they might begin to have their grade reduced. The following schedule is an example of the grade reduction:

Grade	Days Absent								
	8	9	10	11	12	13	14	15	16
A	A-	B+	B	B-	C+	C	C-	D+	D
A-	B+	B	B-	C+	C	C-	D+	D	D-
B+	B	B-	C+	C	C-	D+	D	D-	
B	B-	C+	C	C-	D+	D	D-		
B-	C+	C	C-	D+	D	D-			
C+	C	C-	D+	D	D-				
C	C-	D+	D	D-					
C-	D+	D	D-						
D+	D	D-							
D	D-								
D-									

A student will have the original grade reinstated by achieving at least a 77% (C+) on the final exam. If they fail to achieve a C+, the grade will be reduced according to the schedule.

Students who miss more than fifteen (15) days in any one class, (including excused absences), will not be eligible to participate in any extracurricular/co-curricular or school sponsored event. (At the discretion of Administration) Attendance will be checked every nine (9) weeks. Any student, who misses more than fifteen (15) days at the nine (9) week check, will not be eligible until the end of the semester. At the end of the semester any student missing more than fifteen (15) days will not be eligible for the first nine (9) weeks of the next semester. Absences start over at the beginning of each semester.

Confirming an Absence Every absence must be confirmed by a parent or guardian. Parents will have forty-eight (48) hours to confirm an absence. Whenever a student is absent from school, he/she should have the parent(s)/guardian(s) call the school's attendance office (616) 374-8868 on the day he/she is absent, between the hours of 7:00 a.m. and 3:00 p.m. Before or after school a parent may call the 24-hour attendance line at (616) 374-1210 to leave a message on the answering machine. Students are not allowed to call in for themselves regardless of age. Such acts will be referred to the discipline code. The school will attempt to contact the parent(s)/guardian(s) on the day of the absence to confirm the absence. This will be done through the Honeywell automated system. The automated caller will call the homes of **all** students who are absent. If verbal confirmation is not obtained, a written note from the parent(s)/guardian(s) must be brought to the Attendance Office **immediately** upon the students return to school. Professional appointment verification **must** be verified with an original document within five (5) school days after the appointment. **After five days, the appointment will count as a regular absence and will not be accepted as excused.**



Honeywell Honeywell is an automated system that will call the home of students who were absent, on the day of the absence, that were not reported. If your child is accidentally marked absent in a class, it will be taken care of the next school day.

Parent/Guardians are responsible to make sure your contact information (telephone number and/or e-mail address) is correct and up to date. You may access Honeywell through the Lakewood Public Schools website at www.lakewoodps.org, and click on the Honeywell icon.

Tardy Policy A tardy occurs after the bell rings and up to three minutes late to class. An absence is being more than three minutes late to class or not present for the class. The second tardy in a class will be considered as an absence for that hour. One absence is counted for every two times tardy. Students who have excessive tardiness, will be sent to RTR for truancy. Second truancy will result in a one day suspension.

Messages To Students

Due to the lack of staffing, the office will deliver messages at 9:15 A.M. and 2:00 P.M. It is very important for parents to communicate with their student the night before or in the morning about rides, practice times, doctor's appt., etc. The office cannot guarantee that the student will receive the message if the call is received after 2:00 p.m.

Professional Appointments or Signing Out Early

If your student needs to leave school early a parent/guardian must call the office at 616-374-8868 or leave a message on the automated

attendance line before 8:00 a.m. stating what time the student needs to leave and the reason for leaving. A written note from a parent excusing the student is also acceptable, but the student must bring the note to the office before school starts and receive an office pass to get out of class. The student is required to then come to the office and sign out.

Text messages will not be accepted to excuse a student from school.

Make-Up Work It is the responsibility of the student to make up any required work he/she has missed during his/her absence from school. Students are encouraged to use the Synergy program to get missing work, and have it completed when they return to school. If this is not possible, students should ask the teacher for makeup work the day the student returns to school. If absences are to exceed 5 days, the school should be notified immediately so that a teacher/student agreement can be reached for the length of make-up time. If the notification or an agreement is not made, all make-up work will be completed upon the student's return.

Any student that misses a test will be required to make up the test(s) within 2 days. The student must make arrangements with the teacher. Students missing class for athletics, field trips, RTR visits, and/or in-school performances, are expected to turn in work when it is due. These absences are known in advance or are a result of classroom behavior, and will not be granted extra time.

Homework Request

If your student is absent for two days in a row, you may call into the main office and request homework. All homework requests must be made by 9:00 a.m. If the call is placed after 9:00 a.m., the school can not guarantee homework will be collected for your student. Homework can be picked up after 2:35 p.m.

Homebound Instruction Students, who meet the qualifications and will be absent for 5 or more consecutive days and have a doctor's note requesting homebound services, will be assigned a homebound teacher. Refusals of homebound instruction will lead to the expectation that homework will be current upon the student's return. Homework not completed may result in a zero. All students are required to take the final exam.

GRADES AND ACADEMICS

Schedule Changes A student must have the permission of a parent/guardian and/or guidance counselor to change his/her schedule. All schedule changes must be done prior to the start of a term. Exceptions: Some changes (within four days) after the start of a term will be made **only** for one of the following reasons:

- Inappropriate academic placement
- Improper grade-level placement
- Vocational/Technical program adjustment
- Approval of Independent Study
- Approval for Dual Enrollment

1. All students must carry a full academic load. Special requests should be directed to the principal.
2. A student can repeat a class with counselor permission in advance. Generally this occurs when the student's intent is to improve his/her skill, not to improve the grade she/he received. Both grades will show on the transcript.
3. It is the student's responsibility to select and complete the required classes for a diploma. Counselors assist in this process.
4. If a student fails a required course, it is the student's responsibility to contact the Guidance Office to reschedule that class. The "F" will permanently remain on the student's official transcript and will be calculated into the Grade Point Average.

