



2017-18 Learning Options High School

Student/Parent Handbook

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

www.lakeorion.k12.mi.us/learningoptions/home

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

DISTRICT VISION STATEMENT

Educating our students for the challenges of today and tomorrow

DISTRICT MISSION STATEMENT

Providing an exemplary education for all learners

BELIEF STATEMENTS

We believe that:

- Education is the shared responsibility of students, family, school and community.
- All Students can learn.
- All learners deserve equity and opportunity in their education.
- High expectations promote success.
- Exemplary education is the result of professional growth and continuous school improvement.
- All learners are entitled to a safe learning environment.
- Education promotes a healthy sense of self and encourages personal achievement.
- Learning is lifelong.

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
2017-2018**

ADMINISTRATION

Supervisor – Kristin Sliwinski

CENTRAL OFFICE ADMINISTRATION

Marion Ginopolis, 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

LAKE ORION SCHOOL BOARD MEMBERS

Nathan Butki
Steven Drakos
Bill Holt
Birgit McQuiston
Dana Mermell
Scott Taylor
James Weidman

2017-2018
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
12	Curriculum Night
19	FAFSA Workshop
26	Lamp of Learning Awards

OCTOBER

4	Student Count Day
5	1 st Term Parent/Teacher Conferences
	Business Expo
9	NHS Induction
14	PSAT Test
16-20	Spirit Week
20	Homecoming Game
21	Homecoming Dance
24	Picture Retake Day
	Fall Choir Concert
26	Fall Band Concert
28	ACT Test

NOVEMBER

2-3	1 st Term Exams – ½ Day (7:30-10:45am)
6	2 nd Term Begins
16-19	Fall Production
22-24	Thanksgiving Break – No School

DECEMBER

7	2 nd Term Parent/Teacher Conferences
9	ACT Test
12	Winter Band Concert
14	Winter Choir Concert
21-29	Winter Break – No School

JANUARY

1-3	Winter Break - No School
4	School Resumes
9	Vocal Choir Pre Solo & Ensemble Recital
11	Band Pre-Solo & Ensemble Recital
15	Teacher PD Day – No School for Students
25-26	2 nd Term Exams – ½ day (7:30-10:45am)
26	Last Day for Seniors. to Request Early Graduation for 3 rd Term
29	3 rd Term Begins

FEBRUARY

13	Band Pre-Festival Concert
14	Student Count Day
19-20	Mid-Winter Break – No School
27	Choir Pre-Festival Concert

MARCH

1	3 rd Term Parent/Teacher Conferences
18	HS Art Show & Art Club Auction
28-29	3 rd Term Exams – ½ Day (7:30-10:45am)
30	No School
TBD	College Fair

APRIL

2-6	Spring Break
9	4 th Term Begins
19-22	Spring Musical

MAY

7-18	AP Exams
10	4 th Term Parent/Teacher Conferences
15	Spring Band Concert
22	Spring Choir Concert
24	Senior Band Recital
28	Memorial Day – No School
31	Senior Exam Days (9 th – 11 th attend ½ day am Seniors Seniors attend ½ day pm)

JUNE

1	Senior Exam Days (9 th -11 th grade attend ½ am Seniors attend ½ day pm)
8	LOHS Prom
11	Learning Options Graduation
12	LOHS Graduation & All Night Party – Subject to Change
14-15	Exams - ½ Day (7:30-10:45am)
15	Last Day of School

2016/2017 - TIME SCHEDULE

Monday –Tuesday -Thursday - Friday

Warning Bell.....	7:25
First Hour.....	7:30 - 9:01
1A	7:30 - 8:13
1B.....	8:18 - 9:01
Second Hour	9:07 - 10:39
2A	9:07 - 9:50
2B.....	9:55 - 10:39
Third Hour	10:45 - 12:49
“A” Lunch	10:45 - 11:12
Class	11:17 - 12:49
3A	11:17 - 12:00
3B	12:05 - 12:49
Class	10:45 - 11:17
“B” Lunch	11:17 - 11:43
Class	11:48 - 12:49
Class	10:45 - 11:48
“C” Lunch	11:48 - 12:14
Class	12:19 - 12:49
Class	10:45 - 12:19
“D” Lunch	12:19 - 12:49
Fourth Hour	12:55 - 2:35
4A	12:55 - 1:47
4B.....	1:52 - 2:35

Wednesday (Professional Development Day)

Warning Bell.....	9:35
First Hour.....	9:40 - 10:47
1A	9:40 - 10:11
1B.....	10:16 - 10:47
Second Hour	10:53 - 12:01
2A	10:53 - 11:24
2B.....	11:29 - 12:01
Third Hour	12:06 - 1:15
3A	12:07 - 12:39
3B.....	12:44 - 1:15
Fourth Hour	1:21 - 2:35
4A	1:21 - 1:58
4B.....	2:03 - 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.

NEW STUDENT REGISTRATION

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

<https://secure.infosnap.com/family/login.aspx?ReturnUrl=%2ffamily%2fdirectaction.aspx>.

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, Room 110, 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 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 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 they 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 forms 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.lakeorion.k12.mi.us
- Radio Stations – 760 WWJ & 950 WJR
- TV Stations – Channel 2, 4, 7 & 50

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.

PARENT INVOLVEMENT

Parental support and involvement is critical to the success of a high school. Lake Orion has a tradition of positive parent, guardian and community involvement in many aspects of school life. Parents may become involved through various committees and support organizations throughout the academic year. Please contact the Main office for more information.

ACADEMIC INFORMATION

ACADEMIC UPDATE - PROGRESS REPORT INFORMATION

Faculty will complete an 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 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.

