



2023-2024

Learning Options High School

Student/Parent Handbook

455 E. Scripps
Lake Orion, MI 48360
248-693-5450

www.lakeorionschools.org/learning-options-high-school

Twitter: @LOptionsHS

Facebook: @LearningOptionsHighSchool

This handbook contains Learning Options High School rules and regulations. Failure to read this booklet is an unacceptable reason for not following the rules. If you have any questions, please discuss it with an administrator, a teacher, your parent or counselor.

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GENERAL INFORMATION

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May, 2023. If any of the policies or administrative guidelines referenced herein are revised after September 5, 2023 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Rick Arnett

Assistant Superintendent of Human Resources

248-693-5400

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and

cultural barriers;^{1,2}

4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;^{1,2}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;^{1,2}
5. providing information and involving families in monitoring student progress;²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff.^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.¹

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;²
2. engaging families in the development of its District-wide parent and family engagement policy and plan and distributing the policy and plan to families.^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;^{1,2}
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{1,2}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

DISTRICT VISION STATEMENT

Empowered Dragons experience joy and success.

DISTRICT MISSION STATEMENT

Empowering the Dragon community to achieve excellence.

BELIEF STATEMENTS

We believe that:

- Preparing Dragons is a collaboration of students, staff, families, and community.
- We have a responsibility to provide a safe, welcoming, equitable learning environment where all individuals are respected and valued.
- In fostering an environment that cultivates each individual's maximum potential.
- Character development is an integral part of education.
- In a dynamic innovative approach to educating Dragons.

LEARNING OPTIONS HIGH SCHOOL STUDENT PROFILE

It is our vision that every Learning Options High School graduate becomes a:

Collaborative Team Member

Knowledgeable Thinker

Healthy Individual

Life-Long Learner

Productive Worker

Responsible Citizen

Effective Communicator

Thoughtful Problem Solver

LEARNING OPTIONS HIGH SCHOOL
2023-2024

ADMINISTRATION

Supervisor, Kristin Sliwinski

CENTRAL OFFICE ADMINISTRATION

Ben Kirby, Superintendent
Heidi Mercer, Assistant Superintendent of Teaching and Learning
John Fitzgerald, Assistant Superintendent of Business & Finance
Rick Arnett, Assistant Superintendent of Human Resources
Kerri Anderson, Director of Curriculum – Elementary
Drew Towlerton, Director of Curriculum – Secondary
Mark Snyder, Director of Communications and Marketing

LAKE ORION SCHOOL BOARD MEMBERS

Danielle Bresett
Steven Drakos
Susan Flaherty
Birgit McQuiston
Heather Sinawi
Jake Singer
Scott Taylor

2023-2024
CALENDAR OF EVENTS

*Every Wednesday beginning September 6th will be teacher Professional Development Day.
Students will begin class at 9:40 a.m.*

SEPTEMBER

5	First Day of School – All Students
5	Picture Day
12	Curriculum Night

OCTOBER

4	Student Count Day
5	Term 1 Parent/Teacher Conferences

NOVEMBER

2-3	Term 1 Exams – ½ day
6	Term 2 Begins
22-24	Thanksgiving Break – No School

DECEMBER

7	Term 2 Parent/Teacher Conferences
25-29	Winter Break – No School

JANUARY

1-5	Winter Break – No School
8	School Resumes
15	Teacher PD Day – No School for Students
22-23	Term 2 Exams – ½ day
24	Term 3 Begins

FEBRUARY

7	Student Count Day
19-20	Mid-Winter Break – No School
29	Term 3 Parent/Teacher Conferences

MARCH

25-29	Spring Break – No School
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APRIL

4-5	Term 3 Exams – ½ Day
8	Term 4 Begins
26	No School for Students

MAY

9	Term 4 Parent/Teacher Conferences
21	Learning Options Graduation Rehearsal-Subject to Change
23-24	Senior Exam Days (Time Schedule TBD)
27	Memorial Day – No School

JUNE

3	Learning Options Graduation – Subject to Change
4	LOHS Graduation & All Night Party – Subject to Change
6-7	Term 4 Exams - ½ Day
7	Last Day of School

2023/2024 – TIME SCHEDULE

Monday –Tuesday –Thursday – Friday

Warning Bell.....	7:25
First Hour.....	7:30 - 8:30
Second Hour	8:35 - 9:25
Third Hour	9:30 - 10:20
Fourth Hour (A)	10:25 - 10:45
Lunch	10:45 - 11:15
Fourth Hour (B)	11:15 - 11:45
Fifth Hour	11:50 - 12:40
Sixth Hour.....	12:45 - 1:35
Seventh Hour	1:40 - 2:35

Wednesday

Warning Bell.....	9:35
First Hour.....	9:40 - 10:26
Second Hour	10:31 - 11:15
Third Hour	11:20 - 12:04
Fourth Hour.....	NA
Fifth Hour	12:09 - 12:53
Sixth Hour.....	12:57 - 1:41
Seventh Hour	1:46 - 2:35

School hours are from 7am until 3 pm. Students in the building before or after school hours must be accompanied by an adult supervisor and must remain in approved locations.

**1/2 Day Schedule Available Online*

NEW STUDENT REGISTRATION

Your child's enrollment will begin with PowerSchool Enrollment, our online student enrollment/registration program. Please access PowerSchool Enrollment by going to the following website:

<https://www.lakeorionschools.org/departments/central-enrollment>

If you do not have access to the internet, there is a computer available for you to use in the Central Enrollment Office at your convenience.

Once you have submitted the online forms through the above link, you will need to finalize your child's enrollment **in person** at the Central Enrollment office located in the Community Education Resource Center, 455 E. Scripps Road, Lake Orion, MI 48360. Please call the Central Enrollment office at 248-814-0215 if you have enrollment questions and to schedule an appointment to finalize your child's enrollment. Office hours are Monday through Friday, 8:00am-4:00pm.

Please bring the following items with you to Central Enrollment – Room 110 to finalize your child's enrollment:

- Your child's original certified birth certificate (we will make a copy in our office)
- Your Child's immunization record
- Parent photo identification
- Two current proofs of residency (*mortgage statement, lease agreement, property tax statement, utility bills, homeowner's insurance, etc.)
- Divorce/Custody paperwork (if applicable)
- Health appraisal and vision screening (Kindergarten only)
- Individual Education Plan (Special Education students only)
- 504 documentation (if applicable)

Once all paperwork has been completed, an appointment will be scheduled with the student's high school counselor to develop a schedule of classes.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Copies of official grades and standardized test scores are kept in the student's permanent record (CA60).

DIRECTORY INFORMATION

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. The Board designates the following as directory information:

- a student's name, address and telephone number
- a student's photograph
- a student's birthdate and place of birth
- a student's participation in School District related programs and extracurricular activities
- a student's academic awards and honors
- a student's height and weight, if a member of an athletic team
- a student's dates of attendance and date of graduation

ARMED FORCES

Male students age eighteen (18) or older are required to register for the selective service. Students can register as part of a driver's license application at a Secretary of State office, with Selective Service online at www.sss.gov, any U.S. post office, or on application for Federal Student Financial Aid.

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students, parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Form denying release of directory information to recruiters is on the LOHS website. Please see the link below.

[LOHS Directory Information-Not Released to Military Recruiters](#)

TRANSFER OUT OF THE DISTRICT

Parents must notify the student's counselor about plans to transfer their child from Learning Options High School to another school. The transfer will be authorized only after the student has completed all necessary withdrawal paperwork, returned all school materials and paid any fees or fines that are due. School records may not be released if the transfer/withdrawal is not properly completed. Parents are encouraged to contact the student's counselor for specific details. If a student's family moves out of the Lake Orion School District, the student is permitted to continue attending Learning Options High School for the remainder of that semester; however, the family must provide transportation to and from school. The school must be informed of the new home address and telephone number. At the end of the semester, the student will be required to transfer to the school District of the new residence.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Students must complete all required withdrawal paperwork, return all school materials and pay any fees or fines that are due prior to withdrawal.

EMERGENCY SCHOOL CLOSING

Occasionally it is necessary to close school when conditions exist that are detrimental to the health or safety of students and staff. The decision to close schools is made by the superintendent. For the latest information on school closing and emergency events as they happen, check:

- School Messenger
- Lake Orion Schools website- www.lakeorionschools.org
- Radio Stations – 760 WWJ & 950 WJR
- TV Stations – Channel 2, 4, 7 & 50
- Twitter: @LOptionsHS
- Facebook: @LearningOptionsHighSchool

We will attempt not to send students home after school has started. However, on rare occasions it may become necessary to dismiss school early. Parent(s)/Guardian(s) should discuss the possibility of early dismissal with their son/daughter to make sure arrangements are made in advance.

ACADEMIC INFORMATION

ACADEMIC UPDATE - PROGRESS REPORT INFORMATION

Faculty will complete academic updates for all students regularly throughout the term/semester. Parents/guardians will be contacted by faculty through means such as phone calls and/or electronic communication when a student is failing a course. Any questions concerning the student's successful completion of the course should be discussed with the instructor.

Grades for courses taught on a skinny schedule will have progress grades at the end of **Term One** and **Term Three**. **Final grades** for skinny courses will be graded at the end of **Term Two** and **Term Four**.

GRADING STANDARD GUIDELINES

The following grading standard guidelines have been developed for the purpose of reflecting the evaluation of the student's progress in a consistent manner within the District.

Teachers shall develop personal grading scales within the guidelines listed below. They shall discuss their grading scale with their students in order that students may become fully aware of the teacher's evaluation procedure.

NOTE: See Grading Scale below for GPA.

Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
A	94-100	B	83-86	C	73-76	D	63-66
A-	90-93	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	E	0-59

Each course will have final assessments worth no more than 20% of the final grade. These final assessments can be administered at the teacher's discretion. Block classes will have a final grade at the end of each term. Skinny classes will have a progress grade at the end of the term and a final grade at the end of the semester.

Note: Grading Scales do not apply to 8th grade students taking high school courses.

ISSUING CREDIT AND GRADES IN COURSES

The term grade in a course is determined by the teacher based on work done by the student. This work includes tests, quizzes, homework, daily assignments and other forms of assessments. Other subjective factors such as classroom participation and the student's ability to work with peers are considered. There are several ways a student can earn credit and pass classes (**Please refer to the chart below for clarification.**)

SCENARIOS

1. A student is passing the course. The student fails the final exam. If the student's final grade is passing, the student receives the passing grade and the credit.

2. A student is passing the course. The student fails the final exam. If the student's final grade is failing, the student receives the failing grade and does not receive the credit.
3. A student is failing the course. The student passes the final exam and raises the final grade to passing. The student receives the passing grade and the credit.
4. A student is failing the course. If a student scores 80% or higher on the final exam, the student receives credit for the class and is issued a grade of "P".

GRADE BEFORE FINAL EXAM	GRADE ON FINAL EXAM	FINAL GRADE IN COURSE	END RESULT
1. Passing	Failing	Pass	Credit
2. Passing	Failing	Fail	No Credit
3. Failing	Passing	Pass	Credit
4. Failing	80% or Higher	Fail	Credit
5. Failing	79% or Lower	Fail	No Credit

*The student who earns a failing grade in the course may only attempt the final exam once.

ACADEMIC APPEALS

The following procedure is to be followed if a student and/or his/her parents request a change in the grade assigned by a teacher.

- A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the principal is notified of the change.
- B. If a teacher does not concur in the grade change, the student or parent may request a meeting with the principal. The principal shall arrange for the meeting which will include the teacher, the student and/or his/her parents, and the principal. If the student or parent requests an attorney be present, the District's attorney may also be in attendance. If the student and/or parent comes to the meeting with an attorney without previously informing the principal that their attorney would be present, the hearing shall be rescheduled to a date when the School District's attorney can also be present.
- C. The principal will chair the meeting and inform participants of the meeting guidelines:
 1. The student and/or parent will present reasons for the grade change.
 2. The teacher will present reasons for the continuance of the grade.
 3. The principal and attorneys (if present) may question both parties while both are in attendance.
- D. The principal's decision may be appealed to the Superintendent in accordance with the procedure described in Board Policy.

GRADE REPORTS

Grade reports are an indication of a student's progress and success in school. The present grading system in use at Learning Options High School is as follows:

- | | |
|-------------------|------------------------|
| A - Excellent | E - Failure |
| B - Good | P - Pass/credit issued |
| C - Average | NC - No credit |
| D - Below Average | I - Incomplete |
| | W - Withdrawal |

Grade reports are available online for students and parents within ten (10) days after the completion of each ten (10) week term.

NO CREDIT

If a student is required to drop a class after fifteen (15) days into the marking period due to an accident, illness or other reasons beyond his/her control and is passing the class, he/she will be assigned an “NC” which will not be factored in the student Grade Point Average.

If a student is failing at the time of the withdrawal, he/she will receive an "E." Before an “NC” grade can be assigned, it **MUST** be authorized by an administrator.

INCOMPLETES

Teachers may assign this grade with administration’s approval in the event that a student, due to unusual circumstances, is not able to complete all the assignments at the scheduled end of the term. All overdue work must be completed **within the first two (2) weeks of the following term**. If work is not completed, the student's grade on those assignments will *automatically* be changed from an "I" to an "E" or “NC”

TESTING OUT

Any student, grades 9-12, is permitted to test out of any required or pre-requisite course in order to take higher level courses.

For each testing out date, it is strongly recommended students test out of only two 10-week term courses for a total of one full credit. Due to the extensive curriculum material for each class period, it is extremely challenging for students to successfully test out of additional courses.

- The application deadline for the December testing out exams is the second Friday of October, and the deadline for the May testing out exams is the second Friday of March.
- Students may only attempt to test out of the same course one time.
- Test out assessments will be handled as follows:
 - **Scores below 80%** are not proficient, and the student will be required to take the course for high school graduation credit. The attempt to test out will not be reflected on their transcript.
 - **Scores 80% of higher** demonstrate content mastery of the course, and the student will be given high school graduation credit or prerequisite credit, and a grade of “P” for passing will be indicated on the student’s transcript.
- Once the student has successfully completed the testing out process, with an 80% or higher, they will be allowed to enroll in a higher level course in that sequence. He or she may not enroll in a lower level course in the same subject matter sequence.
- A grade of a “P”, depending on the final grade, will not be included in a computation of grade point average for any purpose.

- All testing out assessments will evaluate the same performance expectations as stated in the course syllabus. The assessments may include one or more of the following:
 - Written Tests
 - Oral Tests
 - Portfolio
 - Projects
 - Papers
 - Performance

All testing assessments stated above will be given the second Wednesday of December and the second Wednesday of May.

- Be aware, NCAA Clearinghouse will not recognize testing out credits when determining eligibility for Division 1 or Division 2 College athletes.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational content that is provided to a student, regardless of its format, materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

ENGLISH LEARNERS

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the English Language Department Coordinators, to inquire about evaluation procedures and programs offered by the District.

ACTIVITIES - EXTRA CURRICULAR

Learning Options High School students are afforded the opportunity to participate in all Lake Orion High School and Lake Orion Community Schools extra-curricular activities. Learning Options students are held to the same code of conduct as Lake Orion High School students.

Students are encouraged to participate in extracurricular activities as a means to engage with the school at an elevated level, prepare for post-secondary education and the workforce, and to have a more enjoyable experience at Learning Options High School.

A full listing of extracurricular clubs and activities are available on the Learning Options High School website, under the “Students” section.