Grading Scale

A	4.0	93-100%	A-	3.7	90-92%
B+	3.3	87-89%	B	3.0	83-86%
B-	2.7	80-82%	C+	2.3	77-79%
C	2.0	73-76%	C-	1.7	70-72%
D+	1.3	67-69%	D	1.0	63-66%
D-	.7	60-62%	F	.0	59%- Below

All other grades - .0

Credit Is earned at the end of the term. Each class period is worth one-half (1/2) credit. A student may earn three (3) credits per term.

Exams Exams may be given to all students at the end of each term. Exams will count for twenty percent (20%) of the final grade.

Grade Point Average GPA does not include courses which do not receive a letter grade, i.e. Work-Based Learning.

Honor Roll A student must have a grading period GPA of 3.000 and receive credit in all classes to be placed on the honor roll.

Report Cards Report cards will be handed out to students at the end of the term. They will initial a list stating that they have received their report card. Report cards will be mailed to the student's home address approximately five (5) working days after the end of the year.

Progress Reports All students' grades are accessible on the internet through Synergy. Students and parents/guardians can choose notification updates. Please contact the high school office for more information.

Incompletes An incomplete, which is not made up within two weeks of the end of the term, becomes a failure. The principal may grant special considerations.

Disputing a Grade The appeal must be submitted to the principal by the student, custodial parent, or guardian in writing within two weeks of grade reports being issued. Appeals made after the two week deadline will not be considered, and will become permanent grades.

Scholar Classes

English 10 Advanced	English 11 Advanced	A.P. English
English Classics	Publications II	Adv. Accounting
Accelerated Algebra II	Precalculus	A.P. Calculus
Web Page Design	A.P. World History	Senior Soc. Stud.
Modern American Hist.	Honors Spanish II	Spanish III-IV
German II-III-IV	Zoology	Anat./Physiology
Botany	Adv. Chemistry	A.P. Biology
Genetics/Etymology	Physics	*Concert Choir
*Symphonic Band	*(11 th OR 12 th grade only)	Cell Biology

Classes taken at EISD Career Prep Center/LCC for a second year in the same subject area can be applied towards honor credit. Classes taken at the high school more than one year can count only once, i.e. Concert Choir and Symphonic Band. Independent studies, which go beyond the scope of the listed scholar classes, can be applied towards honor credit with prior approval of the principal. A letter grade must be earned for Scholar Classes to be considered for honor's points.

Class Ranking

Students are ranked according to their cumulative GPA based on all classes in which a final term letter grade is received. Final ranking for seniors is calculated after the first term in their senior year. The cumulative GPA continues until the end of the final term.

Honors 3.000-3.4999 cumulative Grade Point Average (GPA) plus eight (8) terms of scholar classes. The student must possess at least a 3.000 cumulative GPA after the first term of their senior year.

High Honors 3.500 and above cumulative GPA plus twelve (12) terms of scholar classes. The student must possess at least a 3.500 cumulative GPA after the first term of their senior year.

Academic Excellence Recognition of Academic Excellence will be awarded to students who have achieved a 3.75 cumulative GPA plus sixteen (16) terms of scholar classes. The student must possess at least a 3.75 cumulative GPA after the first term of their senior year.

Valedictorian & Salutatorian To be named Valedictorian or Salutatorian, a student must complete all terms required and receive a letter grade of A, B, C, D or F in all classes where letter grades are given. (An S or U in classes that only give those two options). Students can receive an S or U for testing out, as long as the test out is prior to ever attending the class.

Valedictorian and Salutatorian candidates may dual enroll, but the college-assessed grade must appear on their Lakewood High School

report card and transcripts, and will be counted towards the GPA. Furthermore, the student must have achieved the recognition of Academic Excellence

REFER TO BOARD POLICY 543

GRADUATION AND CLASS REQUIREMENTS

Graduation Each student is expected to be a full time student and will need to have participated in any State or Federal testing program. All students must complete all terms of attendance of a full time student to graduate unless early graduation has been requested and approved by the Board of Education. The request for early graduation will be submitted to the Board no later than the October workshop of the school year the student wishes to graduate. The student requesting early graduation will be expected to address the Board of Education at this meeting to explain the plan and answer questions.

All fees/fines/outstanding obligations must be paid in full prior to Graduation.

1. **Physical Education/Health Education*** - One and one-half (1 ½) credits which must consist of 3 terms of course work: *one (1) in Physical Education and one-half (½) in Health Management.* Beginning with the Class of 2020--One (1) credit which must consist of 2 terms of course work: *one-half (1/2) credit in Physical Education and one-half (1/2) credit in Health Management.* A PE waiver will not be available to the class of 2020 and beyond.
2. **Math** – four (4) math credits which must consist of 8 terms of course work: *(including Algebra I, a form of Algebra II, Geometry, & one (1) Math or math - related credit during the senior year.*
3. **Science** – Three (3) credits which must consist of 6 terms of course work and include: *Total of three (3) science credits required via a choice of one of the following pathways:*
Pathway 1:
9th Biology, 10th Physical Science, 11th or 12th: One (1) additional science credit in any science elective two-term course or combination of single term elective science courses.
Pathway 2:
9th Biology, 10th Advanced Chemistry, 11th Physics
4. **English** – Four (4) credits which must consist of 8 terms of course work and include: *one (1) each in English 9, 10, & 11.*
5. **Social Studies** - Three (3) credits which must consist of 6 terms of course work and include: *9th --one (1) US History & Geography, 10th--one-half (½) Government and one-half (½) Economics, and 11th--one (1) World History*
6. **Information Technology** - *One-half (½) credit in Computer Applications.*
Beginning with the Class of 2020: Computer Applications is no longer required.