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. In addition, the final exam given at the end of each term shall be weighted at 20% of the final grade. 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. 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

To initiate an academic appeal, the student and their parent or guardian must submit a written appeal to the principal. The principal will meet with the teacher responsible for issuing the grade or credit to discuss a resolution. If the appealing party is still dissatisfied with the outcome, a committee will be formed consisting of a school board member, an administrator, and a teacher to review the appeal. The decision of this committee is final. All requests for an academic appeal must be submitted to the principal within two weeks of when the term or final grade has officially been posted.

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 a counselor or 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 October 15, 2017 and the deadline for the May testing out exams is March 15, 2018.
- Students may only attempt to test out of the same course one time.
- Test out assessments will be handled as follows:
 - **Scores 79% and below** 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% or higher** demonstrate content mastery of the course, and the student will be given high school graduation 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.

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.

CLUBS/ACTIVITIES PROGRAMS

The following clubs are active at Lake Orion High School: Guidelines and application procedures for forming new clubs/activity programs are available in the Main Office.

Art Club: Membership is open to students who have an interest in art. This is an open studio time for the Art classes and any other LO students. Many of the activities are community service art activities. We also go on many art related field trips to expose students to art careers, galleries, museums, and community art events.

Band - Jazz: This ensemble studies and performs different styles of music such as swing, pop, rock, blues and improvisation. In addition to regularly scheduled performances, this group performs throughout the community. Membership is open to any enrolled member of a Lake Orion Band.

Band - Pit: This ensemble performs for the LOHS spring musical. Membership will be auditioned from currently enrolled students in Lake Orion Bands.

Band - Pep: This ensemble performs for various indoor sporting events and other community activities. It is available to enrolled members of LO Bands.

Business Professionals of America: This group is a leading career technical student organization for students pursuing careers in business management, office administration, information technology and other related career fields. Students learn leadership skills and compete in business related events at the regional, state and national levels.

Chamber Ensembles: These ensembles will rehearse music that is written for a specific number of players. These groups will perform at many different events including: Solo and Ensemble Festivals, concerts and other school and/or community activities.

Cultural Outreach Club: This club is composed of students, many of whom come from different countries and cultures, who wish to share their heritage with each other and with the school body. Although most of the students come from other cultures outside the United States, all LOHS students are welcome. The group meets weekly to plan activities to promote sensitivity, understanding, and positive communications among all groups and individuals. Past activities include: trips to the African-American Museum and a student symposium dealing with issues affecting minority/majority students.

DECA: An association of marketing students, is the professional level organization for students studying marketing education. DECA is a co-curricular organization that provides students with the opportunity to compete at District, State and International levels in various marketing related categories such as Apparel and Accessories, Food Marketing and Sports and Entertainment, etc. to name a few. Leadership conferences, social events, service projects and scholarships are all part of this international organization. Membership is encouraged for all students enrolled in our Marketing program.

Economics Club: The Economics club brings together highly motivated students to discuss economic issues and trends.

Educators Rising (formerly FEA): Educators Rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession. Members will have opportunities to explore a variety of careers in education, develop their leadership skills, and participate in service projects. Members will also have the opportunity to attend professional development conferences and compete in the Educators Rising national competition.

Forensics: Students interested in expressing themselves through dramatic interpretation or public address/public speaking should enjoy competing in Lake Orion High School Forensics. Students will participate in competitions in both leagues and tournaments that are held either after school or on weekends. Season runs January - May. The final tournament is held on Mackinac Island.

GAP – Guided Activities Program: The GAP Program seeks to offer something for everyone. Students will be given the opportunity throughout the year to participate in various sport leagues, outdoor leisure pursuits, trips, service projects, and many other recreational activities. Entry forms and details about all of these GAP offerings are available in the GAP office located in the 250 wing locker area.

Key Club: Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. All students are welcome to participate. Key Club is a great opportunity to help others, have fun and get involved.

LOco-motion Show Choir: This group is a mixed voiced pop acapella group. It consists of young men and women enrolled in the choir program who successfully pass an audition of color singing. The group rehearses after school 3-4 hours per week in the Fall Semester and sings at the fall and winter concerts as well as by special invitation at events in the community. Dedicated commitment to attending every practice is essential.

LOHS Thespian Troupe/International Thespian Society: Students can earn an invitation to *The International Thespian Society* inductions on the basis of their achievements in the school's theatre program. The Lake Orion High School Thespian Troupe produces multiple theatre performances as well as organizes field trips, volunteer opportunities, and various other theatre-related activities. Students

can join the LO Thespian Troupe at any time by attending the bi-monthly meetings and participating in the productions as a part of the cast or technical crew.

National Art Honor Society: This is an option for art club members that want to make a serious commitment to weekly attendance and to the community service component of the club. These students put on a fall dinner auction and spring art auction that coincides with the school art show yearly.

National Honor Society: Membership is based upon scholarship, character, leadership and service. A volunteer faculty selection committee considers students with a 3.5 or better cumulative grade point average for membership.

***National Honor Society members are governed by their own Charter.**

FIRST Robotic Team 302: Robotics activities provide team members with the opportunity to work with teachers, engineers, machine/automation experts, alumni and parents. The robotics team participates each year in a number of regional events to qualify for the prestigious national robotics competition held by *FIRST*. Participating students must demonstrate a high level of motivation and commitment as project time-line demands are rigorous (January-April). Membership is through an application and interview process in September.

Science National Honor Society: The purpose of the Science National Honor Society is to encourage participation in and recognition of scientific and intellectual thought, to advance the student's knowledge of classical and modern science, to communicate with the scientific community, to aid the civic community with its comprehension of science, and to encourage students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind. ***Science National Honor Society members are governed by their own charter.**

Ski Club: The purpose of the Ski Club is to promote the sport of skiing for students not involved in athletic competition. Ski Club members ski at Pine Knob on a weekly basis and receive discounts on lift tickets.