SCHOOL SPONSORED ACTIVITY POLICY

1. A facility use application must be completed and presented to the principal or designee for review and approval at least 15 working days or three weeks prior to the desired date(s) of use.
2. The club or class responsible must pay any damages resulting from the activity.
3. A clean-up committee must be appointed before using the gym or cafeteria and is responsible for cleaning up all areas used.
4. Every activity must be chaperoned by an appropriate number of faculty members. One of these chaperones should be the advisor. Parents are also encouraged to chaperone, provided they have completed the district process for adult chaperones, forms available on the LOHS website or by calling the main office.
5. Any chaperone or school administrator has the right to deny admittance or remove any person from the premises with just cause.
6. All school rules apply to activities and to authorized guests.
7. Students attending the high school dances must have identification.
8. Students who enter the dance will not be permitted to re-enter after they leave the building.
9. Inappropriate behavior, including smoking, drinking, fighting, etc. will be cause for immediate removal and referral to administration for further action.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

LAKE ORION COMMUNITY SCHOOLS EXTRA CURRICULAR ACTIVITIES CODE

A Message to Students and Parents:

The Lake Orion School District believes that a dynamic program of student activities is vital to the educational development of its students. The activities provided should offer opportunities to serve the institution as well as assisting in the development of fellowship, school spirit, community goodwill and personal growth. Ultimately, the program's participants will develop positive citizenship traits, which will serve them well today and in the future. A properly controlled and organized program of ECA meets the student's needs for self-expression and growth.

In order to be a member of school sponsored extra-curricular activities (ECA), it must be understood that the student not only represents his/herself but also the group, the school, the community and his/her family.

It has been established that participation in ECA for Lake Orion Schools is not a right but a privilege. Lake Orion student activities are considered a supplement to the school's educational program. They are bound by supervisory, budgetary and participatory constraints. Thus, initiation of these programs is at the discretion of the building principal or his/her designee. A student must abide by the academic and social standards of this code and will be held responsible for their actions throughout the duration of their participation in ECA.

STATEMENT OF ETHICS FOR EXTRA CURRICULAR ACTIVITIES

The conduct of a participant is closely observed in many areas of life. It is, therefore, important that the participant's behavior be above reproach both at and away from school. Accordingly, students who participate in ECA must comply with the following Statement of Ethics:

- Understand that use/and or possession of alcohol, tobacco products and/or illegal drugs or drug paraphernalia is not permitted.
- Plan their time for studies to ensure acceptable grades.
- Maintain respectful attention to classroom activities and show respect for others.
- Abide by the attendance policy.
- Represent the community, school, group and advisors by displaying proper conduct at all times.
- Refrain from the use of profanity or obscene gestures at performances, practices, events or in any school setting.
- Work for the betterment of the school and community.
- Support other students and make an effort to attend other school activities.
- Obey the specific training and practice rules set down by the advisor.
- Demonstrate care and respect for all supplies and equipment.
- Do not let employment interfere with regular practice sessions, performances or events.
- Appreciate the importance of proper rest, nutrition and exercise involved with excellent performance and presentations.

RULES AND REGULATIONS FOR EXTRA CURRICULAR ACTIVITIES

CODE OF CONDUCT

Students who participate in extra-curricular activities are expected to adhere to the LOHS Student Code of Conduct.

Students who violate the Code of Conduct while participating or affiliated with an extracurricular activity may have their club membership status reviewed and possibly terminated.

Certain clubs, where citizenship critical to the club's function, such as National Honor Society and others, may be governed by additional, elevated behavioral expectations.

SUSPENSION: Students who are suspended from school are not permitted to participate in any extracurricular activities or events until the suspension period has concluded (including events off-campus).

ATTENDANCE: Students are expected to be in attendance for the majority of the school day in order to participate in extracurricular events that day.

Extracurricular activities are permitted to have their own attendance and participation rules.

ACADEMIC PROGRESS

Student's academic progress is more important than extracurricular participation. Students are expected to maintain passing grades in classes. Students who do not maintain acceptable grades may have their membership status reviewed and possibly terminated. Certain academic honors clubs, such as National Honor Society, Marching Band, and other clubs and activities, may be governed by additional, elevated academic standards.

APPEAL PROCESS

A student whose extracurricular club membership has been reduced or terminated due to Code of Conduct violations or academic problems may appeal the decision.

The following steps are for an extracurricular appeal:

- 1) The student must submit a written appeal to the director or advisor of the club/activity. The staff member in charge of that club will consider the appeal, meet with that student, and communicate the decision and reason(s) for the decision.
- 2) If the student is not satisfied with the result of the meeting, the student may submit a written appeal to the Principal outlining the reason for the appeal.
- 3) The Principal will discuss the situation with the student.
- 4) The Principal will discuss the situation with the appropriate staff member(s).
- 5) The Principal will make a decision in regards to the appeal.
- 6) If the student is not satisfied with the outcome of the appeal, he or she may appeal to the high school principal, followed by Assistant Superintendent for Teaching and Learning, followed by the Superintendent. The decision of the Superintendent shall be final.

ATHLETICS

Learning Options High School students are afforded the opportunity to participate in all Lake Orion High School athletics. Learning Options students are held to the Lake Orion High School Athletic Code of Conduct.

ADMISSIONS

There will be an admission fee for most home junior varsity and varsity contests. All adults and students Kindergarten through 12th grade will pay \$6.00. Pre-school students and younger are admitted without cost. Senior citizens 65 years or older have free admission. All tickets will be sold using the digital ticket service GoFan. The specific link for tickets can be found through the Lake Orion Community Schools Athletic Webpage, under the "Purchase Tickets" button. Tickets can also be purchased at the ticket gate after scanning a QR code.

- **STUDENT ATHLETIC PASS** - \$50 (non-transferable)
Allows admission to all LOHS home contests (not valid at hockey games or OAA, County and MHSAA tournaments).

OAKLAND ACTIVITIES ASSOCIATION MEMBERSHIP

Lake Orion High School is a member of the "Oakland Activities Association" (OAA). It is not just an athletic league but an activities league with students involved in various programs, i.e. Student Council, Debate/Forensics, Future Problem Solving, Quiz Bowl, etc.

More information regarding the OAA can be found at:

www.oaklandactivitiesassoc.org

PAY TO PARTICIPATE

Lake Orion Schools Athletics Program has a pay to participate policy. High School athletes must pay a \$335 fee, which will cover all sports played by that student within the school year. There is a \$745 pay to participate limit per family, which includes same family student athletes attending any Lake Orion Community School. **The pay-to-participate fee does not apply to dance, hockey, mountain biking, powerlifting (boys and girl), water polo (boys and girls) which are self-funded sports.**

SPORTS OFFERED

Boys' sport teams offer participation opportunities in football, soccer, basketball, wrestling, baseball, golf, tennis, cross-country, mountain biking, track, skiing, swimming and diving, ice hockey, bowling, lacrosse and powerlifting.

Girls' sport teams offer participation opportunities in soccer, softball, skiing, basketball, tennis, track, cross-country, golf, competitive cheerleading, volleyball, lacrosse, bowling, mountain biking, swimming and diving, dance and powerlifting.

All students are encouraged to take part in the different athletic activities sponsored by the school.

LAKE ORION COMMUNITY SCHOOLS

STUDENT ATHLETIC CODE

A Message to Students and Parents:

The Lake Orion Community School District supports the educational development of its students through athletics. It also recognizes that an organized, properly controlled program of athletics provides an additional avenue for self-expression, mental development and physical growth. Such programs also foster an understanding of the rigors of competition and the principles of fair play.

Because Lake Orion athletes represent not only themselves but also their school and community, it is intended that they follow the rules and regulations contained in this code not only during their season(s) of competition, but at all times. Remember, participation in athletics is a privilege not a right. Those who fail to abide continuously by this code will be held accountable for their actions.

STANDARDS OF CONDUCT

The conduct of an athlete is closely observed. Therefore, it is important that an athlete's behavior be above reproach. Accordingly, students who participate in athletics are reminded that Lake Orion athletes:

- **Understand that drinking, smoking and the use of illegal drugs are harmful to the body and hinder maximum performance. Thus, he/she agrees to refrain from the use and/or possession and distribution of such substances.**
- **Give sufficient energy to their studies as to ensure acceptable grades. In addition, they give full attention to classroom activities and show respect to other students and faculty.**
- **Maintain good attendance and are not truant from classes or school.**
- **Display proper conduct at all times.**
- **Realize that losing is part of the game and remain humble in defeat and modest in victory.**
- **Does not employ illegal tactics to gain undeserved advantage.**
- **Refrain from the use of profanity.**
- **Realize that officials do not lose games. Their purpose is to ensure fair play. For this, they must receive every courtesy.**
- **Work for the betterment of the school and what is right and good for fellow students.**
- **Support other athletic teams and make an effort to attend other school activities.**

- Obey the specific training and practice rules set forth by the coach.
- Care for all athletic equipment as though it were his/her own personal property.
- Appear neat and well-groomed at all times.
- Do not let employment interfere with regular practice sessions or games.
- Appreciate the importance of proper rest, diet and exercise.
- Practice healthful habits of cleanliness and personal hygiene.

** It is expected that Lake Orion student-athletes will not display any conduct considered detrimental to the best interest of the school and/or community. Such displays will result in an immediate suspension from the athletic program. All such reported incidents will be reviewed by the **District Athletic Director** the affected coach(es), and **Principal or designee**, before possible reinstatement to the athletic program will be considered.*

RULES AND REGULATIONS FOR ATHLETES

SECTION I

Upon entering high school, the Athletic Code is in effect at all times, both during and outside of athletic seasons. Infractions occurring prior to participation in a student's first athletic function will be considered violations to the Athletic Code.

A. Use/Possession of Alcohol, Illegal Drugs, Tobacco/E-Cigarettes

Any student participating in any interscholastic program must refrain from the use/possession of alcohol, illegal drugs, tobacco substances, e-cigarettes, or prescription medication not prescribed to the student by a doctor.

Failure to Comply:

Upon the offense, the athlete may be required to meet with a school substance abuse prevention advisor or an outside licensed professional substance abuse counselor and paid for by the athlete. Verification from the professional agency would be required following completion of the consultation. The athlete would not be allowed to play in contests or allowed to practice until permission is granted by the counselor, the athletic director and the affected coach. Additionally, drug screening may be required in order for a suspended athlete to be reinstated.

- 1. First Offense:** An athlete found in violation for the first time shall be suspended from all athletic competition for 10% of the scheduled games (scrimmages do not count as a part of the suspension; percentages are rounded up). If the season ends before the suspension is served, said suspension will be carried into the playoffs and /or the next sports season.
- 2. Second Offense:** An athlete found in violation a second time, anytime during his/her Lake Orion athletic career, will be suspended from all

athletic competition for 25% of the scheduled games (scrimmages do not count as part of the suspension). If the season ends before the suspension is served, said suspension will be carried into the playoffs and/or the next sports season.

3. **Third Offense:** An athlete found in violation a third time, anytime during his/her Lake Orion Athletic career, will be suspended from competition for the remainder of the season. A outside substance abuse assessment may be required before the athlete can resume their Lake Orion athletic career.
4. **Fourth Offense:** An athlete found in violation a fourth time during his/her athletic career shall immediately lose the privilege of participation in any interscholastic athletic program for one calendar year from the date of the fourth offense. If the violation is drug, alcohol, or tobacco/e-cigarette related, the length of suspension may be reduced upon successful completion of a pre-approved substance abuse program. A letter requesting a reduction of the suspension may be submitted to the Athletic Director. The letter should contain the following elements: 1) the reason(s) for the request; 2) a brief but concise summary of the substance abuse program; 3) documentation verifying completion of the program.

Any athlete seeking help, who turns himself/herself into the District Athletic Director, coach, substance abuse prevention advisor or an administrator, will not be dismissed from the team provided that he/she is making progress while receiving assistance on an ongoing basis. * Self turn-in will result in the student being prohibited from competing in the amount of games equaling ten percent (10%) of the scheduled games for the regular season. Suspension will include post season games.**

***An athlete can only turn himself/herself in once. A second self-admission will be treated as a second offense and dealt with accordingly.**

**** A self-turn-in is defined as an athlete coming forward to the Athletic Director, administration, coach or substance abuse prevention advisor to admit to violations of alcohol or substance use prior to and exclusive of any of the above mentioned parties being aware of the behavior. Moreover, any student already legally cited/ticketed for violation by authorities will no longer have the option of self-turn-in. The intent of the self-turn-in opportunity is for the student to seek assistance in order to change their behavior.**

B. School Attendance

A member of an athletic team must be in attendance at school **all day** on the days of practice and athletic contests (**all scheduled class periods @ high school**).

Exceptions: Pre-arranged appointments, funerals or related absences, when an absence is recorded in the Attendance Office.

Failure to Comply:

An athlete who fails to attend all required classes on practice or game days will not be allowed to participate in athletics. *Extenuating circumstances may be presented to the District Athletic Director and reviewed as soon as possible.

C. Attendance at Practice Sessions/Games

Attendance at practice sessions is necessary to properly prepare athletes physically and mentally for competition. All team members must attend their scheduled practice sessions/games at the times designated by the coach. Situations such as illness, injury or required school or family trips may make attendance at practice sessions or games impossible. In such instance, the athlete shall make prior arrangements with the coach for an excused absence. Athletes are also excused from team practice sessions during regularly scheduled school vacation periods or when taking part in school sponsored or family trips; however, attendance will be expected at scheduled games. If a conflict exists between an athletic event and another school sponsored activity, it is the athlete's responsibility to make arrangements and reach agreement with both the coach and advisor prior to the events.

Failure to Comply:

An athlete who fails to attend a regularly scheduled practice session during the competition season as the result of an unexcused absence will be withheld from participating in the next contest. If a third unexcused absence occurs, the participant will be excluded from team membership for the balance of that sport's season.

D. Limited Team Membership

As a member of the MHSAA, the Lake Orion School District observes a limited membership policy. A student, who after practicing or scrimmaging as a member of a Lake Orion school team, may not participate in any non-school competition in the same sport during the same season.

Failure to Comply:

An athlete who violates the limited membership policy will lose eligibility for the remainder of the season. In addition, any games won by the team during the athlete's participation will be forfeited.

E. Team Travel

When two-way transportation is provided on school owned, chartered or other approved modes of transportation, any student traveling to an away contest, performance or event as a member of a team or club, shall return to the home school on the same vehicle after the event is over. ***The only exception shall be when a parent/guardian makes prior arrangements in writing with the coach to take their son/daughter home after a contest.***

Failure to Comply:

Any student-athlete not returning to the home school with the team on the team bus or vehicle(s) will be withheld from the next scheduled athletic contest.

F. Care of Equipment

Any student who is issued athletic equipment or uses any athletic equipment owned by the school District will be held financially responsible for the use and care of the assigned or designated equipment.

Failure to Comply:

Any student found in violation shall be required to pay for all equipment lost or damaged. No post season honors or awards will be issued until uniforms and equipment have been returned.

G. Locker/Shower Room Conduct

Horseplay in the locker or shower rooms, misuse of athletic facilities or equipment will result in disciplinary action.

Failure to Comply:

Any athlete found in violation will face the consequences of disciplinary action and/or financial reimbursement.

H. Profanity, Obscenities, Insubordination

Any athlete using obscene, vulgar, indecent language or gestures before, during, or after an athletic contest, at practice or in the school setting will face disciplinary action.

Failure to Comply:

Any athlete found in violation will be withheld from an athletic contest or suspended from the team for a period of time up to and including the remainder of the season.

I. Fighting

Fighting by a student-athlete is unacceptable behavior.

Failure to Comply:

Any athlete involved in a fight during or after a contest, in school or away from school will be suspended from participation in athletics until circumstances are reviewed by the athletic department. The **Athletic Director, athlete, parent or guardian and affected coach(es)** shall meet to review the circumstances and make a decision as to the length of suspension.