7. **Visual Performing Arts** – One (1) credit which must consist of 2 terms of course work.
 8. **Other Requirements** – Class of 2017: 9th – *Freshman Academy*
 9. **World Languages** – Two (2) credits which must consist of 4 terms of course work. See your counselor for additional information.
- Note:** Twenty (20) hours of on-line experience will be completed through multiple courses. Educational Development Plan (EDP) required. Assessments: 11th grade—State-Mandated Tests.

TOTAL CREDITS

Class of 2017: 25

Class of 2018: 23.5

Class of 2019 and beyond: 22

Transfers All students transferring to Lakewood High School must meet all of Lakewood High School's graduation requirements. Credits from a non-public school refer to Board Policy #5220.

Early Graduation Eight (8) terms of attendance are required for graduation. This may be reduced by School Board action if the following criteria are met:

1. The student has met all other requirements for high school graduation.
2. The student shall present a career plan showing what she/he will be doing during the time she/he would otherwise be attending school in the second term. This plan will need to be approved by the counselor, high school principal, and superintendent. The plan also must be presented to the Board of Education one month prior to seeking approval for early graduation.
3. The student shall obtain written permission from his/her parent/guardian (if under the age of 18).
4. Any student, who seeks early graduation, will lose the right to the distinction of Valedictorian or Salutatorian.
5. The request for early graduation will be submitted to the Board no later than the December workshop with approval at the January board meeting of the school year the student wishes to graduate. The student requesting early graduation will be expected to address the Board of Education at this meeting to explain the plan and answer questions.

Credit Recovery: If Student is credit deficient, credit recovery options may be available. Please see your Guidance Counselor.

Credit by Testing: Any student who can obtain a grade of a C+ or better on a term final exam for that course, may obtain course credit through testing. If there is no final exam, the student may exhibit a reasonable level of mastery of the subject through criteria approved by the school board, such as portfolios, projects, etc. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose.

Arrangements to test out of a class are made in the High School Guidance office prior to the completion of the school session in June. A student may test out of the second term of a two-term course by signing up in the last week prior to Winter Break and taking the test on all agreed upon dates the second week after returning from Winter Break.

Any student who wishes to be Valedictorian or Salutatorian, must test out prior to attending the class. Lakewood High School is **not** required to provide review materials to students who wish to test out.

Seniors who wish to test out may only test out the summer prior to the start of their senior year. NCAA does not accept classes that are tested out. Students must take and pass the actual course for NCAA.

Dual Enrollment Effective April 1, 1996, Public Act 160 created the "Postsecondary Enrollment Options Act", which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities if students meet the standards set forth by the state. See your Guidance Counselor for explanation of this policy.

Valedictorian and Salutatorian candidates may dual enroll, but the college-assessed grade must appear on their Lakewood High School report card and transcripts, and will be counted towards the GPA. Refer to Board Policy 5430.

Online Learning: The State of Michigan School Aid Act allows all students in grades 6-12 (with the consent of their parent or guardian) to enroll into one or two online courses during an academic term unless the pupil has demonstrated previous success with online courses and the school leadership and the pupil's parent/legal guardian determine that it is in the best interests of the pupil to enroll him or her in more than 2 online courses in an academic term. Lakewood Public Schools is not required to provide the technology or Internet access. For more information, and to evaluate if you are a good candidate for taking online courses, please see your school counselor for more information. The request for online course enrollment must be made in the academic term, semester, trimester, or summer preceding the enrollment.

Lakewood Virtual School Lakewood Public Schools offers a full-time virtual school called Lakewood Virtual School. Students who choose this option will be full-time virtual, and will work with teachers assigned to them. Lakewood High School teachers will not be available for consultation on course work. Apex Learning provides the curriculum for virtual students. All rules of this handbook apply to Virtual School Students. Additional requirements of virtual students will be provided at the time of orientation after enrollment. Please refer to School Board Policy 5430 regarding class rank.

ACADEMIC SUPPORT SERVICES

National Honor Society (NHS) Tutors Those requiring tutorial assistance for a shorter period of time or who prefer a peer tutor should pick up a request form at the Guidance Office for an NHS tutor. This program is NOT an alternative for those not maintaining a 2.0 for extracurricular eligibility.

Career Preparation The Career Preparation program assists students in transition from the school world to the work world, beginning in middle school and continuing into high school. High school students meet with guidance counselors to create a four-year plan with a Career Pathway for courses taken in high school. The plan can be altered over the year. All students receive classroom training in employability skills in sophomore Social Studies.

Other options for credit work beginning as a junior are:

- Technical programs at Eaton ISD Career Prep. Center/LCC.
- Work-Based Education.
- Resource room students, through the resource room teacher for work/study experience.

Work-Based Learning Requirement: Prior approval of the Work-Based Learning coordinator and counselor. All students must qualify through an Educational Development Plan (EDP). When a junior or senior finds a job related to a class in which they are enrolled, an on-the-job training program—Work-Based Learning—may be set up for the student to receive released time from school, class credit, and wages. Arrangements must be made with the Work-Based Learning coordinator **and the guidance office**. Juniors and seniors are limited to being released from school for up **to three (3) periods (maximum 1.5 credit per term)** a day and must carry an additional three (3) periods of other classes.