Special Olympics: Special Olympics in Lake Orion Community Schools are for any student with a developmental disability ages 8 and up. Eight sports are offered at this time. The fall sports are bowling, soccer and polyhockey. The winter sports are snowshoe, basketball and swimming. The spring sports are track and field, soccer and bocce ball. The first step is to have a health appraisal on file at the high school with the club advisor.

Student Leadership: The student governing body of Lake Orion High School is the Student Leadership class. It promotes the welfare of the student body, improves relations between students and faculty, does community projects, and helps establish better relations among schools. Students enter the class by application. Members represent students within their grade levels. Student Leadership members meet daily in a regular class called "Leadership."

The class sponsors various activities and coordinates the projects and activities of the other student organizations. An important purpose of this function is to avoid conflicts of interests caused by scheduling. Students enrolled shall receive one-half

(1/2) credit per term, in which ½ credit may be applied toward the two (2) credits social studies requirement.

* Student Leadership members are governed by their own constitution in addition to the Lake Orion Community Schools Extra Curricular Activities Code.

Students Offering Support (SOS): This group of students works with adult advisors to help create a culture of awareness about teen crises and to break down the barriers and stigmas surrounding mental health issues and youth suicide. This group is open to all students willing to make the commitment to attend trainings, meetings, and perform the task of passing along information and resources to all to help promote a culture of peer to peer support and positive decision making leading to healthy lifestyles.

SCHOOL SPONSORED ACTIVITY POLICY

A committee consisting of students, faculty, and administration has developed the rules below.

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.

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.

ACADEMIC ELIGIBILITY STANDARDS

It shall be the policy of the Board of Education to have academic standards for students participating in extra-curricular activities.

To be eligible for school paid non-graded voluntary activities and (B-1 schedule) extra-curricular activities, a student shall:

- Have and maintain a 1.66 G.P.A. with no failing grades.
- Have eligibility, starting at the end of the first marking period, determined at the beginning of the activity by checking the most recent report card grades and each succeeding marking period and academic update. Marking period grades, not examination or progress report grades, will be used to determine eligibility.
- Have a five-week probationary period to meet the academic standards.
- Be dismissed from extra-curricular activity after probationary period if the academic standards have not been achieved.

It shall be the duty and responsibility of the paid advisor to check on the academic eligibility of students.

***National Honor Society members are governed by their own Charter. Members must maintain a minimum scholastic standard of 3.5.**

RULES AND REGULATIONS FOR EXTRA CURRICULAR ACTIVITIES

A. Use/Possession of Alcohol, Illegal Drugs/ Paraphernalia or Tobacco

Any student participating in any ECA must refrain from the use/possession of alcohol, illegal drugs and/or drug paraphernalia or tobacco substances.

Failure to Comply:

First Offense: Any participant found in violation for the first offense shall be suspended from all activities until they meet with the substance abuse prevention advisor, activities director and/or administrator to determine the length of suspension.

Second Offense: A participant found in violation a second time, at their current school, will be excluded from the group the remainder of the semester and an outside assessment must be sought before the participant can apply to appear before an appeals board for possible reinstatement into the activity.

Third Offense: A participant found in violation for a third time will immediately lose the privilege of participation in their current activity(ies) – or next activity if not in season – for one calendar year. The violation length may be reduced upon the successful completion of a school pre-approved substance abuse program. A letter of request for reduction stating the reason for the request along with documentation of completion of the program, and a brief summary of the program must be submitted to the principal or designee. A committee formed by the high school principal or designee will review the request.

Any participant seeking help or turning himself/herself into the office of the substance abuse prevention advisor, school counselor or administrator will not be dismissed from the activity as long as they are receiving help on an ongoing basis and making progress. A student can only turn himself/herself in once. The second time will result in being treated as a second offense and dealt with accordingly.

B. Attendance in Class (Day of Performance/Presentation/Event)

A student must be in attendance all day during the day a performance/event is to take place unless he/she has a pre-arranged appointment, a funeral or a school related/recorded absence.

Failure to Comply:

A participant who fails to attend all required classroom sessions on the day of the performance/presentation/event will be withheld from that performance. Extenuating circumstances will be studied immediately.

C. Attendance at Practices and Meetings

Attendance at practice sessions and meetings is necessary to properly prepare participants physically and mentally for performances/presentations/events. All members must attend their scheduled practice or meeting at the times designated by the advisor. *It is foreseeable that there may be situations when it is not possible for a participant to attend due to illness, injury or family commitments.* In such instances, the participant shall make prior arrangements with the advisor for an excused absence. Participants will be excused during regular school vacation periods or when they are taking part in school sponsored or family trips.

Failure to Comply:

A participant who fails to attend a regularly scheduled practice session or meeting during the season and receives an unexcused absence from practice or meeting may be withheld during the next performance or event. If two additional unexcused absences occur, the participant will be excluded from the group for the balance of the season.

D. 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 where a parent makes prior arrangements with the advisor for the student to return home after the event with that student's parent or guardian.*

Failure to Comply:

Any student not returning to the home school with the team or club will be withheld from the next scheduled event unless prior arrangements were made.

E. Care of Equipment and Uniforms

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

Failure to Comply:

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

F. Profanity, Obscenities, Insubordination

Any participant using obscene, vulgar/indecent language or gestures before, during, or after a performance, at practice or in the school setting will face disciplinary action.

Failure to Comply:

Any participant found in violation will be disciplined.

G. Fighting

Fighting on any (home or away) property is unacceptable behavior.