J. Suspension from School

Athletes suspended from school will not attend practices or games during the suspension period. Reinstatement will occur at the close of the school day on which the suspension expires.

Failure to Comply:

Athletes found in violation of this provision may request a review of circumstances and the **Athletic Director, affected coaches and principal or designee** will make a decision as to the length of suspension.

K. Attendance at Contests

It is expected that a student athlete who joins a team has the obligation to attend all regularly scheduled contests (League, District, Regional, and/or State).

Failure to Comply:

An athlete who fails to participate without a prearranged excuse will be excused from the team for the remainder of the season and any awards earned will not be received; i.e., school letters, all league and special awards.

L. Stealing

Any athlete found stealing school property or the personal property of others will face disciplinary action.

Failure to Comply:

This will result in a suspension from school and a suspension from athletics up to and including the remainder of the season. Athletes must also appear before the Athletic Director before reinstatement into the athletic program.

M. Length of Season

As soon as a potential student athlete declares that he/she intends to be a part of a team, or if he/she has been a team member the previous year, they must conduct themselves in accordance with all rules and regulations, as stated in this code for 12 consecutive months.

Any potential student athlete found in violation of any sections of this code will be subject to a punishment deemed necessary by the Athletic Director. The punishment will be in accordance with the severity of the case and the number of instances.

N. Forgery of Any School Document

Failure to Comply:

This will result in immediate dismissal from current sports team. **Athletic Director, athlete, parent or guardian and affected coach(es) shall** meet to review circumstances of situation and make a decision as to length of dismissal.

O. Mistreatment of Teammates/Bullying/Hazing

The student-athlete is expected to treat teammates with respect. Purposeful mistreatment or “hazing” in any form is neither tolerated nor consistent with any educational or athletic goal at Lake Orion Community Schools. “Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Bullying in any form will not be tolerated and will result in disciplinary actions.

Any athlete(s) found in violation of this section will be subject to school consequences along with athletic suspension or possible team dismissal. Decisions will be made by affected coach, and the athletic director.

SECTION II

All Michigan High School Athletic Association Eligibility requirements must also be met in order for participation in Lake Orion Schools' athletic program.

ELIGIBILITY FOR PARTICIPATION

A. Enrollment

The student must be enrolled in the school for which he/she competes by the Wednesday of the fourth week of the semester in which he/she competes or must move into the school District with his/her parents or guardian with whom he/she last lived during the current school year. The student must reside in the school service area in which he/she attends school unless he/she has received prior District and MHSAA approval to compete in a different school.

B. Age

A student who competes in any high school interscholastic athletic contest must be under nineteen (19) years of age. If a student becomes nineteen on or after September 1, of the current school year, he/she is eligible for participation for the balance of the school year.

A seventh grade student competing in an athletic program must be under fourteen (14) years of age. An eighth grade student competing in an athletic program must be under fifteen (15) years of age. A student, who reaches that age after September 1, is allowed to participate for the balance of the school year.

C. Physical Examination

Each student athlete must have a physical examination by a physician certifying the student is physically able to compete in athletics. This physical must take place on **April 15** or later in order to be valid for the current school year. A parent or guardian and the student athlete must enroll on Final Forms, the student information system used by the athletic department. Final Forms registration can be done at <http://lakeorion-mi.finalforms.com> or the site can be accessed through the Lake Orion Community Schools website on the Athletics page. **A student shall not participate in any practice sessions or athletic contests until a complete physical examination form has been turned into the Athletic Director's Office and Final Forms Registration has been completed.**

If there is a question at any time as to the fitness of the athlete to continue to perform on a team, the school will require another physical examination and the parents' written approval for their son/daughter to participate.

D. Insurance Waiver

The student must submit to the athletic office an insurance waiver form or purchase the school insurance prior to participating in any athletic practice sessions or contests. A family who provides satisfactory evidence of an inability to pay the premium amount will not be required to do so.

E. Seasons of Competition

No student, while enrolled in a four year high school, shall be eligible to compete for more than four (4) seasons in either first or second semester athletics.

A student shall be limited to participation in only one sport per season when the sport leading to the state championship is sponsored twice during the school year.

F. Semesters of Eligibility

A student shall not compete in any branch of athletics if such student has been enrolled in grades nine to twelve for more than eight semesters.

G. Academic Eligibility

To be academically eligible to participate in the athletic program, a student must pass 66% of a full credit load from the previous semester. (6 out of 8 classes). This does not apply to incoming freshman, who may participate without reference to his/her record in the 8th grade. (MHSAA Guidelines)

During the sport season, student-athletes must maintain a minimum term GPA of a 2.0. If the student-athlete's term GPA falls below a 2.0, the athlete is ineligible, starting Monday of the following week and will remain ineligible until the term GPA is at a 2.0 or above. Coaches will do weekly grade checks to monitor each athlete's academic performance.

H. Written Consent

Both the student and parent must sign the agreement form and return it to the Athletic Office where it will be kept on file. The student will not be permitted to participate until this form is returned.

SECTION III**MAINTAINING AMATEUR STATUS**

A. Any student participating in athletics or planning to do so in his/her school career will not:

- 1) Accept any money for participating in athletics, sports or games.
- 2) Receive money or other valuable consideration for officiating in interscholastic athletic contests.
- 3) Sign a contract with a professional sport team.

B. The above rules shall apply to the following sports: baseball, basketball, bowling, cheerleading, cross-country, dance, football, golf, ice hockey, lacrosse, powerlifting, skiing, soccer, softball, swimming, tennis, track, volleyball and wrestling.

Failure to Comply:

A student violating this section shall be declared ineligible for athletic participation for the remainder of the season, or up to one school year depending on the violation.

SECTION IV

A student alleged to have violated any provision of this code shall be advised of the violation by an appropriate administrator. The administrator shall provide the student an opportunity to explain or rebut the charges and after interviewing any witnesses, shall render a decision. If the infraction is verified and the code speaks directly to the penalty – no appeal will be heard at the school level.

FOLLOWING ARE THE STEPS TO BE FOLLOWED IN THE EVENT OF AN APPEAL:

A participant deemed in violation of the code may appeal any such decision by:

- 1) Submitting a written request to the building principal or designee who will conduct a hearing as soon as possible. (Parents will have been notified of the violation prior to the date of hearing in compliance with the Lake School District's Student Code of Conduct).
- 2) All parties including the affected coach and the student involved in the incident will be given an opportunity to be heard and to present relevant information related to the matter.
- 3) The principal or designee will make final determination of the appeal based on their fact finding in accordance with the Code of Conduct for Student Athletes. The student athlete, his/her coach, and the athlete's parents will be advised in writing of such determination.

Having followed this procedure, should the student and/or parent not be in agreement with the decision, it may be appealed to the superintendent or designee and subsequently to the Board of Education.

NCAA DIVISION I ELIGIBILITY

In Division I Institutions, the NCAA (National Collegiate Athletic Association) has strict rules governing the eligibility of freshmen college athletes. Students who aspire to participate in athletics at the college and university level need to select high school courses appropriately and with great care. Only certain courses will allow a student to participate in intercollegiate sports. Alert your counselor of your ambitions and he/she will provide the necessary guidance during the course selection process.

POLICY STATEMENT

Statement of Compliance with Federal Law

It is the policy of the Lake Orion Community Schools District that no person shall, on the basis of race, creed, color, national origin, sex, marital status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Inquiries or complaints may be addressed to:

TITLE VI and IX Asst. Superintendent of Human Resources
Lake Orion Community Schools
Administration Building
315 N. Lapeer Street
Lake Orion, MI 48362
(248) 693-5400

SECTION 504 Director of Special Education
Lake Orion Community Schools
455 E Scripps Road
Lake Orion, MI 48360
(248) 693-5430

ATTENDANCE

ATTENDANCE PHILOSOPHY:

We believe in the value of every student being in every class every day. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher lectures and other classroom activities cannot be made up by those who are absent. A student's academic standing may be affected by his/her absenteeism. The awarding of credit will be based upon the student's academic performance in conjunction with his/her attendance. School attendance is the joint responsibility of the students, parents and school.

ATTENDANCE POLICY:

A student who demonstrates excessive absenteeism (beyond 10% of days possible), could face the following consequences:

- Parent/student conference with an Administrator
- Official attendance letters issued at 5/10/15/20-day thresholds
- Student may be denied the opportunity to make up work (including assignments and assessments) that were assigned or due during absences at/beyond ten (10), and/or lose credit for the course
- Student may be removed from the course and placed into an alternative credit recovery course
- Referral to Oakland County Truancy Officer
- Parking privileges suspended
- Student Disciplinary Contract
- Further medical documentation required
- Referral to Youth Assistance
- In School Suspension

ATTENDANCE TERMS DEFINED:

1. **EXCUSED ABSENCE (EA):** A reported absence from a scheduled class/day that has been communicated by parents with appropriate documentation submitted to the school. Examples include, but are not limited to:

- Illness: Absence due to serious or chronic illness as confirmed by a doctor's statement may be considered an exempt absence at the discretion of the building administrator.
- Medical appointment as confirmed by doctors' statement.
- Funeral
- Legal requirement
- Family emergency

2. UNEXCUSED ABSENCES:

A. **REPORTED ABSENCE (RA):** An absence reported by parents/guardians but not qualifying as an excused absence. Examples include, but are not limited to:

- Illness without confirmation by a doctor's statement
- Medical appointment without a doctor's statement
- Transportation issues

B. **UNEXCUSED ABSENCE (UA):** An absence other than excused or reported by parents/guardians, but are not limited to:

- Skipping/Truancy: the willful absence from scheduled classes/activities without parent/guardian consent and/or administrative approval.
- Unreported absences
- Leaving school without permission

ADDITIONAL ATTENDANCE GUIDELINES:

Truancy: Michigan Laws (*Revised School Code*) require a parent or legal guardian to send their child (age 6 to 16) to school during the entire school year [MCL380.1147]. If a pupil misses 10 or more days of instruction (beyond 10% of days possible), the student / parent may be referred to the Oakland County Truancy Office for legal action.

Students who are truant/skipping will receive the appropriate consequence according to the school demerit policy located in the student code of conduct section of this handbook.

Pre-arranged/Long Term Absences: Extended absences are strongly discouraged; however, a student may be granted an advanced excused absence when the parent/guardian feels it is necessary and no other arrangements can be made. **After notification by a parent/guardian, an advanced excuse form should be obtained from the attendance office one week prior to the absence to allow the teacher and student the opportunity to make arrangements to complete assignments.**

Early Dismissals: Students are not to leave school for any reason without an EARLY DISMISSAL PASS from the Office. An Early Dismissal Pass requires a parent/guardian to call the Office prior to the student's exit from the building. Students leaving without prior authorization from the Office will be recorded as absent from classes missed. Parents are encouraged to call in prior to 12:00 pm for their child on the day of the early dismissal. An early dismissal pass should be picked up in the office. The attendance office can be reached at 248.693.5450.

Expulsion: Long term exclusion from the right to be present on school premises.

In-School Suspension: "ISS" is a restorative practice in which the student attends school but is held out of regular classes, for the purpose of taking action to repair the harm caused by misconduct.

Out-of-School Suspension: Exclusion from the right to attend all scheduled classes and any after school events (on or off campus) for a period of 1-10 days.

Long Term Expulsion: Long term expulsion is the exclusion from the right to attend scheduled classes/activities for a period of 11 or more days.

Tardy: Arriving at a scheduled class/location after scheduled starting time.

Homebound:

Homebound and hospitalized services provide continuity of educational services for pupils with medical conditions that prevent them from physically attending school during the school year or restricts them to their home during the school day hours.

Each district shall provide appropriate instructional services, as determined by the district, to an enrolled pupil who is certified by a physician who is either an M.D. or a D.O. or a licensed physician's assistant as having a medical condition that requires the pupil to be hospitalized or confined to his or her home during regular school hours and that is expected to require the hospitalization or confinement for a period longer than five school days. The district will provide a form for the certified physician who is either an M.D. or a D.O. or a licensed physician's assistant to complete before the start of services. A release of information may also be necessary to communicate with the certifying physician.

Parents should notify the school district if their child has a medical condition that prevents them from physically attending school during the school year or restricts their child to be home during the school hours. Homebound can be put in place for these situations that will result in a loss of more than five consecutive school days.

The school district is required to provide a minimum of two 45-minute instructional periods per week for general education pupils; or, a minimum of two nonconsecutive 60-minute instructional periods per week for pupils with an IEP. The two one-hour sessions for a pupil with an IEP may be on the same day; however, there must be an adequate break between the two sessions.

STUDENT RESPONSIBILITIES:

- To attend each class every day on time, attentive, and prepared
- To give prior notice to teacher of known absences
- To sign in and out through the office when arriving to school late or leaving school early
- To seek and make up school work missed due to absence
- To know their current number of absences

PARENT RESPONSIBILITIES:

- To discuss with student, and follow-up with the school when necessary, on absences to help students develop responsible attendance habits

- To plan appointments and family vacations around the school calendar whenever possible
- To communicate extenuating circumstances that may affect attendance
- To submit correct addresses, home and work telephone numbers and any changes that may occur during the school year.

TEACHER RESPONSIBILITIES:

- To create an essential and meaningful classroom environment where a student's learning is enhanced by attendance
- To start class on time
- To keep accurate attendance records
- To contact the parent, administrator, and counselor of student's continuing absences and/or tardies in a particular class
- To work with students and parents when the student's absences are impacting the student's work

TARDY POLICY:

Part of the responsibility a student assumes more and more with maturity involves not only regular attendance, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time.

At the high school level, the following will not count against any attendance totals:

- Late bus
- Detainment by school personnel
- Approved participation in a school activity

Students are required to be in class prior to the tardy bell. If less than five minutes late, students receive a "T" (tardy). If more than five minutes late, students are marked absent for the class. This applies to all class periods with the exception of 1st period. For 1st period only if less than 10 minutes late students receive a "T" (tardy). If more than 10 minutes late to 1st period students are marked absent for the class. The school messenger system will call the student's home the day of each absence.

CONSEQUENCES FOR TARDIES:

Missed/skipped consequences will result in additional consequences.

- First Tardy = Warning, parent/guardian notification
- Second Tardy = Warning, parent/guardian notification
- Third Tardy = Warning, parent/guardian notification
- Fourth Tardy = Warning, parent/guardian notification
- Fifth Tardy = 60 minute detention, parent/guardian notification
- Sixth Tardy = Verbal student warning, parent/guardian notification
- Seventh Tardy = 2-hour detention, parent/guardian notification
- Eighth or more Tardies = 2-hour detention with parent/guardian contact and student meeting with administrator.

Additional tardies could result in consequences that could include but not limited to: additional detentions, parking privileges suspended, In School Suspensions (ISS) or Out of School Suspensions (OSS).

MAKE-UP WORK GUIDELINES:

Make-up work encompasses only classroom assignments and/or assessments that are required to be turned in for a grade.

1. Making up course work following an absence:

A. How much time shall be allowed for the make-up of course work?

Long Term: Assignments that have due dates seven (7) calendar days or more after the date of assignment are considered “long term.”

As long as a minimum of seven (7) calendar days are provided to the student to complete an assignment, the student is responsible for completing that assignment and turning it in on the due date originally assigned. If a student has an excused absence on the due date for a long term assignment, they are expected to turn in the assignment at the beginning of the class period for which the assignment is due the day they return from being absent. For any school sponsored activity or athletic event that requires a student to attend part of their school day, the student is responsible for completing any/all assignments issued and turning them in on the due date originally assigned.