1. Any Work-Based Learning student who must serve time in the Responsible Thinking Room will complete the process before leaving for work.
2. Any student who does not receive credit for the semester for the related vocational class will also not receive credit for Work-Based Learning related to that class.
3. If a student drops a related vocational class, the student will also be removed from the Work-Based Learning job for any hours released during the school day and receive no credit for either Work-Based Learning class or the Work-Based Learning job.
4. Work-Based Learning students must take academic classes while on campus.
5. Work-Based Learning students must maintain regular attendance in their academic school-based classes to be eligible to attend their Work-Based job. Credit will not be awarded to Work-Based students who fail to maintain regular school attendance.
6. Work-Based Learning students are required to maintain and update a time sheet with the Work-Based coordinator on a weekly basis.

Credit will not be awarded to Work-Based students who fail to accurately record hours worked on the time sheet.

EXTRACURRICULAR ACTIVITIES

Attendance Eligibility Students may not participate in any extracurricular event if he/she has not been in attendance for all classes (entire scheduled school day) the day of the scheduled activity. For special circumstances such as a school sponsored activity, funeral, professional appointments including court appearances, the student must provide verification with an original document the day of competition. A student should receive permission from the athletic director or principal in advance of the day of the activity for any exceptions to be made.

NCAA Requirements Academic eligibility based upon grades and college placement score is necessary for students to participate in college athletics.

All prospective student athletes who intend to participate in Division I or II athletics as a freshman in college must register with and be certified by the NCAA Initial-Eligibility Clearinghouse.

NCAA does not accept classes that are tested out. Students must take and pass the actual course for NCAA.

** For more information — see your counselor and Athletic Director.*

Extracurricular Eligibility

A. To participate in any extracurricular activity, the student must have passed two and one half (2.5) credit hours (five (5) classes) the term before he/she wishes to participate. Eligibility checks will be made throughout the season. Dates are listed on the calendar.

B. A student must remain above the minimum available credits to graduate for his/her graduation class to remain academically eligible. If a student falls below the minimum requirements for their class, they will be ruled academically ineligible until they gain credit in enough courses to rise above the minimum available credits.

Procedure:

At grade check, if a student is failing one (1) or more classes the student will be contacted. Any student with two (2) failing grades will be determined to be ineligible for competition, but may continue to practice. The ineligibility will take effect immediately and can only be reversed through a weekly progress report turned into the athletic office. These suspensions will run on a Monday to Sunday basis until the student can demonstrate passing grades in five (5) classes.

CODE OF CONDUCT

Philosophy of Discipline

A positive and respectful atmosphere on our campus contributes to the level and quality of learning that occurs.

The primary objective of Lakewood Public Schools is to assist each student to develop into a responsible, self-controlled individual willing to assume his/her role as a productive member of society. Students are responsible for their own conduct. An important aspect of this is respecting the rules and regulations that are established for the protection of the rights of all members of the school community.

The Board of Education is authorized by state law to make reasonable rules and regulations relative to whatsoever is deemed necessary and to impose discipline. These rules apply while in attendance at school or en route to and from school.

The discipline policy of Lakewood Public Schools is based on humanitarian principles and ideas and recognizes the dignity and worth of each student. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and on sound principles. When a student's behavior presents a risk to his/her self or others, interferes with the rights of others, or becomes disruptive of the educational process, the administration must take corrective action through the Code of Conduct. The following rules are not intended to be all inclusive. Other offenses not listed may give rise to discipline. The school administrators have the authority to interpret and apply the code of conduct with various discipline based upon the severity of the offense and circumstances around the event. All teachers and staff members have the authority to enforce school rules and direct students.

Expectations of Students

1. Respect and be courteous to others. Respect property of the school and others.
2. Attend school regularly.
3. Be punctual to school and class.
4. Comply with requests, instructions, and directions given by all school personnel, while on school premises and/or at all school sanctioned activities.
5. Complete assigned class work.
6. Come to class prepared and ready to work.
7. Follow proper appeal procedures when perceived unfairness and/or mistreatment occur.
8. Obey the laws of the State of Michigan.
9. Respect and follow the rules of our community.

The regulations apply while students are in school, on school grounds, at school-sponsored events, field trips, or en route to or from school, at Work-Based Education or vocational classes. Offenses are cumulative during the students' high school years. Students may be subject to emergency suspension if the student's presence poses an

immediate and continuing danger to self, others or school personnel, or a substantial disruption to the educational process.

Some activities may be violations of civil or criminal law and could be subject to legal actions by law enforcement authorities against the student and/or parent.

It is impossible to list all the possible kinds of inappropriate behaviors for which students may be subject to discipline. The current list is examples of behaviors for which discipline will be taken.

DISCIPLINARY OR CORRECTIVE PROCEDURE

Before discipline is imposed, due process will be afforded to the student. The extent of the due process applied depends upon the severity of the possible penalty. Minimally, a student will have oral or written notice of the charge and an opportunity to respond to the charge. Teachers have the authority to exclude the student temporarily from the class. The building administrators are authorized to institute suspension up to 10 days and to recommend expulsion. While on suspension or expelled, students may not be on school grounds or attend events without the building principal's prior approval.