Failure to Comply:

This will result in a suspension from school where appropriate as well as suspension from extra-curricular activities until circumstances are reviewed by an appeals committee.

H. Suspension from School

- Students assigned out-of-school suspension will not attend practices, meetings or performances/ events during the suspension period.
- Students may be required to appear before an appeals committee before they can participate in practices, meetings or performances/events.

I. Attendance at Performances/Events

It is assumed that a student who joins an extra-curricular activity has the obligation to attend all regularly scheduled performances/events (league, District, regional, and/or state).

Failure to Comply:

An unexcused participant will be excused from the group for the remainder of the season and any awards earned will not be received, i.e. school letters, all league special awards, etc.

J. Stealing

Any participant 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, when appropriate, as well as a suspension from extra-curricular activities up to and including the remainder of the season. Students must also appear before an appeals committee before reinstatement.

K. Length of Season

As soon as potential students declare that he/she intends to be a part of any activity, 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 and will be tobacco and drug free throughout the twelve month calendar year.

A student season will be over after he/she participates in his/her last scheduled contest/event and until the advisor releases the athlete from attending practices. Any student found in violation of any sections of this code will be subject to

discipline deemed necessary by an appeals committee. The discipline will be in accordance with the severity of the case and the number of instances.

L. Forgery of Any School Document

Forgery of any school document is illegal.

Failure to Comply:

This may result in immediate dismissal from current activity season. The student may be required to appear before an appeals committee before he/she can join another team, club or activity.

M. Weapons

Students are prohibited from possessing or using 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.

Failure to Comply:

Incompliance with State and Federal Law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

** In organizations such as Student Leadership, all types of instrumental music and chorale (which are academic classes), violators of the aforementioned may remain in class at the discretion of the principal or designee. However, they will not be allowed to perform in public presentations with the group and must accept the academic consequence.*

N. Social Media

Students Must remember when they belong to a school district club, team, or organization they represent not only his/herself but also the group, the school, the community and his/her family. Students are cautioned to use electronic devices, and social media in a manner that is consistent with the philosophy of our Extra-Curricular Activities Code. Students in violation of this Activities Code may face discipline which may include exclusion from participation.

APPEAL PROCESS

A student alleged to have violated any provision of this code shall be advised of the alleged 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. (Parents will have been notified of the violation prior to the date of hearing in compliance with the Lake Orion School District's Student Code of Conduct).
- 2) As soon as possible from date of receiving such request, a hearing will be held. A committee consisting of the building principal or designee, a staff member (not involved with the student) and a faculty member will be designated to hear the appeal.
- 3) All parties, including the affected advisor and the student involved in the incident, will be given an opportunity to be heard and to present relevant information related to the matter.
- 4) The appeal committee will make final determination of the appeal based on their fact finding of in accordance with the Code of Conduct for Extra Curricular Activities. The student his/her advisor, and the parents will be advised in writing of such determination.
- 5) All voting will be done by secret ballot.

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

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 athletic events. All adults and students Kindergarten through 12th grade will pay \$5.00. Pre-school students and younger are admitted without cost.

- **STUDENT ATHLETIC PASS** - \$50 (non-transferable)
Allows admission to all LOHS home contests (not valid at hockey and lacrosse games or OAA, County and MHSAA tournaments).
- **ECONO TICKET** - \$40 (20% discount)
Allows 10 entries to LOHS home contests (not valid at hockey and lacrosse 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.

The OAA schools include:

Avondale	Oak Park
Berkley	Oxford
Birmingham Groves	Pontiac
Bloomfield Hills	Rochester Adams
Clarkston	Royal Oak
Farmington	Southfield
Ferndale	Stoney Creek
Harrison	Troy
Hazel Park	Troy Athens
Lake Orion	West Bloomfield
North Farmington	

PAY TO PARTICIPATE

Lake Orion Schools Athletics Program has a pay to participate policy. High School athletes must pay a \$325 fee, which will cover all sports played by that student within the school year. There is a \$720 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 hockey, lacrosse (boys and girls), powerlifting (boys and girl), water polo (boys and girls) or dance, which are self-funded sports.**

SPORTS OFFERED

Boys' sport teams offer participation opportunities in football, soccer, basketball, wrestling, baseball, golf, tennis, cross-country, 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, swimming and diving, dance and powerlifting. All students are urged 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 or Tobacco

Any student participating in any interscholastic program must refrain from the use/possession of alcohol, illegal drugs or tobacco substances not prescribed to the student by a doctor. Patent medicines do not fall into this category.

Failure to Comply:

Upon offense, the athlete shall be required to meet with the school's substance abuse prevention advisor to discuss the chemical awareness program. The athlete shall not be allowed to play in contests or allowed to practice until permission is granted by the substance abuse prevention advisor, District Athletic Director, and affected coach(es). Additionally, drug screening may be required in order for a suspended athlete to be reinstated.

1. First Offense: Any athlete found in violation for the first time shall be suspended from all athletic competition for ***20% of the scheduled games***. ***The athlete may be required to attend the Chemical Awareness Program sponsored by Lake Orion Community Schools****. If the season ends before the suspension is served, said suspension will be carried into 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 competition for the remainder of the season* and an outside drug/alcohol/tobacco assessment must be sought before the athlete can apply to appear before an appeals board for possible reinstatement.

3. Third Offense: An athlete found in violation a third 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 third offense.

If the violation is drug, alcohol or tobacco 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. In addition, community service will be assigned by the Athletic Director.**

***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.

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 that 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 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.**

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. The seventh and eighth semesters must be consecutive.

G. Academic Eligibility

To be academically eligible to participate in the athletic program, a student must be currently passing **all classes** and earning a 2.0 cumulative grade point average. Each week, on Thursday, the District Athletic Director will receive an electronic grade report on all high school athletes and notify the appropriate coach of ineligible students. This term grade report will be used to determine whether a student-athlete is eligible for competition in the following week.