Short Term: Assignments that have due dates six (6) or less days from the time the assignment is given are considered “short term.” If a student is absent on either the date of assignment or the due date, they will receive an extra day extension on the due date equal to the number of those absences. If the student has an absence that occurs between the date the assignment is given and the due date, an extension to the due date will be given in a number of days equal to those absences only if the assignment is worked on during class on the days of those absences.

B. Shall special education students be given additional consideration?

The special education teacher responsible for the student shall, on an individual basis, determine whether special consideration need be given to a particular student based upon that particular student’s needs as per the IEPC.

NOTE: Under unusual circumstances and with the approval of the building administrator, timelines may be adjusted.

PROCEDURES FOR ABSENTEEISM:

The policy below shall be in effect with the administrator retaining the right to make adjustments in unique and extenuating circumstances.

A student’s academic standing may be affected by his/her absenteeism.

1. The awarding of credit will be based upon the student’s academic performance in conjunction with his/her attendance.

- A. Student who is absent ten (10) or more class periods in a term may be withdrawn and not receive credit for that course, and/or be notified that any assignments or assessments given or due in the class on a date when the student was absent after ten (10) absences may not be submitted or made-up. The attendance office will attempt to communicate to the teacher, student, and family when a student is approaching this level of absenteeism.
 - B. In cases where a student has had credit removed in three (3) or more classes, he/she may be subject to suspension from school for the remainder of the term with subsequent loss of credit in all classes for the term. Prior to any suspension, the student shall be granted the right to an appeal as described in the Student Handbook, Appeals section.
 - C. Students are encouraged to complete assignments as a result of an absence up until the 10th absence (see section A).
- 2. Students transferred from one class to another will carry forward all absences from the previous class.
 - 3. An official record of a student's attendance is detailed in PowerSchool.
 - 4. It is the responsibility of the student to know the number of absences accumulated on his/her records.

STUDENT DISCIPLINARY CONTRACT:

Only for extenuating circumstances will a student disciplinary contract be granted and provide the student an opportunity to earn his/her way back into a class.

- 1. Recommendation by the building principal/designee – the building principal/designee may grant one (1) probationary contract per term to the student who has exceeded the absence limit.

In the absence of a recommendation by the building principal/designee for the probationary period, the student must follow the attendance appeals procedure.

ATTENDANCE APPEALS PROCEDURE:

Decisions on the appeal shall be final.

Student must submit in writing (signed by parent/guardian) rationale and reason why he/she should not lose credit. This written statement must be submitted to the principal with 24 hours of the student being notified or the next working day.

RE-ENROLLMENT

Students who withdraw, are dropped from Learning Options High School rolls, or who have experienced repeated loss of credit and/or discipline without subsequent improvement, may petition to re-enroll for the following term unless other arrangements are noted. The student wanting to re-enroll must petition a building administrator for admittance. A hearing will be set up at which time the administration will decide whether or not to accept the student for re-enrollment at Learning Options High School.

BUILDING PROCEDURES

ASSEMBLIES

Students should realize that an effort is being made to provide an enjoyable and valuable program, and it is each student's responsibility to show utmost courtesy while attending any program. Attendance is expected. Food, beverages, backpacks and duffel bags are strictly prohibited inside the auditorium.

EMERGENCY DRILL PROCEDURES

Many Emergency drills are conducted throughout the year. Emergency drill directions are posted in each classroom. Each student should familiarize himself/herself with the procedure to be followed during each hour of the day.

FIELD TRIP - AUTHORIZED TRANSPORTATION

Parent/guardian written permission is required for transportation of students to school sponsored activities. Only transportation authorized by the school may be used to transport students going on field trips, and all school and bus regulations apply. Under **NO** circumstances will high school students be permitted to drive other students to field trips.

FUND RAISING ACTIVITIES

All fund-raising activities at Learning Options High School shall be governed by the following guidelines:

- Application for fund-raising projects must be made on the appropriate form available on the school website under Community.
- Approval of all projects must be obtained from administration.
- There must be a clear determination for the use of the proceeds and the handling of funds.
- It should be understood that all grants - gifts or gratuities from sponsoring organizations - resulting from fund-raising activities shall become the property of the Lake Orion Community Schools.
- All money collected over the sum of \$50 must be deposited within 24 hours.
- No consumable products can be sold in hallways or classrooms.

HALL PASSES

Any student leaving a classroom during a scheduled class period must have an approved hall pass from their teacher. No student may leave the building without permission from their parents and the Office.

IDENTIFICATION CARDS

Student identification cards **MUST** be carried by Learning Options High School students at all times on school grounds and for any school related event. Replacement of picture ID's must be obtained from the Office secretary for a fee of \$5.00.

IMMUNIZATION - BEFORE BEGINNING SCHOOL

Each student is required to have a current immunization or waiver on file with the school. Immunizations as required by The Michigan Department of Public Health include: tetanus, diphtheria, polio, measles, rubella and mumps and must be obtained prior to the start of the school year.

The required immunizations include:

1. MMR (measles, mumps and rubella): Two doses
2. DTP: Four doses
3. Polio: Three doses
4. TD booster every five years
5. Chickenpox: Two doses or current lab immunity or reliable history of disease
6. HEP B: Three doses (must at least have initial dose of series with follow-up doses required)
7. Meningococcal: One dose for children 11 – 18 years of age.

Failure to comply will result in exclusion from school.

LOCKERS

Lockers are furnished to students, but remain the property of Lake Orion Schools. They are to be used for books and personal belongings. Locker visits should be planned for the scheduled passing periods

The following rules pertain to the use of the lockers:

1. Lockers should be kept locked and clean at all times.
2. Students may NOT change lockers without permission from the Office.
3. Pornography or other inappropriate display may not be used to decorate the lockers.
4. Students may be issued a locker number and lock combination at their registration. If students forget the combination, they should report to the Office.
5. The Administration, with reasonable suspicion, has the right to open and inspect the contents of lockers (See Search and Seizure).
6. Random locker searches may occur at the discretion of the building administration.
7. Damage to the lockers will be charged to the student assigned the locker.
8. Students must completely clear their locker at the end of each school year.
Any remaining contents will be discarded.

LOST AND FOUND

The Lost and Found is located in the office. Items left are donated to an appropriate charitable group following each term.

MEDICAL EMERGENCY CARDS

In the event of a serious injury or illness, it is important for the school to have all the necessary emergency information required listed on a **medical emergency card**. Parents/guardians are asked to complete all the sections of the card during online pre-registration. Emergency card receipt will be monitored and students may be excluded from school for failure to submit a completed emergency card.

MEDICATION

It is the policy of Lake Orion Community Schools to cooperate with parents in dispensing medication ***that has been prescribed by their doctor*** to be taken during the school day. Appropriate precautions regarding medication are taken at the school and the information is treated as a confidential matter.

Before the school principal or his/her designee can administer medication, either prescription or over-the-counter, an authorization form must be on file at the school. The authorization form must be signed by a parent and the doctor, indicating the child's name, what medication is being taken, the purpose of the medication, the proper dosage, dates the medication is to be taken and any possible reactions.

All medication is kept locked in the office and must be in the container issued by the registered pharmacist. Over-the-counter medication must be in the original container. Medication cannot be sent to school with the child. A parent or guardian must bring it to the office.

The exception to this policy is medication for such occurrences as bee stings allergic reactions or asthma inhalers, where the problem must be treated immediately. In such cases, in addition to the doctor's note, parents must provide detailed instructions in writing to be kept on file in the attendance office.

The school **WILL NOT** provide any medications to students and **CANNOT** administer such without written authorization from the doctor.

PARKING PROCEDURES

Students will park on a first come-first serve basis. Driving a vehicle to school comes with additional responsibilities.

Loss of Parking Privileges may result following the below guidelines.

Step 1: Loss of parking privileges for 1 to 9 weeks:

- Attendance violations
- Illegally-parked vehicles
- Parking in faculty, custodian, athletic, pool, visitor, or their non-assigned student parking lots
- Closed campus violation
- Failure to properly display pass in vehicle
- Displaying graphics (stickers, license plates, etc.) that are deemed by administration to be gang-related, inappropriate, obscene, derogatory, discriminatory, or otherwise disruptive to the learning environment. Examples may include but are not limited to profanity, sexually suggestive graphics, symbols that are associated with racist or bigoted movements, or graphics that promote alcohol or drug usage.

Step 2: Loss of privileges for 1 term (10 weeks):

- Selling, purchasing, or transferring of passes
- Possessing or providing (selling) stolen, lost, or forged parking pass
- Second (or more) Step 1 violation

Step 3: Loss of privileges for 2 consecutive terms (20 weeks):

- Driving 1-14 mph or more over the speed limit (citation or observed by authorities)
- Driving carelessly (citation or observed by authorities). Includes texting while driving, other careless acts that could lead to harm to persons or property
- Violation of LOHS's drug/alcohol/tobacco policy (use or possession)
- Second (or more) Step 2 violation

Step 4: Loss of privileges for 4 consecutive terms (40 weeks):

- Driving 15 mph or more over the speed limit (citation or observed by authorities)
- Driving recklessly (citation or observed by authorities) including, doing donuts, "burn outs," other reckless acts that could lead to harm to persons or property
- Any second driving citation
- Second (or more) Step 3 violation
- Violations apply on school property, Stadium Drive, Scripps Road, or any of the "walking student" subdivisions (including Round Tree, etc.)
- All consequences are up to the discretion of administration.
- Financial restitution may be required for damage to vehicles, grounds (sod, etc.), signs, structures, etc. if damaged by a student's car.

Parking and/or driving tickets may be issued by the Oakland County Sheriff's Office for improperly parked vehicles or for driving violations in lieu of or in addition to the above consequences.

Additional Rules for Parking Pass

1. Loss/Theft: LOCS is not responsible for damages or loss/theft of the automobile or its contents.
2. Refunds: There are no refunds, including for revoked privileges, moving, or change in free/reduced lunch status.
3. Transfers: Students who transfer out of LOHS must turn in their parking pass.
4. Search and Seizure: All vehicles and student property is subject to the LOCS Search and Seizure policy.
5. Replacement Fee: Lost or stolen passes must be reported immediately. After 5 days, there is a \$25 replacement fee for passes.
6. Siblings: Siblings are permitted to purchase one pass per vehicle driven to school. Two vehicles require two passes.
7. Other: Administration reserves the right to revoke parking privileges for any student for any reason, including excessive discipline issues, poor attendance, or academic performance.

SCHOOL HOURS

School hours are from 7am to 3pm. Students in the building before or after school hours must be accompanied by an adult supervisor and must remain in approved locations.

SEARCH AND SEIZURE

Searches are a legal and important component of preventing drugs from entering the school setting. The law is very clear that appropriate school officials may conduct a search upon "reasonable suspicion" that a student possesses and/or has transported mood-altering substances of an illegal nature onto school property.

The District will continue to search lockers when reasonable suspicion exists. A periodic general inspection of school lockers by school authorities may take place at any time during the school year without notice and without student consent. Furthermore, a locker inspection may be targeted to a specific locker or lockers if there is reasonable suspicion to believe the lockers contain any mood altering substance.

The District will also conduct periodical general inspections of school desks by appropriate school authorities at any time during the school year without notice and without student consent. In addition, a desk inspection may be targeted to a specific desk or desks if there is reasonable suspicion to believe the desks contain any mood altering substance. It is important to note that, student lockers and desks are school property and remain at all times under the control of Lake Orion Community Schools.

A third search area involves automobiles. A student's automobile, which is parked on school property, may be searched with the student present if there is reasonable suspicion to believe the automobile contains any controlled substance.

A fourth search area involves students. If, upon reasonable suspicion a student/person and/or personal effects (e.g., purse, backpack, athletic bag and/or any other area where an illegal substance may be concealed) may be searched by a school official. A strip search, however, will not be allowed in Lake Orion Community Schools under any condition.

School authorities have used the searches previously mentioned when appropriate to conduct searches. The District will continue and become more aggressive in conducting those searches, which are legal under the law in an attempt to drive out and/or eliminate mood-altering drugs from school property.

A student's failure to permit searches and seizures, as provided in this policy, will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., 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. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Firearms, weapons, stolen goods, drugs, alcohol, fireworks or explosives and any other items reasonably determined to be a threat to safety or security or which may

disrupt or interfere with the educational process, will be seized by school authorities and appropriate disciplinary action will be taken.

TECHNOLOGY RESOURCES AND PERSONAL TECHNOLOGY DEVICES ACCEPTABLE USE AGREEMENT

All Student users of Lake Orion Community Schools Technology Resources and Personal Technology Devices on school property are required to sign the Student Acceptable Use Agreement in order to receive authorization to use School District Technology Resources and PTD as defined in the School District's procedures for the Acceptable Use of Technology Resources and Personal Technology Devices. The School District does not authorize any use of School District Technology Resources or PTD which is not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices.

Please see the complete Technology Agreement and Procedures on the district website. Link: [Procedures for Acceptable Use Agreement](#)

TELEPHONES

For school related issues, students' may use the telephone in the attendance office. (See Code of Conduct for additional information.)

TEXTBOOKS AND CALCULATORS

Textbooks required for instruction will be furnished by the Lake Orion School District. Students are responsible for keeping track of the exact copy of the textbook issued to him/her.

It is the responsibility of transferring or departing students to return their books. Failure to do so will result in the student being billed for the textbook replacement costs. Students will be charged for losses or damage more severe than "normal wear and tear." **If a student feels that the textbook issued to him/her has damaged, he/she should report the damage within 24 hours of being issued the textbook.**

- a) Textbook returned but it needs a new binding: cost = 1/3 the cost of a replacing textbook.
- b) Textbook returned, there is excessive wear, but is usable: cost = 1/3 the cost of a replacing textbook.
- c) Textbook not returned, or returned but not usable: cost = full cost of a replacing textbook.

Students with outstanding book fines will not be afforded the following privileges until fines are paid: parking passes, participation in athletics or other extracurricular clubs and activities, and receipt of graduation cap and gown (for graduating 12th grade students).

Graphing calculators can be checked out on a first-come, first-serve basis in the Learning Center. Students wishing to borrow a graphing calculator from the Learning Center will be required to place a \$20 deposit at the time of checkout. The deposit will be refunded to the student when the calculator is return in complete and working order. At the end of each 10-week term, calculators must be returned

or renewed. Calculators not returned, or returned but not usable, will be charged the cost of replacing the calculator.

VISITORS

All visitors **MUST** check in and show identification at the Security Desk in the front entrance. This requirement helps to assure a safe and secure school. Students are not allowed to bring visitors to the building during school hours (7am to 3:30pm).

Interested parents and community members are welcome to visit the building and meet with the administrator and teachers. Please call the office to make an appointment.

Visitations by students from other schools, which may or may not be in session, are not allowed unless expressly for educational purposes.

COUNSELING

Learning Options High School utilizes the resources offered through Lake Orion High School's Guidance and Counseling Department, which follows a comprehensive curriculum designed to serve the needs of students. Counselors work with assigned students to help them develop appropriate educational and career goals.

In addition to assisting in career planning and educational planning, counselors often assist students in problem-solving and decision-making, relationship issues, and anger management.

The Substance Abuse Prevention Advisor provides a variety of services to students and parents including prevention, intervention, and education.