Responsible Thinking Process The Responsible Thinking Process is central to Lakewood High School discipline. The Responsible Thinking Process is an effective way for reducing disruption while enhancing the student's ability to resolve problems through the creation of effective plans. These plans are primarily written by the student and negotiated with the staff member in charge of the area where the student was disruptive before the student returns to that area. Students are allowed a maximum of three (3) days to negotiate. Day one includes the day the student chooses to leave his/her class. If a student fails to negotiate with the faculty member, the student will be suspended. When a student chooses to leave a classroom or other supervised areas, they are to report directly to the Responsible Thinking Room (RTR) or office. Failure to do so will result in immediate suspension from school until a parent meeting has taken place. Once a student has been suspended for failure to negotiate, the student will have one (1) day to negotiate or be suspended for three (3) days.

Suspensions per visit to RTR:

4th/5th visit to RTR = 1 day

6th/7th visit to RTR = 3 days

8th/9th visit to RTR = 5 days

10th visit to RTR = 10 days

Responsible Thinking Room Guidelines (RTR) RTR will be operated with respect and consideration for others. The rules of the room will be visible and each student will be asked to sign an acknowledgment of these rules and follow those rules. Failure to follow the rules will result in immediate suspension from school. A parent meeting will be required before the student may return to school. Any student suspended from school because of the RTR process will return to school through the RTR process.

Suspensions Removal from school up to ten (10) days.

1. The student shall be informed of the allegation which could result in discipline and shall have a right to tell his/her side of the story.
2. If the administrator suspends the student, he will notify the parent/guardian by phone or mail as soon as possible of the suspension, the reasons for it, and the steps for the student's return.
3. Meet with the parent or guardian and the student prior to the student's return to school.
4. If the parent/guardian is dissatisfied with a suspension of more than 5 days, they may appeal to the superintendent within 2 school days of the principal's decision.
5. Suspended or RTR students may also be placed on social probation.
6. Suspensions during the week of exams will be enforced the first week of the following term.

Expulsion Procedures Exclusion from school more than ten (10) days to permanent expulsion:

1. Written notice of charges against a student, time and place for hearing shall be mailed to the student's parent/guardian.
2. Parents or guardian and student may be present at the Board of Education hearing with legal counsel at his/her own expense.
3. The hearing may be held in public or closed session at the parent's request.
4. Students may question witnesses who appear at the hearing.
5. Students may offer testimony, witnesses and documents on their own behalf.
6. The Board's decision shall be based upon the evidence presented, based upon a majority vote.
7. The rules of evidence and of court proceedings do not apply.

Social Probation: Occurs when an administrator determines, based upon violation of school rules, that a student may not attend after school events for a specific amount of time. Students may only be at school during regular school hours. A fifteen (15) minute guideline will be in effect. This means no student on social probation may be at school no more than fifteen (15) minutes before or after school, unless under direct supervision of a staff member. A student involved in extra-curricular activities can only participate when directly supervised. The fifteen (15) minute rule applies to practice and game times.

Violation of social probation will result in suspension from school and lengthening of social probation.

Intervention Teams Consist of teachers, counselors, RTR and administrators, parent and student to establish a plan for student behavior and consequences.

OFFENSES

Alcohol or Non-Alcohol Malt Beverages: Use, possession of, or being under the influence is forbidden. The odor of alcohol on a student's breath will be considered as use. Possession includes being on a student's person, in belongings or vehicle on school property or at a school event. Penalty: ten (10) days suspension up to expulsion, referral to law enforcement. The penalty may be reduced if the student seeks assessment or treatment for substance abuse.

Ammunition: If a student is found in the possession of the following: bullet, shells, gunpowder, firecracker or anything containing gun powder or explosives, the penalty is one (1) day suspension to expulsion. Ammunition found in a vehicle results in RTR up to suspension.

Arson: Willful burning or attempting to burn the building or property of the school or another. Penalty: permanent expulsion, referral to law enforcement.

Bomb Threat: Either verbal, written or electronic threats of this nature are prohibited. To make or communicate a bomb threat, even if it does not result in evacuation of the building, will result in expulsion, or referral to law enforcement.

Prohibited Conduct

1. Bullying and other aggressive behavior toward students: See Board Policy 5517

Hazing: See Board Policy

Cafeteria Misconduct: Throwing food, messing up the table and/or floor, failure to clean up utensils and trays, removing food from the cafeteria, or cutting in line. Offenses: assignment to RTR and/or clean the cafeteria up to suspension

Social Media: Visiting social media will result in, the loss of your password for 10 school days, a parent contact and RTR before a student can reenter a computer lab. If the student has a computer class, the teacher can log a student onto the network.

Disrupting Class or Violation of Class Rules: Assignment to RTR up to suspension.

Drugs, Drug Paraphernalia or Look-alike Drugs: Use, possession or being under the influence of illegal or legal drugs or look-alikes including marijuana, inhalants, prescription drugs, steroids, non-prescription/over the counter medications including diet pills, caffeine pills, herbal remedies and cold medication. Drug paraphernalia includes pipes, roach clips, rolling papers. Possession includes on a student's person, belonging or vehicle or on school property or at a school event. Penalty: ten (10) day suspension to expulsion, referral to law

enforcement. The penalty may be reduced if the student seeks assessment or treatment for substance abuse.

Distribution or sale of illegal or legal drugs, including marijuana, prescription, over the counter drugs, or look-alikes. Penalty: suspension up to expulsion and referral to law enforcement.

False Fire Alarm: Pulling a fire alarm without a fire. First offense: 10 days suspension to expulsion. Second offense: expulsion.

Fighting/Physical Assault: Assault is initiating an attack on another intending to do harm or is likely to cause harm. Penalty: out of school suspension up to expulsion, notice to law enforcement.