If a student is maintaining a current 2.0 GPA on a weekly basis, and passing 66.6% of their class load the student will remain eligible until the third such occurrence within a semester or term. The three occurrences need not be in succession.

In addition, the student must receive a 1.66 GPA for the semester **or term** previous to the sport season **in order** to participate. **Athletes must contact the Athletic Office for information on the Window of Opportunity.**

Failure to Comply:

Any participant who fails to meet academic regulations will not be able to compete for one week, not to exceed 10% of the season.

Students, in some instances, may petition for a one-time “**Window of Opportunity**” in order to compete in the program.

The Athletic Director will review circumstances for denial or approval.

This “Window of Opportunity” is not automatic and students must abide by all other eligibility requirements in order to remain on the team.

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 exceeds six (6) absences in a ten week term could face the following consequences.

- Staff member initiated Attendance Referral to the Supervisor
- Parent/student conference with the Supervisor and/or letter documenting excessive absences
- Parking privileges suspended
- Student Disciplinary Contract
- Further medical documentation required
- Loss of credit
- Referral to Youth Assistance and Truancy Officer
- In School Suspension

ADDITIONAL ATTENDANCE GUIDELINES:

Truancy: Truancy is against the law for a student who turns age 11 on or after December 1, 2009 or a child who was 11 before that date and enters grade 6 in 2009 or later. The child Parent or Guardian shall send the child to public school during the entire school year from the age of 6 to the child's eighteenth birthday.

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. Page 68

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

Out-of-School Suspension: Exclusion from the right to attend all scheduled classes and any after school sponsored events 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. Tardies include late arrivals to school.

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
- Written verified 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 Office will call the student’s home the day of each tardy and/or absence.

CONSEQUENCES FOR TARDIES:

- First Tardy = Warning
- Second Tardy = Warning
- Third Tardy = Parent/Guardian email notification
- Fourth Tardy = 30 Minute detention assigned with Parent/Guardian email notification
- Fifth Tardy = 30 Minute detention assigned with Parent/Guardian email notification
- Sixth Tardy = 60 minute detention assigned with Parent/Guardian email notification
- Seventh Tardy = 60 minute detention assigned with Parent/Guardian email notification

Students who receive their eighth (8) or more tardy will see their assigned administrator for disciplinary action. The consequences 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 amount 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 an amount 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. Students who are absent six (6) or more class periods in a term may be withdrawn and not receive credit for that course.
 - B. In cases where a student has had credit removed in three (3) or more classes, he/she shall 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 missed as a result of an absence.
2. Students transferred from one class to another will carry forward all absences from the previous class.
3. The teacher’s class record book will be considered the official record of attendance.

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. Food, beverages, backpacks and duffel bags are strictly prohibited inside the auditorium.

Assemblies are an integral part of the educational program at Learning Options High School. Therefore, attendance is expected.

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. Each student will be assigned a locker for the duration of their time at Lake Orion. They are to be used for books and personal belongings. It is the responsibility of the student to maintain a clean locker interior. 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

Items that have been lost should be reported to the Office as soon as possible. Articles that are found should be turned in to the Office. They will be held for a reasonable length of time, and no longer than one week after school is dismissed for the summer. Items left are donated to an appropriate charitable group.

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 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 aspirin, aspirin substitutes, cough suppressants or other medications and **CANNOT** administer such without written authorization from the doctor.

PARKING REGULATIONS

The parking fee for the 2017-2018 school year will be \$50, with a decrease of \$10 per term. Individual parking spaces will not be assigned, and parking will be in an open format. Students will park on a first come-first serve basis.

1. Sophomores, Juniors and Seniors may purchase a parking pass in the Learning Options Office beginning August 14th. In order to receive a pass, students must present a valid driver's license and registration on the vehicle they intend to drive, along with \$50. This information must be submitted prior to receiving a parking pass valid for the CERC lower lot *only*.

Note: Parking passes are limited and available on a first come-first serve basis.

2. Parking privileges may be revoked at the discretion of administration due to negative behavior or poor grades.
3. Replacement fee for a lost or stolen parking pass is **\$5.00**.
4. **Members of the freshmen class WILL NOT be issued parking passes.**
5. Cars improperly parked, or in the lot without a pass may be towed at the owner's expense or ticketed by the Oakland County Sheriff.
6. **The faculty lot is off limits to students, including but not limited to the parking lots closest to the north and south CERC entrances. Violators will be subject to disciplinary action** – which includes towing.
7. All students must have a valid driver's license and be covered by car insurance. **The School District is not responsible for damages or loss of the automobile or its contents while on school property.**
8. Loitering is prohibited in the lots! Students must have verbal or written permission from a school administrator/designee to be in the parking lot during the school day.
9. Any student driving recklessly or in an unsafe manner or ticketed for speeding on school grounds/property, Stadium Drive, Scripps Road or in any of the "walking student" subdivisions, will lose parking privileges for a minimum of two consecutive grading terms.
10. Student vehicles may be subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
11. Lost or stolen passes must be reported to the office and will be replaced after five (5) school days, while the student attempts to locate his/her pass. After that period of time, a new pass will be issued to the student for a \$5.00 fee.
12. Students with pre-arranged appointments; i.e., doctor appointment, dental appointment, court, etc. may request a parking pass for the day of appointment. Requests must be in writing from the parent. Daily passes will be available in the office and can be picked up the day before the date of appointment. Students with a daily pass must park in their assigned student parking lot and must follow all parking regulations.
13. If a student changes vehicles, they must notify the office to update their information (There is no charge for these changes.)
14. Parking passes must be visible through the windshield of the vehicle. (Ex. hanging on the back of the rearview mirror)
15. Students may not lend, sell, or give their parking pass to another student.