Ms. Michele Novak - **Substance Abuse Prevention Advisor (248-693-5640)**

Mrs. Rosa Everitt - **K-12 Career Readiness Coordinator (248-693-5420)**

Ms. Tara Hall - **Career Development Facilitator (248-693-5420 x 6068)**

GRADUATION REQUIREMENTS

Department	Credit	Required Course/Area	Credit
Language Arts	4.0	ELA 9	1.0
		ELA 10	1.0
		ELA 11	1.0
		ELA 12	1.0
Mathematics	4.0	Algebra 1	1.0
		Geometry	1.0
		Algebra 2	1.0
		Math Elective	0.5
		Senior Math Course	0.5
Science	3.0	Physical Science	1.0
		Earth Science	1.0
		Biology	1.0
Social Studies	3.0	World History	1.0
		US History 1	0.5
		US History 2	0.5
		Economics	0.5
		Government	0.5
Physical Education/Health	1.0	PE	0.5
		Health	0.5
Visual, Performing, and Applied	1.0		1.0
World Language	2.0		2.0
Electives	6.0		6.0
TOTAL	24		24

Any student who has not fulfilled all graduation requirements will not receive a diploma. If not fulfilled by set deadlines, students **will not** be permitted to participate in **any** commencement ceremony activities.

In order for a student to receive a high school diploma for the year they were supposed to graduate, they must complete their credit(s) before the beginning of the next school year.

SCHEDULING

When planning their academic curriculum, students should:

- Create a realistic four-year plan that includes curriculum in their area of interest/career pathway.
- Include curriculum choices that best prepare them for future jobs and college admission.

This process is most valuable with a cooperative effort between the student, parents, teachers and supervisor.

EARLY GRADUATION REQUIREMENTS

Seniors may graduate from Learning Options High School early if he/she fulfills the following requirements:

- Complete all required coursework/credits.
- Complete all required standardized testing.
- Complete their Educational Development Plan (EDP) in Xello.

Students graduating early may still attend the prom, senior academic and awards ceremony, graduation practice, the graduation ceremony and the senior all night party.

REPEATING A COURSE

Students may repeat a class. Both grades will be listed on their transcript; only the higher grade will be factored into the G.P.A. The student will receive an “elective” credit rather than a “required” credit for that particular academic area.

YEARLY PLANNING

FRESHMAN YEAR

- Become familiar with the Learning Options High School curriculum
- Understand the requirements for high school graduation and recognize courses that meet these requirements
- Do interest inventories and career explorations through the Career Foundations course
- Devise an educational plan in Xello that will best meet personal goals
- Do job shadowing in career pathway(s) of interest
- Begin talent portfolio in Xello
- Complete standardized testing for Freshman

SOPHOMORE YEAR

- Continue self and career exploration
- Visit local technical centers
- Complete standardized testing for Sophomores
- Do job shadowing in career pathway(s) of interest
- Become involved in school activities and community activities
- Update and revise your Educational Development Plan (EDP) and Talent Portfolio in Xello
- Attend the LOHS College Fair

JUNIOR YEAR

- Check your transcript. Be aware of your credits for graduation.
- Contact schools of interest to gather information on available schools that provide education and/or training for your particular career goals
- Visit with selected college recruiters that visit
- Attend the LOHS College Fair
- Narrow your college selections, call to make an appointment for a campus tour. Arrange an appointment with a department representative to discuss your career goals.
- Take the MME (SAT is included in this exam) and may choose to also take the ACT. SAT completes the required standardized testing for Juniors.
- Register with NCAA Eligibility Center (www.eligibilitycenter.org) if interested in future participation in sports at the college level
- Update and revise your Educational Development Plan (EDP) and Talent Portfolio in Xello

SENIOR YEAR

- **Review your transcript** – Will all graduation requirements be met by the end of the year?
- Take or retake the ACT or SAT by October
- Athletes should immediately register with the NCAA Eligibility Center, if not previously done
- Meet with visiting college representatives in the fall.
- Acquire letters of recommendations and compile an activity resume to be used for college, scholarship and job applications
- Plan on completing college applications by October 31st.
- Consider scheduling an internship or Work Based Learning experience in your pathway
- See Scholarship information on the LOHS counseling website.
- Update and revise your Educational Development Plan (EDP) and Talent Portfolio in Xello
- Attend Financial Aid night at LOHS in the fall with parent/guardian.
- Complete FAFSA (Free Application for Federal Student Aid).

General education students who reach nineteen (19) years of age prior to the start date of the school year may not be permitted to attend Learning Options High School and may be referred to other educational opportunities.

COLLEGE APPLICATION PROCESS

Students who plan to enter college should familiarize themselves with the various entrance requirements of colleges/universities. Colleges have websites with a wealth of pertinent information. Application forms and financial aid applications for many Michigan colleges are available online. Most colleges/universities prefer online registration. Visit the counseling department on the LOHS website for additional college planning resources.

COLLEGE APPLICATION DISCLOSURE POLICY

Learning Options High School has a policy of full disclosure when dealing with colleges. Lake Orion will release to the colleges, when requested, all academic records and transcripts. Lake Orion has the option to disclose disciplinary action resulting in suspensions during the junior and senior years as well as violations of the academic integrity policy.

The credentials of seniors admitted to college are subject to review by the college upon high school graduation. Students and counselors are expected to report any serious changes in the student's academic performance or behavior during the senior year.

COLLEGE REPRESENTATIVES

College representatives will be scheduled to visit Lake Orion High School. The procedure to speak with them follows:

1. The dates and times of the college representative visits will be posted on the Lake Orion High School website under Career Center.
2. Many colleges conduct on-site admissions at the high school.
3. Students are responsible for coursework missed while attending the presentation.
4. College Information Night/College Fair will be held during 3rd term each year.

SCHOLARSHIP/FINANCIAL AID

- Explore financial aid information and complete the financial aid form (FAFSA) by the Michigan deadline. The applications are completed on line at www.fafsa.ed.gov/.
- View the LOHS Counseling Department web site at www.lakeorionschools.org/high-school-home for a variety of web sites for scholarship searches and the LOHS scholarship spreadsheet.
- The scholarship list is also located in the counseling offices and on the LOHS counseling department website.
- Contact the financial aid office of colleges that you apply to for specific scholarships.

DETERMINE COLLEGE CHOICE

- Notify the college/university admissions office of your decision (final decision must be made before May 1st)
- Notify the college financial aid office of award acceptance or rejection

CAREER CENTER

The Career Center is located off the Commons area at Lake Orion High School. Work permits for students under age 18 are available in the Career Center as well as materials with information about vocations, apprenticeships, vocational school, colleges, military service, trade and technical schools, community resources, job shadowing, work-based learning opportunities, and internships. Work permits are also available in the Learning Options office. The Career Development Coordinator can be reached at tara.hall@lok12.org.

TESTING INFORMATION

PSAT/NMSQT – The Preliminary SAT is offered to juniors in October and is the only means for juniors to qualify for the **National Merit Scholarship**

STATE REQUIRED ASSESSMENTS - The **M-STEP, SAT and WorkKeys** will be administered to all juniors in the spring. The examination will assess student's knowledge of English Language Arts, Mathematics, Reading, Social Studies and Science. In order to graduate, students must complete all subject areas of the state required tests -- **making a serious attempt and best effort throughout.**

ACT/SAT – The American College Test (ACT) and the Scholastic Aptitude Test (SAT) are college admissions tests. While colleges across the country accept either test, it is imperative to check the admissions requirements for each college you may be interested in attending.

ASVAB is the Armed Services Vocational Aptitude Battery, one of the oldest, most accurate, and reputable career planning tools. The battery gives students assorted ability measures and helps match ability with **interests** for possible career matches. Military services utilize the battery for recruiting; however, **students will not be recruited as a result of taking the ASVAB unless they choose to be.** Military contact information may be found in the Career Center.

CLEP – College Level Examination Program (CLEP) is a proficiency test that provides students with a proficiency test that provides students with an opportunity to earn college credit. CLEP testing is administered at LOHS and is offered to students in specific, upper-level classes which provide substantial preparation. Contact the LOHS Career Center for more information.

SAEBRS – Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) is a brief, norm-referenced tool for screening all students to identify those who are at risk for social-emotional behavior (SEB) problems.

OTHER STUDENT SERVICES

BUS TRANSPORTATION

Riding a school bus is a privilege and convenience for students and their parents; as such everyone accepts certain responsibilities to ensure student safety while utilizing this service. Students and parents are advised that the Lake Orion Community Schools Student Code of Conduct will be enforced relevant to student behavior on the school bus. The school will cooperate with parents and law enforcement agencies relevant to behavior to, from and while at bus stops.

Students and parents are advised of the following responsibilities as per the Michigan Regulations for School Buses, Bulletin #431 and local policy:

DISTRICT

The Lake Orion Community Schools are responsible to:

1. Develop the bus routes, stops and schedules.
2. Determine the mile computation as required by the Board of Education and State requirements.
3. Provide appropriate student information to bus drivers.
4. Provide vehicles that meet or exceed the requirements of state law pertaining to vehicles utilized to transport school students.
5. Provide appropriate insurance coverage.
6. Hire certified and qualified staff.
7. Provide ongoing training for the transportation staff.
8. Recommend to the Superintendent when schools should be closed due to inclement weather.
9. In conjunction with Building Principals, develop and administer disciplinary procedures for students who exhibit inappropriate bus riding behaviors.
10. Notify parents in writing or by telephone of changes to routes, stops, and schedules at least five school days before the effective date of such changes, whenever possible.

PARENT

It is the responsibility of each parent to:

1. Have the students(s) at the bus stop approximately ten minutes ahead of the scheduled stop time.
2. Make arrangements to have an appropriate person at home at the designated drop off time if needed.
3. Take their student home if they become ill while at school.
4. Deliver medication directly to the school.
5. Keep animals away from the loading area.
6. Take responsibility for the safety of students to, from and at the bus stop.
7. Allow for five school days to make approved transportation changes.

STUDENT

It is the responsibility of each student to:

1. **Observe classroom behavioral expectations and the guidelines of the school's Code of Conduct while getting on, off or while riding the bus.**

2. Board or leave the bus at the front door with the consent of the driver when it has come to a complete stop. The rear door is only to be used in case of emergency.
3. Stay in their seats facing forward with all carry-on items on their laps while the bus is in motion. No more than three students will share a seat.
4. Stay off the roadway while waiting for the bus. Cross the roadway, if necessary, after leaving the stopped bus in the following manner
 - Go to the FRONT of the bus within sight of the driver and wait for proper signal for crossing.
 - Upon signal from driver, or from personal escort, look both to the right and left and proceed across the roadway in front of the bus.
5. Refrain from eating, drinking, or carrying glass bottles while on the bus.
6. Provide for the cost of damages for which they intentionally incur (vandalism) to a bus for repairs, including parts and labor.
7. Ride the assigned bus and use an assigned neighborhood bus stop; only assigned students may ride school-bound or homebound buses.
 - The school Principal may grant permission for students to ride a different bus or use a different stop. Such permission may be granted only after the principal receives an appropriate written request from the parent/guardian for a specified period of time subject to the following conditions and limitations:
 - a. The requested change must not result in overcrowding of any bus, alteration of any regular bus route, bus stop, or time schedule, or in any way interfere with the regular operation of the transportation system.
 - b. **Emergency and/or unusual reasons may be approved by the Principal.**

If student behavior is inappropriate, bus referral forms will be issued with the following consequences:

1. **First Written Form:** Student/Administrator conference and warning. Parent notification.
2. **Second Written Form:** Suspension from bus for no more than five (5) days or suspension from school for no more than two (2) days at the discretion of the Principal. Parent notification.
3. **Third Written Form:** Parent Conference. Student suspended from the bus for not less than five (5) days or for no more than the balance of the school year.

In cases of severe misconduct, steps 1 and/or 2 may be omitted at the discretion of the building administration.

Penalties are always assigned by a building administrator on evidence presented by the bus driver or other adult. Due process under the code of conduct will be followed. On occasion, a bus may return to the building because of misbehavior that endangers the students on the bus. In that event, students will be removed from the bus if they are identified by the driver as seriously causing such a distraction as to endanger others. Parents will be expected to pick up these students at school and transport them home.

BUS PASSES

Students must ride their assigned bus. As a general rule, bus passes will not be issued unless special circumstances warrant the pass. *Bus passes will not be issued to a student unless the office has been given verbal or written consent by a parent or guardian.*

WALKERS

Those students who live near the school and have their parents' permission, may walk to and from school. Those students who do walk are asked to use public walkways and roadways, not private property.

BICYCLES

Please park your bike in the bicycle rack, and always lock it to the rack. You are responsible for your bike and belongings. Bike riders are to wait at the bike rack at the end of the day until all buses have left the area before they start for home. Proceed with caution when riding.

CAREER TECHNICAL SCHOOL

Oakland Schools Technical Center (OSTC) - OSTC offers the opportunity for selected juniors and seniors to acquire skills for entry into occupational areas. Those students who are interested should see their counselors for additional information, brochures, and application forms.

THE LEARNING CENTER

The Learning Center within Lake Orion High School is operated for the convenience of all students. With this in mind, the following rules will apply:

1. The Learning Center hours are from 7:00am-3:30pm.
2. Books are checked out for a two (2) week period. They may be renewed providing that no one else has requested that book.
3. Students are responsible for returning all materials checked out within the prescribed period. The fine for overdue books and materials will be ten cents (\$.10) per day.
4. Students who have more than one (1) book overdue, or who have accumulated fines of over five dollars (\$5.00) will not be allowed to check-out additional materials until they have either returned the overdue materials and/or paid the fine.
5. Students are responsible for all materials that are checked out in their name. If the materials are not returned, the student will be charged the cost of the replacement.
6. Students may make photocopies. The charge is ten cents (\$.10) per sheet of paper.
7. Students need their student I.D. number to check out materials and equipment.
8. Read-A-Latte' Café is a coffee shop in the The Learning Center that is open from 7:00am to 3:00pm.
9. Graphing calculators are available for checkout on a term by term basis. Late fees for overdue calculators are twenty-five cents per day (\$.25).

SCHOOL-TO-CAREER PROGRAM

The School to Career program allows students to earn elective credit while working in a job that relates to their career interest. These include a one day Job Shadow experience, an internship (unpaid or paid) and/or a Work Based Learning (WBL) which incorporates related classroom instruction with field experience. Students submit an application to participate and take an active role in securing their placement. Credit is earned through the Internship and Work Based Learning placements. Work experience placements can be for any available career area and is open to all students.

SCHOOL NURSE

A registered nurse from the Oakland County Public Health Service is available for Learning Options High School.

SURVEILLANCE

For student personal safety, the quality of the educational climate, and the integrity of the facility, the external grounds and interior of the facility are under video surveillance.

WORK PERMITS

Students must obtain a work permit for every job they hold until they turn 18 years of age. Permits are available in the Learning Options office. Completed applications for validation must be returned to the Learning Options Office or the Lake Orion High School Career Center along with documentation of age, such as a student ID, driver's license or birth certificate. Please visit the Career Center Website for up-to-date information as work permit laws change.

Work permits are validated for all Lake Orion minors during regular business hours (7am to 3pm) at:

Learning Options High School
455 E. Scripps Road
Lake Orion MI 48360
(248) 693-5450

Lake Orion High School Career Center
495 E. Scripps Road
Lake Orion MI 48360
(248) 693-5420

STUDENT CONDUCT

PREAMBLE:

The objective of this Student Code of Conduct is to provide a set of expectations for Lake Orion High School students, and to provide a systematic, consistent approach for handling Code of Conduct violations. It is very important for students to read and understand this code, as it is a statement of both rights and responsibilities.

INTRODUCTION:

The Lake Orion Community Schools recognizes the following:

- That the primary intent of society in establishing public schools is to provide an opportunity for learning.
- That the students have full rights as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by Orion Township, the State of Michigan and the United States of America.
- That citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.
- That students have the right to a free and appropriate education.

Further, this Code of Conduct must:

- Preserve for all students an educational atmosphere, which is ordered, safe, and conducive to effective teaching and learning.
- Promote for each student his or her optimum development as a responsive, productive, and self-disciplined citizen, both in school and in preparation for adulthood.
- Assist each individual student to assume more responsibility for his/her own actions as he/she matures and gains experience.