Forgery: Students forging the signature of a parent or staff member, giving false identification or providing incorrect information to school personnel or on the attendance-recording machine is prohibited. RTR up to suspension.

Harassment: See Board Policy 5516

Inappropriate Behavior or Actions: RTR up to suspension.

Insubordination: Willful disobedience of a request by an administrator or a staff member will not be tolerated. First offense: RTR/suspension from school and a parent meeting, second offense: 3-5 day suspension from school and a parent meeting. Further offenses may result in a recommendation for expulsion for persistent misbehavior.

Misuse of Property: Misuse of computers, shop facilities, lockers or classroom equipment and/or other school property. Offense: dismissal from class or school; suspension and reimbursement for damage; notice to law enforcement if criminal conduct.

Off Limits Areas: Students found in off limits areas will be subject to disciplinary action. First Offense: Assignment to RTR. Second Offense: Assignment to RTR/suspension. Third Offense: up to 10 days suspension or until a parent meeting.

Password Violations: If you give out your password or use someone else's you may be without computer access for up to 30 school days. Students will attend RTR and there will be a parent meeting for re-entry.

Persistent Disobedience: Repeated offenses over a period of time. Penalty: up to expulsion.

Profane and Obscene Language/Gestures: Use of profane and obscene language including verbal or written, gestures, or pornographic material is prohibited. First offense: RTR assignment up to suspension.

Public Displays of Affection (PDA): Overt displays of affection are inappropriate. Appropriate displays of affection will be limited to hand holding and walking with an arm around the other person's shoulder or

waist. First offense: warning from the principal or assistant principal; Second offense: RTR/Contact parent or guardian.

Rape/Criminal Sexual Conduct: Force or coercion used for sexual contact including touching and fondling. Penalty: permanent expulsion, referral to law enforcement.

Reckless Endangerment: Students, who put the safety and well being of other student(s) in danger by throwing an object, tripping someone, or any similar action, will be subject to disciplinary action. First violation: Suspension or assignment to RTR.

Senior Pranks: Seniors, who participate in pranks prior to graduation that causes any damage that requires the district to spend money in materials or manpower, to repair, replace, or remove any type of material or structure, may lose the right to participate in or attend graduation ceremony. Other penalties may be imposed.

Skippping (Truancy): Leaving school, or not attending school without parent/guardian permission. First offense, assignment to RTR; second offense, suspension up to 10 days or until parent meeting; third offense, suspension up to 10 days or until parent meeting, and a zero on all assignments missed for each offense. Students are required to sign out in the main office with parent/guardian permission.

Theft: Stealing property of another person or the school; failure to return property of another person or school. Penalty: suspension up to expulsion, referral to law enforcement.

Tobacco: Use or possession of tobacco or tobacco like products is prohibited on school property, school buses, at school activities and events, also at off campus school related events by everyone at all times. Use of tobacco products means the carrying of a lighted cigar, cigarette, pipe or other lighted smoking device, lighter or matches; the inhaling or chewing of a tobacco product; or the placing of a tobacco product within a person's mouth. This also includes the use of any type of electronic smoking (nicotine delivery) device. The odor of tobacco on the breath or hands will be considered proof of a violation of policy. The same penalties apply to any substance that looks like tobacco, i.e., mint chew.

If tobacco is found in a students' vehicle, a parent/guardian will be notified. **Possession and/or use of tobacco products by minors are also a violation of state law** and will be treated as such.

First Violation: A Police official may issue a citation which would result in a fine and create a juvenile record. The student will earn a 3 day out-of-school suspension.

Second Violation: A Police official will issue a citation that would increase the fine and another juvenile record. Student will earn a 5 day out-of-school suspension.

Third Violation: A Police official will issue a third citation which will increase in value and another juvenile record. Student will earn a 10 day out-of-school suspension.

Vandalism or Defacement: Vandalism or defacement of school property or property of another. Penalty: RTR/suspension up to expulsion, reimbursement for damaged property, referral to law enforcement.

Verbal Assault/Bullying: Any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. (sic) internet, cell phone, personal digital assistance (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Penalty: RTR/Suspension.

Weapons and Explosives: Possession or use of weapons is prohibited. Weapons include a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, B-B guns, look-alikes, ammunition, anything intended for use as a weapon. Explosives include items such as homemade bombs, firecrackers, etc. Penalty: Suspension up to permanent expulsion, referral to law enforcement. Permanent expulsion is mandated by state law for weapons, including B-B guns, look-alikes, ammunition and explosives. Any knife over 3 inches will result in a 5-day suspension up to expulsion. Any knife under 3 inches student will be suspended 1-3 days.

Extra Curricular Activities Conflict Conflicts occur when students participate in more than one after-school activity. These conflicts may arise when students are attempting to participate in several activities such as sports, music, enrichment programs and school sponsored special events.

Students who want to participate in choral/band and sports teams should do the following:

- A: Contact the coach, advisor, or director of each of the activities to notify them of their intention to participate in multiple activities.
- B: Communicate with the adults in charge, notifying them of conflicts or potential conflicts between the activities and work out practice schedules.
- C: If athletic practices conflict with band, choral enrichment activity practices, or special events, it is the responsibility of the athlete to make every effort to work out an agreeable solution between coaches and the director of the conflicting activity.
- D: An athletic event will take precedence over band or choral practice and a band/choral event will take precedence over an athletic practice. These dates of events should be communicated to both

groups before the season. Participation in enrichment programs (quiz bowl, NHS, etc.) events will take precedence over either an athletic or music practice only if it has been approved by the coach band, or choral director prior to the event. Special events for graduating seniors will take precedence over any practice providing that the coach, band, or choral director has been notified, by the student, that s/he will be participating in the event at least 24 hours prior to the event.