Loss of parking privileges, detention and/or school suspension will result from the following parking infractions:

1. Not having a valid parking permit
 2. Illegally parked vehicle
 3. Parking in faculty, custodian or their non-assigned student parking lots
 4. Possession of lost or stolen parking pass
 5. Selling, purchasing, or transferring of passes
 6. Attendance violations
 7. Receiving a second suspension for any reason
 8. Any violation of Orion's drug/alcohol/smoking policy (using or possession of)
 9. Closed campus violation
 10. Borrowing/sharing another student's parking pass
 11. A traffic ticket (speeding ticket or any moving violation) on school property, Stadium Drive, Scripps Road or in any of the "walking student" subdivisions, will result in the immediate loss of parking privileges
- LOSS OF DRIVING PRIVILEGES FOR FOUR CONSECUTIVE GRADING TERMS for any students cited by authorities for speeding 15 mph or more over the posted speed limit, careless driving, reckless driving, improper passing, disregarding a traffic control device or road rage while driving in any of the aforementioned areas.
 - LOSS OF DRIVING PRIVILEGES FOR NO LESS THAN TWO CONSECUTIVE GRADING TERMS for any student cited for speeding 1-14 mph over the posted speed limit in the aforementioned areas
 - LOSS OF DRIVING PRIVILEGES FOR A MINIMUM OF FOUR CONSECUTIVE GRADING TERMS for any second violation.

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. The documents can be found by going to the following links:

- [http://www.lakeorion.k12.mi.us/userfiles/3/My%20Files/Acceptable%20Use%20-%2018%20and%20Over%20\(2\).pdf?id=512637](http://www.lakeorion.k12.mi.us/userfiles/3/My%20Files/Acceptable%20Use%20-%2018%20and%20Over%20(2).pdf?id=512637)
- <http://www.lakeorion.k12.mi.us/userfiles/3/My%20Files/Acceptable%20Use%20-%20Non-Student%20Users.pdf?id=512641>
- <http://www.lakeorion.k12.mi.us/userfiles/3/My%20Files/Acceptable%20Use%20-%20Under%2018.pdf?id=512639>

TELEPHONES

Cell phones may be used during the school day when the student is not in class or at a school assembly. For school related issues, students' may use the telephone in the attendance office.

TEXTBOOKS

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 advisable for students to write their names on the inside front cover of the books. The books will be collected during the last week of class.

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: parking passes, participation in athletics or other extra-curricular clubs and activities; and, for seniors only, receipt of graduation cap and gown until their outstanding fines are paid.

VISITORS

All visitors **MUST** check in and show identification at the office. 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 3pm).

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 (248-693-5420)**

Ms. Janette Jones—**Counseling-Career Coordinator (248-693-5420)**

YEARLY PLANNING

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
- ___ Continue completing service learning requirements
- ___ Update and revise your four-year plan in course planner and Educational Development Plan
- ___ 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 school representatives that visit LOHS
- ___ Attend the LOHS College Fair
- ___ Take the PSAT in the fall
- ___ 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 four-year plan in course planner

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 1st.
- ___ Consider scheduling an internship or Co-Op experience in your pathway
- ___ See Scholarship information on the LOHS counseling website.

General education students who reach nineteen (19) years of age prior to the start date of the school year cannot attend Learning Options High School and will be referred to Adult Education.

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.lakeorion.k12.mi.us/lohs 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 career center.
- ___ 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 financial aid office of award acceptance or rejection

CAREER RESOURCE CENTER

The Career Resource Center is located off the Commons area at Lake Orion High School. Work permit applications for students under age 18 are available in the Career Resource Center as well as materials with information about vocations, colleges, military service, trade and technical schools, community resources, job shadowing, co-ops, and internships. Work permits are also available in the Learning Options office.

TESTING INFORMATION

PSAT – This test 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.

TESTING INFORMATION – for testing information visit the LOHS counseling website.

The **Michigan Math Prize Competition** is administered to capable math students each fall. Part I of the test is given in October and Part II is given in December.

Advanced Placement (AP) testing is offered to students each spring. These tests provide a chance for students to earn college credit in specific areas.

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!** See Janette Jones in the career Center for military contact information.

SCHEDULING

When planning their academic curriculum, students should:

- a. Create a realistic four-year plan that includes curriculum in their area of interest.
- b. 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 counselors.

Each student is asked to review all scheduling materials thoroughly and consult with his/her counselor on problems or concerns. Once decisions are made, the student will enter the courses into Course Planner. Once submitted online through Course Planner, the course selection sheet must be printed and signed by both student and parent and then turned into the first hour teacher. **Subsequent changes for next year's schedule must be made by June 15th of this year.**

SCHEDULE CHANGES

The Master Schedule is designed to meet student requests for classes. Each class and/or multiple sections of a class offered reflect a “reserved seat” for students. Schedule changes create Master Schedule conflicts and can eliminate choices for students. Therefore, **changes will only be made within the first 3 days of the term, when the following conditions exist:**

1. Incomplete schedules
2. A class which is a repeat of one that the student has earned credit

3. The class is scheduled more than once
4. A class for which the student does not have the prerequisites
5. Graduation Requirements
6. Adjustments made for internships, co-op and dual-enrolled students
7. Doctor's excuse
8. Misplacement in incorrect course level; i.e. computer error

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	Biology	1.0
		Chemistry or Physics	1.0
		Science Elective	0.5
		Science Elective	0.5
Physical Education/Health	1.0	PE	0.5
		Health	0.5
Visual, Performing, and Applied	1.0	Elective Course(s)	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.