The policy that follows represents the combined efforts of students, parents, teachers, community members, school administration and the Board of Education.

- "If there is a clear and direct connection between the school District and any illegal incident which occurs off school property, disciplinary action may be pursued up to and including expulsion from school."
- "If any school offense is found to be gang related the penalty can be increased up to and including expulsion from school."

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Learning Options Supervisor twenty-four (24) hours prior to display.

DISCIPLINARY VIOLATIONS

The following factors are considered before suspending or expelling a student from school:

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

LEVEL 1 VIOLATIONS

A Level 1 violation is considered to be any behavior which disrupts or interferes with the effective and safe functioning of school but is not as serious as a Level 2 or Level 3 violation.

Discipline Procedures

First and subsequent violations: administrative contacts (one or more of the following):

- Parent notification
- Reprimand
- Restitution/restoration
- Detention
- Behavioral contract/disciplinary probation
- Loss of privileges (cell phone/technology use, driving on campus, etc.)
- In-School Suspension (not to exceed three days)
- Suspension (not to exceed three days)
- Suspension from activities during or after the school day
- For technology infractions—loss of password and technology privileges, as determined by administration
- Restorative practices where applicable

Persistent violations in Level 1 may result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the semester or school year.

LEVEL 2 VIOLATIONS

A Level 2 violation is any behavior which seriously disrupts or interferes with the effective or safe functioning of the school but is not as serious as a Level 3 violation.

Discipline Procedures

First offense: administrative contacts (one or more of the following):

- Parent notification
- Reprimand
- Restitution/restoration
- Detention
- Behavioral contract/disciplinary probation
- Loss of privileges (cell phone/technology use, driving on campus, etc.)
- In-School Suspension (not to exceed five days)
- Suspension (not to exceed five days)
- For technology infractions—loss of password and technology privileges for a semester, as determined by administration.
- Report, complaint, and/or referral filed with the appropriate agency(s)

- Restorative practices where applicable

Subsequent administrative contacts (one or more of the following):

- Parent notification
- Reprimand
- Restitution/restoration
- Suspension pending a hearing
- Behavioral contract/disciplinary probation
- Loss of privileges (cell phone/technology use, driving on campus, etc.)
- In-School Suspension (up to ten-days)
- Suspension (ten-days or the removal from school for the remainder of the school year)
- Recommendation for expulsion
- For technology infractions—loss of password and technology privileges for a semester, as determined by administration.
- Report, complaint, and/or referral filed with the appropriate agency(s)
- Restorative practices where applicable

Persistent violations in Level 2 violations may result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the semester or school year.

LEVEL 3 VIOLATIONS

A Level 3 violation is any behavior of an aggravated nature, including a Level 1 or Level 2 violation of a more serious nature, which seriously disrupts or interferes with the effective and safe functioning of the school.

Discipline Procedures

First and subsequent administrative contact (one or more of the following):

1. Parent notification
2. Suspension pending a hearing
3. Behavioral contract/disciplinary probation
4. Loss of privileges (cell phone/technology use, driving on campus, etc.)
5. In-School Suspension (up to ten-days)
6. Suspension (up to ten-days or the removal from school for the remainder of the school year)
7. Recommendation for expulsion
8. Restitution/restoration
9. For technology infractions—loss of password and technology privileges for a semester to year, as determined by administration.
10. Report, complaint, and/or referral filed with the appropriate agency(s)
11. Restorative practices where applicable

STUDENT CONDUCT VIOLATION DEFINITIONS

ACADEMIC MISCONDUCT/PLAGIARISM: Level 1 Violation

We believe that students are in school to do their own work. We assume that any schoolwork that is turned in for credit is a result of that student's effort. Generally, plagiarism occurs any time a student turns in work, which is not his/her own. Plagiarism is defined as “stealing and passing off the ideas or words of another as one’s own.” Thus, plagiarism is prohibited. The use of purchased or a submittal of another’s work, including authored language from the Internet, is also specifically prohibited. Students who contribute to the academic misconduct of others are subject to the same disciplinary measures; therefore, students who provide unauthorized assistance; i.e. papers to be copied, answers to tests and or copies of tests or test questions are also in violation of the policy and will have the same penalty. The use of on-line translators for work submitted by World Language students is strictly prohibited: unless explicitly granted permission by the teacher.

Academic Misconduct is a disciplinary issue that will result in progressive consequences. A student’s record is cumulative.

- **First Offense:** Opportunity to demonstrate knowledge on alternative assignment; disciplinary consequences may range from detention (for daily assignments, quizzes, etc.) to suspension (for cumulative or summative assessments, projects, long essays, etc.). Student may be assigned work to understand and prevent future academic misconduct.
- **Second Offense** (and beyond) in the Student’s Academic Career: Student will be given an academic consequence, such as a “zero” on the assignment; standard disciplinary consequence is one to two-day suspension with assignment to understand and prevent future academic misconduct.

ALCOHOL/INTOXICATING SUBSTANCES: Level 3 Violation

Possession, distribution, sale or consumption of alcohol prior to entering school property or a school event, or while on school property are prohibited. The consumption and/or possession of any alcoholic look-alike beverage in any District building, on District and school grounds or at any school or District sponsored activity or event is also prohibited. (See the Substance Abuse Corrective Action Policy)

ARSON: Level 3 Violation

The willful and malicious burning of or attempt to burn, any building, part of any building, structure or property is arson.

- **Any Offense:** Parent/guardian contact, 10-day out of school suspension and possible recommendation for long term suspension or expulsion.

CAFETERIA/LUNCHROOM DISRUPTIONS: Level 1 Violation

Students are assigned a specific lunch period. During lunch, students will:

1. Clear their own tables/litter completely
2. Behave courteously towards fellow students and school personnel
3. Not throw food or trash
4. Not be in the halls or locker pods without a written pass

CELL PHONES AND TECHNOLOGY DEVICES: Level 1-3 Violation

Definition of Personal Technology Device

Personal Technology Devices or “PTD”: Includes, but not limited to, a user’s own laptop, smartphone, smartwatch, eReader, iPad, etc., that is used on school property, and is approved for such use. Not all devices are approved for use on school property.

Use of PTD is a privilege, not a right, and the building principal has the right to limit, restrict, or prohibit a student from using PTD on school property. In addition, the user may be subject to discipline procedures. Discipline procedures would be in addition to a possible loss of technology use privileges.

Student Use of a Technology Device

Students may utilize Personal Technology Devices during the school day during passing time, in hallways, and during their lunch period. Devices may never be used during assemblies, speakers, or emergency drills. The default policy in all classrooms during instructional time is NO CELL PHONE USE ALLOWED. Cell phones should be OUT OF SIGHT and NOT USED from “bell to bell”. The only change to this policy occurs when the classroom teacher specifically states that cell phones may be utilized for an education purpose in class that day. Teachers may confiscate cell phones from students who do not adhere to this policy.

Discipline Procedure for students violating personal technology device classroom rules:

- **First Offense:** Teacher refers student to administration following parent contact. Discipline consequence: Student must turn cell phone in to main office for remainder of the school day.
- **Second Offense:** Teacher refers student to administration following parent contact. Discipline consequence: Suspension of device, and/or 1 day suspension.
- **Third Offense and Beyond:** Teacher refers student to administration following parent contact. Discipline consequence: 2 or more day in school suspension without personal technology device. Potential parent meeting with administration prior to the student reentering classes to develop a behavioral plan.

Student Acceptable Use Agreement (District Technology):

Student violations of the Student Acceptable Use Agreement will be classified into one of three different levels depending upon the severity of the violation. Discipline would be in addition to a possible loss of technology use privileges. Violations range between 1-22 demerit points with consequences that may include warnings, detention(s), out of school suspension of up to 10 days, and/or possible expulsion from Lake Orion Community Schools. All discipline guidelines depend upon the severity of the event. Violations that include illegal activity will be referred to the Oakland County Sheriff Police Liaison Officer for possible prosecution.

Level One Violation

Examples of Level One Violation: (include but not limited to) (all violations are subject to greater demerit point assignment and/or additional consequences based upon administrator discretion):

- Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- Students are expected to be polite, courteous, and respectful in their messages to others. Use of language appropriate to school situations in any communications made through the District's computers/network or PTD is expected. Use of obscene, profane, vulgar, sexually explicit, defamatory, abusive or threatening language in messages is prohibited.
- Downloading of any materials onto District's technology devices requires teacher approval. A student will be liable for any transfers or downloads that affect the network of any district owned technology and all repair costs.
- Students should never transmit media or other information that could be used to establish identity without prior approval of a teacher.
- All communications and information accessible via technology should be assumed to be copyrighted and/or trademarked. All copyright issues regarding software, information, and attributions of authorship must be respected.
- Information (including tests, graphics, audio, video, etc.) from copyrighted or trademarked sources used in student papers, reports and projects should be cited the same as references to printed materials.

Level Two Violation

Examples of Level Two Violations: (include but not limited to):

- Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Intentionally or willfully bypassing the District's internet security software is prohibited.
- Disclosure, use and/or dissemination of personal identification information of minors via technology is prohibited, except as expressly authorized by the minor student's parent/guardian on the authorization form.

Level Three Violation

Examples of Level Three Violations: (include but not limited to):

- Students may not engage in "hacking" or other unlawful activities.
- Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.

- Students may not use devices to record, transmit or post images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher or school administrator (in compliance with the authorization form).
- The use of electronic device to record, photograph or transmit images of themselves or others in the restrooms or locker rooms.
- Use of technology to access, process, distribute, display or print pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. Using technology for sending offensive messages, pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are prohibited.
- Malicious use of District technology to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use technology in such a way that would disrupt their use by others. Students must avoid wasting limited resources.

Unlawful or Illegal Activities

In addition to District violations, any behavior that involves unlawful or illegal activities will be referred to the Oakland County Sheriff Department for possible prosecution.

Lost, Stolen or Damaged Devices

Each user is responsible for his/her device, and should treat it and use it responsibly and appropriately. Lake Orion Community Schools takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on the devices.

CHEMICAL AEROSOL AGENTS: Level 2-3 Violation

Chemical Aerosol agents (i.e. pepper gas, mace, etc.) are banned from Lake Orion Community School property and/or school sponsored events without expressed permission of the school administration.

CLOSED CAMPUS: Level 1 Violation

Once a student arrives on school grounds, he or she may not leave without permission from school authorities and must check out through the Office. Lake Orion High School, Scripps Middle School and Stadium Drive Elementary areas are considered off limits unless authorized by an administrator. Students may not leave campus for the explicit purpose of obtaining lunch.

CONTROLLED SUBSTANCES- Consumption or Possession: Level 3 Violation

Consumption or possession of any controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance or paraphernalia prior to entering school property or a school event, or while on school property or at a school event is prohibited. (See the Substance Abuse Corrective Action Policy)

CONTROLLED SUBSTANCES - Distribution or Sale: Level 3 Violation

Any student who sells, delivers, or possesses, with intent to deliver any mood altering substance on school property and/or school events may be suspended with a recommendation to the Board of Education for expulsion. The police will also be involved for the purpose of prosecuting the student. Students in possession of prohibited substances, deemed excessive for personal use, may be considered under the distribution policy.

K-12 SUBSTANCE ABUSE CORRECTIVE ACTION

Possession and/or use:

Any student who chooses to consume alcohol and/or controlled substances prior to entering school property and/or a school sponsored event OR any possession and/or consumption of alcohol and/or a controlled substance or paraphernalia and/or facsimile of the above, by a student while on school property and/or at a school sponsored event will be considered in direct violation of Board policy and will result in the following:

1st Offense: up to 4 days out-of-school suspension (OSS). The student may see the Substance Abuse Prevention Coordinator, who may provide treatment referral.

2nd Offense: up to 10 days out-of-school suspension. The Substance Abuse Prevention Coordinator may provide treatment referral. A recommendation of expulsion from school may be made.

NOTE: The school District will not be financially responsible for costs incurred in assessment, evaluation, or treatment. Payment for services or materials provided by professionals who are not school employees will be the responsibility of the student and family.

Subsequent Offenses: Subsequent offenses may result in a recommendation to the Board of Education for expulsion from school. The student may be suspended from school for a period not to exceed ten (10) days pending a hearing by the Board to determine action.

SELLING AND/OR DELIVERING

Any student who sells, delivers, or possesses, with intent to deliver any mood altering substance on school property and/or school events may be suspended with a recommendation to the Board of Education for expulsion. The police will also be involved for the purpose of prosecuting the student.

THE USE OF ILLICIT DRUGS IS UNLAWFUL AND POSSESSION AND USE OF DRUG/ALCOHOL IS WRONG AND HARMFUL.

Public Act 122 provides additional penalties for minors under the age of 21 attempting to possess, purchase or consume alcohol. The offense is now a criminal misdemeanor, with the first offense punishable by a fine, possible community service and substance abuse screening and assessment at the minor's expense. The same penalties apply for the second violation, and the minor is also subject to sanctions against his or her driver's license, with suspension for 90 – 180 days (even if they weren't driving at the time of the citation).

The fine increases for the third or subsequent violations, with possible mandatory participation in substance abuse prevention or treatment and rehabilitation services, in addition to the driver's license suspension of 180 days to one year. Other restrictions under Public Act #122 may apply. (A copy of the act can be found in each building). The Special Education Code will be followed when applicable.

The Special Education Code will be followed when applicable.

CRIMINAL ACTS: Level 2-3 Violation

Commission or participation in a criminal act as defined under state law or local ordinances in school, on school property, or at a school event.

DISORDERLY CONDUCT: Level 2-3 Violation

When a student demonstrates behavior that disrupts the operation of the building or causes undue hardship on building employees and/or sends a negative message to other students and the community—including, but not limited to, physical aggression, mischievous acts/pranks etc., and/or repeated violations of this Code of Conduct, a disorderly conduct ticket may be issued by the police.

IMPORTANT NOTE: Any **senior** found involved in these acts may be barred from participating in any or all senior class activities as well as extracurricular graduation activities – including the commencement ceremony, senior activities and senior all night party.

DISRUPTIVE BEHAVIOR: Level 1-2 Violation

Student will engage in behavior that promotes safety and learning.

DRESS CODE: Level 1 Violation

It is the policy of the Board of Education that building administration shall make the final determination on the appropriateness of attire and what actions will be taken in each individual case depending upon specific circumstances. Decisions will be made by the school administrator on the basis of health, safety, security, and whether the attire is disruptive to school routine. If a student's attire does not meet these requirements, he/she shall be referred to the administration. The student may be sent home, with parent contact, to change his/her clothes before returning to class, asked to modify his/her attire in some way in school, or be excluded from classes for the day if a change of attire is not possible. The dress code does not include gender or sex-specific language and shall be applied equitably to students of all gender identifications, sexes, races, ethnicities, and national origins. Teachers may, within reason, apply additional specific dress requirements, such as for safety, hygiene, or assessment security purposes.

1. HEAD AND EYE COVERINGS

Coats, hats, bandanas, do-rags, sunglasses, or any other item that covers or obscures the head or eyes (excluding for medical or religious reasons) may not be worn indoors during the school day, unless approved by administration.

2. LANGUAGE AND IMAGES

Inappropriate language/signs/symbols or images worn on clothing shall be prohibited. This shall include, but not be limited to, any message or image,

which expresses profanity or obscenity or which makes derogatory comments or implications regarding any race, creed, religion, sexual orientation, gender identity or national origin, all gang identifying symbols, and other items determined by the administration to be unsafe, illegal, or inappropriate for school, and any material which encourages illegal substance use/abuse, and/or violence; or any attire that disrupts the school environment.