- E: If there is a band or choral event which coincides with an athletic contest, the student, parent, building principal, coach, and activity director will make the decision as to which he/she will participate in. Consideration should be given to the sequence in which events were scheduled and commitments made. There will be no repercussions against the student for the decision made.
- F: If there are conflicts that cannot be resolved between the students, band/choral directors and the coaches regarding participation in both, the principal will make the decision.
- G: Coaches, band, and choral directors shall not make contracts with students that would prohibit students from participating in more than one activity. School should be an opportunity to participate in a variety of activities. All involved should keep in mind that these activities are for students, not for teachers and coaches.

ATHLETIC CODE OF CONDUCT **FOR** **LAKEWOOD HIGH SCHOOL STUDENTS**

The athletic code is in effect during an athlete's entire career. Since the code is a part of the high school student handbook and all incoming students must sign that the handbook has been received, it is understood that the athletic code will go into effect upon the entrance of any student to the high school. This code is in effect for 365 days for the student's entire high school career.

PHILOSOPHY

Participation in athletics at Lakewood Public Schools is a privilege. It teaches valuable lessons about life, fair play, sportsmanship, social adjustment, and the rewards of competition. Such participation provides opportunities to develop:

1. Physical, mental, and emotional health.
2. Ethical and moral values.
3. Logical thinking and good judgment.
4. The ability to communicate ideas.
5. Knowledge and realistic understanding of one's self and one's environment.
6. Physical skills and vigor.
7. An appreciation of other's ability and self.
8. A wise use of leisure time.
9. A zeal for continuous learning and self-improvement.

Lakewood athletes are special people and their behavior reflects upon themselves, their community, their parents, their school, their teachers, and their coaches.

Lakewood athletes are students first and athletes second; and should plan and budget their time so their academic responsibilities are met.

Violations and Punishment *

A coach, school employee or police officer can report violations of the athletic code. Other forms of evidence in the opinion of the principal and athletic director can be used as proof of violation and can result in a disciplinary action.

Possession shall be defined as found on the person, in the personal belongings, in a school locker, or in a vehicle being driven or under the control of the athlete.

Misconduct other than that listed in this code may give rise to discipline. The severity of an infraction may result in the penalty being modified. In addition to the violations listed here, the student code of conduct also applies to athletics. Discipline for in school offenses may extend to athletics.

I. Use/Possession of Tobacco and/or E-Cigarettes

If an athlete is caught using or in possession of any form on or off school property while the code is in effect, the following disciplinary action will be taken:

1. First offense – the athlete will lose eligibility for their next scheduled contest. (Full day of competition)
2. Subsequent offenses – For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 20% for each additional offense.

II. Use/Possession of Alcohol, Steroids, Illegal Drugs, Inhalants, Drug Paraphernalia or Misuse of Prescription Drugs.

(Steroids or human growth hormones or substances purported to be illegal, abusive, or performance-enhancing [i.e., look-alike drugs]. Use, possession, care, custody, control or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, “roach” clip, rolling papers, or devices used to smoke, inhale, inject or otherwise consume controlled substances.)

If an athlete uses or is in possession of the above mentioned items:

1. First Offense – the athlete will lose eligibility for 25% of the scheduled contests.
2. Subsequent Offenses – For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 25% for each additional offense.

Note: It shall not be a violation of the code for a student to use or possess a prescription or patent drug when

taken pursuant to legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to Board policy. A student shall notify his/her coach if he/she is taking a prescription medicine that could alter the student's behavior or affect the student's ability to participate in the activity.

Distribution of substances will result in a more severe penalty.

III. Violations of Federal, State, or Local Laws/Ordinances

An athlete suspended under this section may immediately appeal the suspension to the Board of Education seeking reinstatement. All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

- A. If an athlete commits any act involving a felony:
 - 1. Immediate suspension upon arrest or issuance of a warrant.
 - 2. Convictions may result in a permanent ban from athletic competition.
- B. If an athlete commits a lesser offense:
 - 1. First Offense may range from 10% to 50% of the season.
 - 2. Subsequent Offense – Each offense of similar nature will result in percentage increases that accumulate at the original rate.

IV. Acts Involving Hazing or Bullying

All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

- A. First Offense – penalties may range from 10% to full sports season
- B. Subsequent Offense – may range from a full sports season to a permanent ban in participation.

V. Acts Punishable under the Student Handbook

All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

- A. First Offense – may result in loss of eligibility ranging from one day of participation to 25%.
- B. Subsequent Offense – may result in percentage increases that accumulate at the original rate.

VI. Transportation Rules

- A. First Offense – written warning
- B. Second Offense – loss of eligibility for one day.
- C. Subsequent Offenses – loss of eligibility at an accumulated rate of one day per offense.
 - *The administering of these percentages shall be*

consistent in each case with the following exception:

The principal may, in an unusual case, recommend a different percentage to the Athletic Discipline Committee. If the Committee approves, then the different percentage shall prevail. If the committee does not approve the principal's recommendation, then the above stated percentage will be administered.