- **M-Step:** In order to graduate, all students must complete all segments of the required standardized testing.

EARLY GRADUATION REQUIREMENTS

Seniors may graduate from Learning Options High School one term early if he/she fulfills the following requirements by the end of third term:

- Complete all required coursework/credits.
- Complete all required standardized testing.

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.

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 in the fall. 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 “Counseling”.
2. Many colleges conduct on-site admissions at the high school. Dates for on-site admissions will be posted on the Lake Orion High School website under “Counseling”. Interested students must sign up in advance on “Sign Up Genius” on the LOHS website.
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.

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. **SPECIFIC TO ELEMENTARY & MIDDLE SCHOOL STUDENTS:**
 - Refrain from using cell phones (except in cases of emergency and/or with the permission of the driver)
 - *High School students may use cell phones on busses*
8. 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 (7:00am-3:00pm on Wednesday).
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. Magazines are checked out for a one (1) week period. They may also be renewed.
4. 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.
5. 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.
6. 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.
7. Students may make photocopies. The charge is ten cents (\$.10) per sheet of paper.

8. Students need their student I.D. number to check out materials and equipment.
9. Read-A-Latte' Café is a coffee shop in the The Learning Center that is open before and after school.
10. 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 Co-Op 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 in Internship and Co-Op 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. Applications are available in the office. Completed applications for validation must be returned to the Lake Orion High School Career Center along with documentation of age, such as a student ID, driver's license or birth certificate.

Work permits are validated for all Lake Orion minors during regular business hours at:

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

STUDENT CONDUCT

PREAMBLE: The object of this Code of Student Conduct is to provide a systematic, consistent approach to handling its 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 of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the State of Michigan.

That citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.

That education is one of these citizenship rights.

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 pupil 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.

- a. "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."
- b. "If any school offense is found to be gang related the penalty can be increased up to and including expulsion from school."

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

ACADEMIC MISCONDUCT/PLAGIARISM: (7 points)

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. Those that 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 Modern Language students is strictly prohibited. Academic Misconduct is a disciplinary issue that will result in progressive consequences. A student’s record is cumulative.

- First Offense: Opportunity to redo assignment; disciplinary consequence may range from detention to suspension. Student may be assigned work to understand and prevent future academic misconduct.
- Second Offense (and beyond): Student will be given an academic consequence, such as a “zero” on the assignment; standard disciplinary consequence is one-day suspension with assignment to understand and prevent future academic misconduct.

ALCOHOL/INTOXICATING SUBSTANCES: (16-22 points)

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 – Page 76)

ARSON: (22 points)

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 EXPECTATIONS: (1-8 points)

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

1. Bus 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
- **First Offense:** Parent/Guardian contact, detention, or a lunch detention which may include cleaning of the lunchroom.
 - **Second Offense:** Parent/Guardian contact, detention, or a lunch detention, parent conference, possible removal from the cafeteria until a parent conference.
 - **Third Offense:** Parent/Guardian contact, 1 day of out of school suspension and parent conference, possible removal from the cafeteria until a parent conference.

CELL PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES:

Definition of Personal Technology Device

Personal Technology Devices or “PTD”: Includes, but is not limited to, a user’s own laptop, smartphone, 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: 1 day in school suspension without personal technology device.

- **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.

Discipline Procedure for students violating Student Acceptable Use Agreement:

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 (1-7 demerit points, 1-2 hours of detention assigned)

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 Violations (8-15 demerit points, 1-3 days of Out of School Suspension assigned)

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 Violations (16-22 demerit points, 4-10+ days of Out of School Suspension Assigned)

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).
- 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: (10-22 points)

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

CLOSED CAMPUS: (7 points)

Once a student arrives on school grounds, they 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 expressed purpose of obtaining lunch.

CONTROLLED SUBSTANCES - Consumption or Possession: (16 - 22 points)

Consumption or possession of any controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance 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-see page 83)

CONTROLLED SUBSTANCES - Distribution or Sale: (22 points)

Distributing, selling/delivering or collecting of money for an exchange of a controlled substance, dangerous drug, prescription drug, counterfeit drug or intoxicating substance while on school property or at a school event.

CRIMINAL ACTS:

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:

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., 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: (2 points)

Student will engage in behavior that promotes safety and learning.

- **First Offense:** Parent/Guardian contact and detention.
- **Second Offense:** Parent/Guardian contact and two detentions.
- **Third Offense:** Parent/Guardian contact and 1 day out of school suspension.

DRESS CODE: (1 point)

It is the **policy of the School Board** that building administration shall make the final determination on the appropriateness of dress 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, 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.

As a frame of reference, the following standards shall be in operation:

1. Coats/hats/bandanas may not be worn or carried into classrooms. Backpacks/book bags are only allowed in classrooms at the teacher's discretion.
2. Inappropriate language/signs/symbols worn on clothing shall be prohibited. This shall include, but not be limited to, any message, which expresses profane or obscene language or which makes derogatory comments regarding any race, creed, religion or national origin, and any material which encourages illegal substance use/abuse.
3. Bare midriffs, halter-tops, tube tops, tank tops, cutout backs and other dresses deemed unacceptable by faculty are not acceptable. When wearing sleeveless tops, straps should be at least two inch in width, closely fitted to the arm and shoulder with no undergarments exposed. All shirts, dresses and blouses **MUST** cover to the waist, prohibiting midriff skin from showing while standing.
4. The showing of cleavage is inappropriate, and the wearing of provocative clothing that exposes or highlights breasts and/or buttocks is unacceptable. In addition, pants must not have rips and/or holes which expose the student in an inappropriate manner.
5. The length of shorts and skirts must be mid-thigh length or longer (at least to fingertips).
6. Pants, shorts and skirts must be worn in a manner in which no undergarment, or lack of, is exposed.
7. Pajama tops and/or bottoms, slippers, or any attire deemed by administration to be night wear is not permitted.
8. **Any dress is subject to review by the building administrator or his/her designee.**
9. Dress which distracts attention from school routines or is distracting to others or inhibits the ability of the wearer to behave appropriately is subject to review by the building administrator or his/her designee.
10. Dress which is deemed to be detrimental to the student (i.e. non-prescription sunglasses worn indoors) will be prohibited.
11. Shoes **MUST** be worn at all times.