3. CLOTHING FIT AND COVERAGE

Attire must be worn in such a manner that is appropriate to a professional educational environment.

Inappropriately worn clothing, i.e., pants or shorts worn below the waistline, is prohibited.

The length of shorts and skirts must be of reasonable length, generally midhigh length or longer, i.e. at least to fingertips. Any rips or holes in pants or skirts must be below fingertip-length.

4. NIGHTWEAR/SHOES

Pajamas, blankets, slippers, or any attire deemed by administration to be nightwear is not permitted. Shoes must be worn at all times.

5. CLOTHING SALES AND DISTRIBUTION

Any class, student sub-population (i.e. seniors), or group associated with Lake Orion High School or Learning Options High School that designs any clothing, hats, etc. for distribution and/or sale, must have prior administrative approval of style and design.

Any student attire is subject to review by the building administrator or his/her designee.

EXTORTION: Level 2-3 Violation

A student will not make another person do any act against his or her will, by force or threat, expressed or implied.

FALSE ALARMS/ THREATS: Level 3 Violation

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a threat is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school for a period of time as determined at the discretion of the school board, or its designee.

[MCL 380.1311a(2)]

FIRE STARTING DEVICES: Level 1 Violation

Lighters, matches and other fire-starting devices are banned from Lake Orion School's property and/or school sponsored events.

FIREWORKS/PYROTECHNICS: Level 2-3 Violation

Any device that smokes, burns, or explodes, such as sparklers, snaps, smoke bombs, explosive devices, etc.

FOOD AND DRINK: Level 1 Violation

No food or drinks can be sold. Students may not accept food deliveries during school. Only parents/guardians may drop off food for their child to the building's front desk.

FORGERY (written or verbal): Level 1 Violation

The act of fraudulently using, in writing or digitally, the name of another person or falsifying call-in absences or dismissals, times, dates, grades, addresses or other data.

GANGS - Fraternities, Sororities, Gangs & Secret Organizations: Level 2-3 Violation

All gang identifying symbols, automobile emblems, hood ornaments, all chains and all other items determined by administration to be unsafe, illegal or inappropriate for school are prohibited.

Position Statement -

Students attending public schools are prohibited by state law from holding membership in fraternities, sororities, gangs and secret organizations.

Gangs are groups that pose a threat to public safety and order through violence, intimidation, harassment, or other illegal activities. There is zero tolerance for gangs or gang activity in Lake Orion Community Schools. To provide a safe environment for all students, all gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, or school property and at all school related events. Students violating the above regulations will be subject to disciplinary action, up to and including expulsion and referral to police and/or courts. Non-students will be refused entry to schools and school events or be asked to leave.

HARASSMENT/PEER MISTREATMENT/BULLYING: Level 2-3 Violation

Any unwelcome verbal (taunting, name calling, verbal assault, etc.), non-verbal, physical, digital, cyber-bullying or written behavior which intimidates individuals or groups on any basis, including: race, ethnic background, religion, gender, sexual orientation, national origin, or disability. (See Anti-Harassment Policy).

INAPPROPRIATE COMMUNICATIONS: Level 1-3 Violation

Use of inappropriate language, symbols, or gestures by students in verbal, digital or written form or in pictures or caricatures in school or on any school property. This shall include, but not be limited to, any message which expresses profane or obscene language and any material which encourages illegal substance use/abuse or use of any gang symbols.

INSUBORDINATION/DISRESPECTFUL BEHAVIOR: Level 1-3 Violation

The failure to respond to or carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.

INTIMIDATION/SLANDER–Non-Verbal: Level 2-3 Violation

Racial, ethnic slurs or derogatory names or terms used in isolation or as part of a larger written statement, as well as the use of gestures, photographs, pictures, graphics or art work used to demean another's nationality, culture or character.

Such writing, drawing or displaying is inappropriate and will not be tolerated. This includes notes written and/or passed to others during the school day and all graphics and writing observable to others on texts, planners, clothing, purses, bags and any other school or personal belongings.

INTIMIDATION/SLANDER –Verbal: Level 2-3 Violation

Racial, ethnic slurs or derogatory names or terms used in isolation or as part of a larger spoken comment, used to demean another's nationality, culture or character. Such spoken vocabulary is inappropriate and will not be tolerated. This includes comments made about a person, group or culture to a third party. Such comments spoken to a school employee or gestures, graphics or written statements intended to be retrieved, viewed or read by a school employee will be considered an act of gross insubordination and the prescribed 19 demerit points will be issued.

MISCONDUCT: Level 2-3 Violation

Learning Options High School promotes physical and emotional safety. Students will not engage in any behavior that is:

- Physically abusive
- Sexually abusive
- Intimidating
- Verbally abusive
- Harassing
- Bullying/Cyberbullying
- Profanity directed at others

Such behaviors include any gesture or written, electronic, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behaviors are not acceptable, be they motivate by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

The following behaviors are defined as being verbally, physically, or sexually abusive: assault, extortion, fighting, inciting a fight, intimidation through the threat of or use of physical harm, harassment, threatening and/or profane language or actions.

Note: With all offenses, police contact/involvement may be necessary.

NICOTINE/TOBACCO/E-CIGARETTES/HOOKAH, ETC- Consumption or Possession: Level 3 Violation

Neither students nor adults are allowed to use or possess **nicotine, tobacco, vaporizers, vaporizer liquids or other forms of smoking or vaporizing apparatus** on school property or at school events at any time. The prohibition also applies to the school bus and bus stops. Persons in possession and/or using these products may be issued a ticket from the police department and responsible for the accompanying monetary fine. Vaporizers (and/or vaporizing apparatus), rolling papers, pipes, and items that may be used for illegal drugs may be considered as drug paraphernalia (See controlled substances section).

NON-SCHOOL NUISANCE ITEMS: Level 1-2 Violation

Any item used to cause a disruption. (i.e.-laser pointers, etc.)

PARKING: Level 1 Violation

Violation of any school parking policy. (See Parking Policy)

PHYSICAL ALTERCATION: Level 2-3 Violation

A physical altercation can be punching, kicking, running into others roughly, slapping, grabbing, pushing, shoving, or shouldering. It is any attempt to cause physical harm through force or violence.

PUBLIC DISPLAY OF AFFECTION: Level 1 Violation

Prolonged or excessive physical affection.

THEFT: Level 2-3 Violation

The act of acquiring the property of another without their express consent, or through coercion, fraud or other illegal means. **Students may face restitution and/or prosecution for each offense.**

THREAT: Level 2-3 Violation

The act of making a threat (verbal, written, or electronic) to cause harm to another person(s) or property.

TRESPASSING: Level 1-3 Violation

Students will not trespass on school property. Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when directed to do so by school authorities. A student will not enter the premises of the school district, other than the location to which the student is assigned, without adult authorization. Students are expected to obtain permission to use any school property or any private property located on school property. The act of entering school property that is locked or closed without permission is considered unlawful entry. Students who assist others in gaining access to the building without permission will be subject to disciplinary action. **Students may face prosecution for each offense.**

TRUANCY: Level 1 Violation**See Attendance/Tardy Policy**

Students are expected to attend all classes. Students who decide to spend class time in an unauthorized location are considered to be “skipping” and face more severe consequences than unexcused absences.

UNAUTHORIZED ACCESS: Level 2-3 Violation

Students are prohibited from gaining unauthorized access to test materials or answer booklets, or accessing any materials without the permission of school staff, such as going into teacher files, looking through a teacher’s desk, or looking through a teacher’s personal electronic files (may also violate technology policy)

UNAUTHORIZED ENTRY/AREA: Level 1 Violation

During school hours, students are accountable to where they are assigned. Unless accompanied by a teacher, a staff member, or with a pass signed by a school authority, a student may not be outside the school building.

VANDALISM (Intentional): Level 2-3 Violation

Willful destruction of public/private and/or school property.

Note: Students may face restitution and/or prosecution for each offense.

VANDALISM (Negligent): Level 1 Violation

Destruction of public/private and/or school property through carelessness. This does not include damage or destruction of property, which occurs accidentally in the pursuit of authorized activity.

Note: Students may face restitution and/or prosecution for each offense.

Seniors may be barred from participating in graduation activities, including the graduation ceremony, for participation in any vandalism incident(s).

WEAPONS AND OTHER DANGEROUS OBJECTS: Level 2-3 Violation**Weapons: Level 3 Violation**

Students are strictly prohibited from the possession or use of weapons on school grounds or at school activities. A weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices as well as any item intended to imitate any of the aforementioned. The term “firearm” is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; d) any destructive device. Such term does not include an antique firearm; if given permission by administration to bring the object to school for educational purposes, with appropriate precautions taken.

A weapon is also any object or instrument not defined above, but the possession or use of the same is coupled with intent to threaten harm or injure another person and any weapon as set forth in 19 USC Section 921.

Dangerous Objects: Level 2-3 Violation

Students will not possess or use dangerous objects including but not limited to: pocket knives, box cutters, shanks/shivs, toy weapons, blades of any size or nature, paint ball, pellet, and air soft guns, live ammunition, and other objects used as or design are fashioned as a weapon which may cause harm to another individual.

OTHER: Level 1-3 Violation

Other behavior which is either illegal or disruptive to the school environment, as determined by school authorities.

LEVEL SYSTEM

LEVEL 1 VIOLATIONS

Academic Misconduct/Plagiarism
Closed Campus Violation
Disruptive Behavior
Dress Code
Excessive Public Display of Affection
Fire Starting Devices-Possession
Food/Drink
Forgery (written or verbal)
Inappropriate Communications
Insubordination/Disrespectful Behavior
Misbehavior
Non-School Nuisance Items (laser pointers, etc.)
Parking
Profanity/Obscenity (written, gestured, verbal)
Technology Use Agreement Violations- Cell Phone/Personal Technology Devices
Trespassing
Truancy/Skipping
Unauthorized Entry/Area
Vandalism- Negligent

LEVEL 2 VIOLATIONS

Chemical Aerosol Agents-Possession
Disorderly Conduct
Disruptive Behavior
Extortion
Fireworks/Pyrotechnics-Possession
Gangs
Harassment/Peer Mistreatment (sexual, bullying/cyberbullying, physical)
Inappropriate Communications
Insubordination/Disrespectful Behavior
Intimidation/Slander (verbal and non-verbal)
Misconduct
Non-School Nuisance Items (laser pointers, etc.)
Physical Altercation
Possession of Weapon/Dangerous Objects
Technology Use Agreement Violations- Cell Phone/Personal Technology Devices
Theft
Trespassing
Unauthorized Access
Vandalism - Intentional
Verbal Altercation

LEVEL 3 VIOLATIONS

Arson

Controlled Substances- Consumption, Possession, Distribution, Sale

Chemical Aerosol Agents-Use

Disorderly Conduct

Extortion

False Alarms

Fire Starting Devices-Use

Fireworks/Pyrotechnics-Use

Gangs

Harassment/Peer Mistreatment (sexual, bullying/cyberbullying, physical)

Inappropriate Communications

Insubordination/Disrespectful Behavior

Intimidation/Slander (verbal and non-verbal)

Misconduct

Non-School Nuisance Items (laser pointers, etc.)

Physical Altercation

Possession of Weapon/Dangerous Objects

Technology Use Agreement Violations- Cell Phone/Personal Technology Devices

Theft

Threats (Bomb, Violence or Death)

Trespassing

Unauthorized Access

Vandalism- Intentional

CORRECTIVE ACTION

Reasonable effort will be made by the student, parents, and staff to solve student conduct problems within the school setting. This may include, but need not be limited to: reprimands, parent notification, confiscation of items, counseling, Circle Conflict Resolution group, work projects, parent conferences at school, reassignment of school program, probationary status, restriction or removal from activities or services, limited attendance, referral assistance, detention, in-school or out-of-school suspension and expulsion.

Resource personnel available to help resolve misconduct problems include: parents, teachers, counselors, administrators, social workers, school and county health services, school diagnosticians, extended education, family or social services agencies, police departments, and courts.

Although every effort is made to keep a student in school, under certain conditions it may be in the best interest of a student, or other students of the school, for a student to be denied the privilege of attending school and/or school functions. If it is the principal's judgment that the corrective action should take the form of separating the student from the school environment, the following categories exist:

DETENTION, SUSPENSIONS and EXPULSIONS

An administrator will assign a student the appropriate consequence for rules violations. Consequences may include detention, in-school or out-of-school suspensions or expulsion. Students attending Oakland Schools Technical Center (OSTC) will be assigned full days of out-of-school suspension.

Faculty or Administrator Assigned Detention

One (1) detention consists of one hour of time to be served before, during or after school as determined by Faculty or Administrator. Detention can be assigned as a consequence as listed above as well as various situations including missing work, failing grades, inappropriate use of class time, etc. Students are responsible for their own transportation. If detention is skipped, students may receive additional consequences.

Emergency Removal

A student may be removed or excluded from a classroom or a school when he/she poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal must be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

Restorative Time-In School Suspension

Time In will be used at the administrators' discretion when dealing with student behavior.

Teacher Initiated Suspension (Snap Suspension)

A teacher (classroom instructor, permanent employee with an assigned caseload of students or a long-term substitute per District definition) may suspend a student

from class, subject, or activity for up to one (1) full school period for certain conduct as specified in the Code of Conduct.

Short-Term Suspension

The principal or designee may impose a short-term suspension (the separation of a student from school for any part of a day or for any number of days up to and including ten days). They shall attempt to notify the student's parents/guardians of the suspension by telephone as well as send written notification by e-mail or regular mail. The written notice shall include the reasons for the suspension, the date(s) of the suspension and the rights to appeal, including this policy with the suspension notice.

Long-Term Suspension

If, in the principal's opinion or as required by statute (compliance with State/Federal law), the alleged infraction warrants a long-term suspension or (the separation of a student from school for a period of more than ten days and less than one semester), he/she shall refer the case to the superintendent along with documentation (as listed in the suspension and expulsion guidelines).

Expulsion

If, in the principal's opinion or as required by statute (compliance with State/Federal law), the alleged infraction warrants an expulsion (the separation of a student from school for a semester or more), he/she shall refer the case to the superintendent along with documentation (as listed in the suspension and expulsion guidelines).

Further, in compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. This action may be taken by the Board of Education upon the recommendation of the principal and the Superintendent of Schools, after a hearing has been conducted. (Refer to "Weapons/Dangerous Objects")

Sending a Student Home

Unless the student is an immediate threat to the safety of the school or if the principal or designee determined that it is in the student's best interest to begin an out of school suspension on the same day, he/she should remain in school until dismissal. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parent/guardian to request they pick up their child. If they are unable to do so, the student should remain in the principal's office until school is dismissed.

The principal may forego the previous provision in the event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order to protect people on school property. In such an emergency situation, the principal shall contact the superintendent.

RESPONSIBILITY FOR SCHOOL WORK

Students who are suspended out-of-school are expected to continue their studies at home.

- Credit may be given for major components of required work missed due to an out-of-school suspension provided the student completes and submits all required assignments upon return to school.

DISABLED STUDENTS

A student in Special Education must be referred to the Individualized Education Program Committee (I.E.P.C.) and those disabled under a 504 must be referred to the Special Education Director or designee to determine if the behavior is related to the disability. Its decision will determine the appropriate next steps.

DISCIPLINARY ACTION APPEALS

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed. To initiate a disciplinary action appeal, the student and his/her parent/guardian must submit a written appeal to the principal or designee within 24 hours or the next business day of the action. Failure to do so will result in the expectation that the student will follow through with the assigned discipline. The written appeal must contain the reason(s) that the suspension is being appealed. The decision of the principal may be appealed in writing to the superintendent within two (2) school days of the parents' notification of the decision. The superintendent's (or designee's) decision shall be considered final. The student and/or parent may petition to attend school during the appeal process.