Application of Penalties

- A. The Athletic Director will determine the validity of the allegation and administer the penalty. The athlete will be provided an opportunity to respond to the allegations.
- B. The athlete, athlete's parents/guardian, coach, principal, and the superintendent will be advised of the disposition of the case within five school days of the decision.
- C. The percentage shall apply to the current and/or next sport based on the number of regular contests scheduled at the start of the season.
- D. Penalties will be applied during state tournaments if they fall during the penalty period.
- E. All suspensions must be served at the same level of competition. For instance, a varsity athlete will serve their entire suspension for that sport at the varsity level. No combining the JV and Varsity or A and B events to expedite the suspension.
- F. If there are not sufficient contests left in the current season, the remaining percentage will apply in the athlete's next sport participation.
- G. Credit for percentages served will only be credited if the athlete successfully completes the season in good standing.
- H. The athlete will not dress for contests while being disciplined, but may practice unless suspended from school more than one day.
- I. The athlete will not participate in the next possible contest (day of competition) and all those thereafter until the disciplinary action has been completed.
- J. When percentage application results in a fraction, it will be rounded to the nearest whole contest, unless athlete turns him/herself into the Athletic Director for said infraction. Then it is up to the Athletic Director's discretion to round up or down.
- K. An athletic event or contest shall mean one day of competition.
- L. The Athletic Director shall keep a record of all percentages administered and credited.
- M. Coaches will be held responsible to report all violations to the athletic director and will abide by the decisions made. The coaches may not, at their own discretion, change the penalty in any way.

Duties and Definition of Athletic Discipline Committee

- A. If the athletic code does not cover a specific case; the athletic director shall make a recommendation to the Athletic Discipline Committee. The committee shall have the options of accepting

the athletic director's recommendation or by a majority vote, revise, or change it. If there is not a majority agreement, the athletic director's recommendation shall prevail.

- B. The Athletic Discipline Committee shall be made up of the following:
- ♦ High School Principal
 - ♦ High School Faculty member appointed by the Principal
 - ♦ Middle School Athletic Director
 - ♦ The in-season coach and/ or coach of the athlete's next season
 - ♦ One other Varsity Coach.

Appeals Process

- A. Any athlete disciplined under the provisions of this code may appeal his/her case in writing to the Athletic Discipline Committee within three school days from the date of the athletic director's decision.
- B. The Athletic Director will call for the Athletic Discipline Committee to meet. At this time the athletic director will state all reasons for the penalty applied.
- C. The athlete will be given the opportunity to speak on his/her behalf if he/she so choose.
- D. The Athletic Discipline Committee will issue their ruling within forty-eight hours of the hearing.
- E. All committee decisions are final.

Michigan High School Athletic Association Eligibility Rules

Enrollment – You must have been enrolled in a high school not later than fourth Wednesday after Labor Day (1st Term) or the fourth Wednesday of February (2nd Term).

Age – You must be under 19 years of age at the time of contest unless your 19th birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that year.

Physical Examination – You must pass a physical examination for the present school year. A record of that exam must be on file in the high school.

Terms of Enrollment – You must not have been enrolled in grade 9-12 for more than 12 terms. The 11th and 12th terms must be consecutive.

Previous Term Record – You must have received at least 20 credit hours during your last regular term of enrollment. (Passed at least four classes.) (Lakewood Board of Education requires you to have 20 credit hours in each term and be passing at least four (4) classes.)

Current Term Record – You must be carrying successfully, at least 20 credit hours during the present term. (Be passing at least four classes.) (Lakewood Board of Education requires you to have 20 credit hours and be passing at least four (4) classes.)

Transfers – You must have moved to a new school district accompanied by the persons with whom you were previously living or transferred for equally valid reasons as specified by the rules. Check with your principal.

Awards – You must not accept any money or other valuable consideration for participating in any form of athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$25 (twenty-five dollars).

Lakewood Public Schools' Eligibility Rules:

- A. To participate in any extracurricular activity, the student must have passed two and one half (2.5) credit hours (five (5) classes) the term before he/she wishes to participate. Eligibility checks will be made throughout the season. Dates are listed on the calendar.
- B. A student must remain above the minimum available credits to graduate for his/her graduating class to remain academically eligible. If a student falls below the minimum requirements for their class, they will be ruled academically ineligible until they gain credit in enough courses to rise above the minimum available credits.
- C. A student must remain above the minimum available credits to graduate for his/her graduation class to remain academically eligible. If a student falls below the minimum requirements for their class, they will be ruled academically ineligible until they gain credit in enough courses to rise above the minimum available credits.
- D. All athletic fees must be paid prior to the first (1st) day of competition.

Procedure:

At grade check, if a student is failing one or more classes, the student will be contacted. Any student with two (2) failing grades will be determined to be ineligible for competition, but may continue to practice. The ineligibility will take effect immediately and can only be reversed through a weekly progress report turned into the athletic office.

These suspensions will run on a Monday to Sunday basis until the student can demonstrate passing grades in five (5) classes.

** The athlete may practice and sit with the team but they may not "dress" for any contest during the time they are ineligible.*

NCAA

NOTE: All potential college athletes should contact the high school counseling department during their freshman year for assistance in selecting appropriate classes so as to meet the NCAA eligibility requirements before graduation. NCAA eligibility packets are available in the athletic office by request.

Miscellaneous

- A. The coach of each sport shall be expected to establish his/her own training rules and discipline code in the areas of sportsmanship, profane language, attendance, and attitude for all team members both at practice and during competitions. These rules are expected to promote the desired traditions of Lakewood and be within community expectations.
- B. An athlete must have completed the season in good standing to receive any awards or recognition from the Lakewood Athletic Department.
- C. This code shall be reviewed annually by the Athletic Discipline Committee.
- D. All other eligibility inquiries should be directed to the Athletic Department or the Michigan High School Athletic Association.

**ALL ATHLETIC SCHEDULES ARE POSTED ON THE
LAKEWOOD WEBSITE**