PRIOR SCHOOL SYSTEM MISCONDUCT

A student who has been found to have engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from a school system prior to a hearing on alleged misconduct, may be charged with a violation of Lake Orion Community Schools Code of Conduct as a result of the prior misconduct. All application due process procedures will be followed in determining whether discipline will be imposed by Lake Orion Community Schools.

The Superintendent or designee shall establish administrative guidelines, in accordance with State and Federal law and regulation, for suspension and/or expulsion for misconduct in another District.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Because educational institutions must be orderly institutions, individual rights must be exercised in such a manner as to recognize the rights of all. Students in the Lake Orion Community Schools shall be extended the following rights accompanied by those responsibilities related to them.

IT IS THE STUDENT'S RIGHT TO:

Attend school in the District in which his/her parent or legal guardian resides.

Express his/her opinions verbally or in writing.

Dress in such a way as to express his/her personality.

Expect that the school will be a safe place for all students to gain an education.

Be represented by an active student government selected by free elections.

Expect a reasonable degree of Privacy in relation to school property Assigned specifically to him/her (locker, desk, etc.) and protection from seizure of personal property.

IT IS THE STUDENT'S RESPONSIBILITY TO:

Attend school daily, in accordance with rules and to be on time to all classes.

Express his/her opinions and ideas in a respectful manner so as not to offend or slander others and to refrain from using obscenities or personal attacks.

Dress so as to meet recognized standards of propriety, health, safety and established School Board Policy standards.

Be aware of all rules and regulations related to student behavior and conduct themselves in accordance with those rules and regulations.

Take an active part in student government by running for office, or conscientiously voting for the best candidates and making his/her problems or proposals for change known to the administration through his/her student government representatives.

Refrain from using school property to store items that are prohibited and to realize that reasonable belief that prohibited items are stored therein will result in a search and seizure of prohibited items.

**IT IS THE STUDENT'S
RIGHT TO:**

Fair and reasonable punishment for Violation of school or class rules.

Grieve a personal loss, injury or misinterpretation or inequitable application of an established policy governing students.

Appeal

Organize clubs and student organizations.

Participate in school functions off campus.

Be informed of criteria for academic grades.

Be informed of building/classroom rules and regulations.

Assemble peacefully.

Be treated with respect and dignity.

Use the available educational resources necessary to gain an education.

**IT IS THE STUDENT'S
RESPONSIBILITY TO:**

Be accepting of fair and reasonable punishment. Follow prescribed procedure for appealing the punishment imposed.

Follow the proper procedures in resolving the grievance.

Be aware of and follow the processes prescribed in this "Student Code".

Create a set of bylaws and have them approved by the building administration.

Recognize that all school rules and regulations apply to students who participate in these functions.

Attend all assigned classes, complete all assignments and to the best of his/her ability participate in all activities conducted in relation to the class.

Abide by building/classroom rules and regulations.

Arrange with the administration to assemble at an appropriate time and place and to refrain from conducting or participating in demonstrations which interfere with the operation of the school or classroom.

Treat others with respect and dignity.

Respect the value of public and private property and avoid wasteful destruction of/or damage to; books, equipment, buildings and other property.

LAWS & POLICIES

Federal-State-Local-District

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. Reference: Bd. Policy 8000.06

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

29 U.S.C. 621 et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

DEFINITIONS

Harassment

Harassment, for the purposes of this policy, shall be defined as unwelcome verbal, non-verbal, physical, or written behavior which:

- Intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, or disability.
- Involves an expressed or implied threat to personal safety.
- Has the effect of interfering with an individual's employment and/or participation in the curricular or extra-curricular activities of the District.

Sexual Harassment

Specifically, sexual harassment is defined as:

- Verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Persistent remarks about another person's body.
- Physical touching or assault.
- Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling and obscene gestures.

Bullying/Cyberbullying

Bullying/cyberbullying is characterized by, but not limited to, deliberately hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves due to an imbalance of power. Bullying can take many forms, but three main types are:

- Physical: hitting, kicking, taking belongings, inappropriate gestures or acts.
- Verbal: oral or written name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, prejudicial comments.
- Indirect: spreading rumors about someone with malicious intent, excluding someone from social groups.

Hazing

Hazing is defined as any willful act committed individually or in concert with others for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

PENALTIES

All students are required to comply with this regulation. Appropriate disciplinary action, designed to immediately stop bullying, harassment, or hazing, and to prevent its recurrence, will be taken against persons who violate this regulation. It shall be considered a violation of this regulation for any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint.

A complainant who knowingly files a false complaint, or an individual who knowingly provides or knows false information has been provided during an investigation or review and fails to report such information to the District, shall be subject to discipline.

DISCIPLINE OF STUDENTS – Discipline imposed upon a student for violation of this regulation may include suspension or expulsion, depending upon the nature and severity of the offense. A violation of this regulation may also be regarded and punished as a violation of other rules of student conduct including, but not limited to, assault, battery, threats, fighting, intimidation, or other misconduct. When appropriate, a referral for criminal investigation and prosecution may be made.

LAKE ORION DISCIPLINE POLICY REGARDING Public Acts #102 and #104

Definitions:

Physical assault – Intentional causing or attempting to cause physical harm to another through force or violence.

Verbal Assault – Any statement or act, oral or written, which can be reasonably expected to induce in another person{s} an apprehension of danger of bodily injury or harm.

Students in grades 6 or above who:

1. Commit a physical assault against a student, school employee, volunteer or contractor on District property, in a District vehicle or at a District related activity;
 2. Commit a physical assault against another student on District property, at any school-sponsored activity, or in any school-related vehicle;
- or:***
3. Make bomb threats or other similar threats directed at a school building, other school property or school activities are subject to expulsion proceedings consistent with the student's due process rights and state and federal laws.

Threatening words are no joking matter. Phrases such as "I will kill you" will not be taken lightly or tolerated. **These actions will result in a minimum 5-day suspension with possibility of expulsion.** A psychological evaluation may be required to return to school. The cost of the evaluation will **not** be incurred by the school District.

CAREER AND TECHNICAL EDUCATION

The Board of Education agrees to coordinate and cooperate with intermediate, State, and Federal educational agencies in an effort to establish Career and Technical Education (CTE) in school districts.

Through participation in the State Aid categorical of Added Cost (61a) and Federal legislation including the Carl D. Perkins Vocational and Applied Technology Act, and in cooperation with public secondary and postsecondary educational agencies, the Board will seek to provide funding to support career-related education opportunities for both youth and adults in the service area.

Public Law 103-239, School-to-Work Initiatives Act of 1994

Public Law 109-270 Carl D. Perkins Career and Technical Education Improvement Act of 2006

M.C.L.A. 388.1913

DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, sale, concealment, delivery, distribution, or dispensing of any controlled substance, alcohol, and any

drug paraphernalia, by any of the District's students or staff at any time while on District property or while involved in any District-related activity or event. Any student or staff member who violates this policy shall be subject to disciplinary action in accordance with District policies, guidelines and the terms of collective bargaining agreements.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
20 U.S.C. 3224A

M.C.L.A. 380.1170, 333.26301 et seq., 333.7410, 333.7410A

A.C. Rule R388.271 et seq.

Senate Bill 350, 1990

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.
20 U.S.C. 3224A STATE OF MICHIGAN

ETHNIC INTIMIDATION LAW - Public Act #371

1. A person is guilty of ethnic intimidation if that person maliciously, and with specific intent to intimidate or harass another person because of that person's race, color, religion, gender or national origin does the following:
 - a. Causes physical contact with another person.
 - b. Damages, destroys, or defaces any real or personal property of another person.
 - c. Threatens, by word or act, to do an act described above in (a) or (b), if there is reasonable cause to believe that an act described above in (a) or (b) will occur.
2. Ethnic intimidation is a felony punishable by imprisonment for not more than two years, or by a fine of not more than \$5,000, or both.
3. Regardless of the existence or the outcome of any criminal prosecution, a person who suffers injury to his or her person or damage to his or her property as a result of ethnic intimidation may bring a civil cause of action against the person who commits the offense to secure an injunction, actual damages, including damages for emotional distress, or other appropriate relief. A plaintiff who prevails in a civil action brought pursuant to this section may recover both of the following:
 - a. Damage in the amount of three times the actual damages described above or \$2,000, whichever is greater.
 - b. Reasonable attorney fees and costs.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

In keeping with the Public Act 93380, otherwise known as the Privacy Rights of Parents and Students, it shall be the policy of the Lake Orion Board of Education that:

- 1) Parents, through student handbooks, local newspapers and school publications, at the beginning of each new school year, will be notified of their rights as afforded by the Privacy Right Act.

- 2) Parents or eligible students, upon request, will be permitted to inspect the educational records of their child after no more than five days have elapsed from the date of request.
- 3) Parents of eligible students will be permitted copies of their records at a cost not to exceed those of the school.
- 4) Student records will be maintained in the building in which the student is in attendance. In the case of Co-Op or part-time students, these records will be maintained at the school in which the student is enrolled. The principal; or principal's designee will be the official in charge of these records. The principal's address is the same as that of the school building.
- 5) Personally identifiable information of a student will not be released, except for directory information, without written consent of the parent or eligible student with the following exceptions:
 - a) To other school officials, including teachers and public health nurse, within the educational institution to have legitimate educational interests.
 - b) To officials of another school or school system in which the student seeks or intends to enroll.
 - c) Subject to the conditions set forth in the law, to authorized representatives of:
 - i) The Comptroller General of the United States
 - ii) The Secretary
 - iii) The Commissioner, the Director of National Institute of Education, the Assistant Secretary for Education or
 - iv) State educational authorities
 - d) In connection with financial aid for which a student has applied of which a student has received; provided that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:
 - i) To determine the eligibility of the student for financial aid
 - ii) To determine the amount of the financial aid
 - iii) To determine the conditions which will be imposed regarding the financial aid or
 - iv) To enforce the terms or conditions of the financial aid;
 - e) To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
 - f) To organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering student aid programs and improving instruction.
 - g) To accrediting organizations in order to carry out their accrediting functions;
 - h) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954;
 - i) To comply with a judicial order or lawfully issued subpoena.
 - j) To appropriate parties in health or safety emergency subject to the conditions set forth in this law.

- 6) An educational agency or institutions shall, for each request and each disclosure, of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student, which indicates:
 - a) The parties who have requested or obtained personally identifiable information from the education records of the students, and
 - b) The legitimate interests these parties had in requesting or obtaining the information.
- 7) Paragraph 6 of this section does not apply to disclosures to a parent of a student or an eligible student, disclosures, pursuant to the written consent of a parent, of a student or an eligible student when the consent is specific with respect to the party of parties to whom the disclosure is to be made, disclosures to school officials, including teachers and public health nurse or to disclosures of directory information.
- 8) The record of disclosures may be inspected.
 - a) By the parent of the student or the eligible student.
 - b) By the school official and his or her assistants who are responsible for the custody of the records, and
 - c) For the purpose of auditing the record keeping procedures of the educational agency or institution by the parties authorized in and under the conditions set forth in this law.
- 9) The following personally identifiable information has been designated as directory information and will be disclosed to appropriate persons and agencies; the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
- 10) The parent of the student or the eligible student shall have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Parents or eligible students shall have ten (10) days in which to submit in writing their refusal to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.
- 11) Authorization for release of this information rests solely in the hands of Central Administration.
- 12) All complaints regarding violations or rights accorded parents and eligible students by Section 438 of the Act shall be submitted in writing to:

<i>Asst. Supt. of Human Resources</i> <i>Lake Orion Community Schools</i> <i>315 N. Lapeer Street</i> <i>Lake Orion, MI 48362</i>	<i>or</i>	<i>The Family Educational Rights</i> <i>and Privacy Act Office</i> <i>Department of Health</i>
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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Lake Orion Community Schools (LOCS) are considered mandated reporters, under this law. The employees of LOCS are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at LOCS take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and the best interest of all children.

As mandated reporters, the staff of LOCS cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY/Title VI/IX

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

42 U.S.C. Section 2000d et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq.

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or

participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

COMPLAINT PROCEDURES

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendment Act of 1972

Section 504 of the Rehabilitation Act of 1973

Section I

If any person believes that the Lake Orion Community Schools District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 as amended, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint to the following local coordinators:

Title VI & Title IX

Asst. Supt. of Human Resources
315 N. Lapeer Street
Lake Orion, MI 48362
(248) 693-5411

Section 504

Director of Special Education
455 E. Scripps Road
Lake Orion, MI 48360
(248) 693-5430

Section II

A person who believes he/she has a valid basis for complaint shall discuss the complaint informally and on a verbal basis with the local coordinator who shall in turn investigate the complaint and reply with an answer to the complainant. A person may then initiate formal procedures according to the following steps:

Step 1: A written statement of complaint signed by the complainant shall be submitted to the coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of complaint and reply in writing to the complainant within ten (10) business days.

Step 2: If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the coordinator's response. The Superintendent or Board at the Superintendent's option shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant. In the event the Superintendent hears the appeal, he/she will reply within fifteen (15) business days of the appeal. In the event the Board hears the appeal, the Board will reply within twenty (20) business days of the appeal.

Step 3: If at this point the complaint has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning nondiscriminatory policies may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. p2, or Lake Orion Community Schools, 315 N. Lapeer Street, Lake Orion, MI 48362.

FREE AND REDUCED LUNCH PROGRAM

The Lake Orion Community School District serves meals every school day. Students may be able to get meals free or at a reduced price. Applications are available at every building throughout the school year. At the high school, students may pick them up at the main/counseling office or the cafeteria. All students are encouraged to complete an application to establish eligibility.

Many of the supplemental grants and aid our school District receives from the State of Michigan and the Federal Government are based on the total number of students eligible for free and reduced-price meals. These funds enhance the educational opportunities of every student in our District.

For additional information you may contact the Food Services Department located at the C.E.R.C. Building at (248) 814-0200.

ADVISORY TO ALL PARENTS

Dear Parents/Guardians:

The Department of Agriculture and the State of Michigan have passed regulation 637 Pesticide Use. One of the requirements is that school Districts provide notice to parents or guardians.

As a part of the Lake Orion Community School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please mail your name, address, student's name, city, zip code, phone number and the name of the school your students attends to:

Lake Orion Community Schools
Operational Services
455 Scripps Road
Lake Orion, MI 48360

You may also contact Operational Services at 248-814-1798 if you have any further questions.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncausal-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex (condition), HIV, HAV, HBV, HCV (hepatitis A, B, C, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other bloodborne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available at the Board offices upon request.

BULLYING/CYBERBULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/cyberbullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

Notification

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

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

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying/cyberbullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying/cyberbullying or other aggressive behavior.

Definitions

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

- **“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying/cyberbullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- **“Bullying/Cyberbullying”** is when someone repeatedly and on purpose says or does mean or harmful things to another person who has a hard time defending him or herself.

Three key components of bullying/cyberbullying behavior are:

- An aggressive, negative behavior
- Involves a pattern or is repeated over time
- Imbalance of power

Behavior is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.

- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - B. Verbal taunting, malicious teasing, insulting, name calling, making threats.
 - C. Psychological spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
- **“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
 - **“Sexual Harassment”** includes, but is not limited to, any act which subjects an individual or group to verbal harassment or abuse, subtle pressure for sexual activity, persistent remarks about another person’s body, physical touching assault, or sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling and obscene gestures.
 - **“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.
 - **“Hazing”** includes, but is not limited to, any willful act committed individually or in concert with others for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
 - **“Staff”** includes all school employees and Board members.

- **“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:
MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education