12. Any class, student sub-population (i.e. senior girls) or group designing or ordering any clothing, hats, etc. for distribution and/or sale, must have prior administrative approval of style and design.

REVISIONS - (passed by the Board of Education June 14, 1995)

The Lake Orion Schools dress code revisions starting in the fall of 1995 **prohibit** the following items:

- a. All gang identifying symbols, chains, and other items determined by the administration to be unsafe, illegal or inappropriate for school.
- b. Inappropriately worn clothing, i.e., pants or shorts worn below the waistline.
- c. Coats, hats and other head covering worn or carried in school during school hours, (except when articles are carried to and from student lockers) without the expressed permission of the administration.

School Board Interpretation: Coats may be worn and hats carried to and from lockers upon entering and leaving school. **Hats and coats must be left in lockers until the end of the school day.**

EXTORTION: (10 points)

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

FALSE ALARMS/BOMB THREATS: (22 points)

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 bomb 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: (8 points)

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

FIREWORKS/PYROTECHNICS: (10 – 22 points)

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

FOOD AND DRINK: (1 point)

All consumables, including food and drink, with the exception of water, are confined to the cafeteria. No food or drinks can be sold or consumed in halls, locker pods or classrooms.

FORGERY (written or verbal): (7points)

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

GANGS - Fraternities, Sororities, Gangs & Secret Organizations:

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: (8-22 points)

Any unwelcome verbal (taunting, name calling, verbal assault, etc.), 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. (See Anti-Harassment Policy, Page 78).

INAPPROPRIATE COMMUNICATIONS: (4 -22 points)

Use of inappropriate language, symbols or gestures by students in verbal 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.

INDECENCY: (1 point)

The act of offending against commonly recognized standards of propriety or good taste. (see Dress Code – Page 62)

INSUBORDINATION/DISRESPECTFUL BEHAVIOR: (4-22 points)

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 (Written/Displayed): (8-22 Points)

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: (8-22 points)

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: (8-22 points)

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

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

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.

- **First Offense:** Parent/Guardian contact, 1-10 day out of school suspension, possible recommendation for long-term suspension or expulsion.
- **Second Offense:** Parent/Guardian contact, 3-10 day out of school suspension, possible recommendation for long term suspension or expulsion.
- **Third Offense:** Parent/Guardian contact, 5-10 day out of school suspension, possible recommendation for long-term suspension or expulsion.

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

NUISANCE ITEMS: (2 points)

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

PARKING: (2 points – loss of parking privileges)

Violation of any school parking policy. (See Parking Policy- Page 43)

PHYSICAL ALTERCATION: (19 – 22 points)

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.

EXCESSIVE PUBLIC DISPLAY OF AFFECTION: (2-7 points)

Prolonged or excessive physical affection.

PUBLICATIONS:

Publication and/or distribution of publications on school property without the expressed authorization of the building principal or his/her designee.

RULES:

Disobedience of school, class, bus or activity rules.

THEFT: (8-22 points)

The act of acquiring the property of another by theft, coercion, fraud or other illegal means.

- **First Offense:** Parent or guardian contact, 1-10 day out-of-school suspension.
- **Second Offense:** Parent or guardian contact, 3-10 day out-of-school suspension.
- **Third Offense:** Parent or guardian contact, 5-10 day out-of-school suspension.

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

TRESPASSING: (2-22 points)

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.

- **First Offense:** Parent/Guardian contact, detention, or 1-10 day out of school suspension.
- **Each Offense after a first offense:** Parent/Guardian contact and 1-10 day out of school suspension.

Note: Students may face prosecution for each offense.

TRUANCY: (4 points) See Attendance/Tardy Policy (Page 36)

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.

- **Each Offense:** Parent/Guardian contact, student will be given an absence, a zero may be assigned for missed class work (teacher discretion), and the student may be subject to trespassing consequences.

UNAUTHORIZED ACCESS: (7 points)

Students are prohibited from gaining unauthorized access to test materials or answer booklets through such behavior as going into teacher files and/or looking through a teacher’s desk.

UNAUTHORIZED ENTRY/AREA: (7 points)

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.

USE OR POSSESSION OF TOBACCO/E-CIGARETTES/HOOKAH, ETC: (16 points)

Neither students nor adults are allowed to use or possess **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.

VANDALISM (Intentional): (8 -22 points)

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

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

VANDALISM (Negligent): (8 points)

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.

VERBAL ALTERCATION: (10 points)

A verbal exchange that causes a threat of an immediate harmful altercation. This may consist of shouting, name-calling, insulting, intimidating, threatening, shaming, demeaning, or derogatory language, among other forms of communication.

WEAPONS/DANGEROUS OBJECTS: (8-22 points)

Weapons: (22 points)

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.

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: (8-22 points)

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.

- **Each offense:** Parent/Guardian contact, 1-10 day out of school suspension; possible recommendation for long-term suspension or expulsion.

OTHER: (1-22 points)

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

DEMERIT SYSTEM

POINTS (per offense)

VIOLATIONS

1	Dress Code
1	Food/Drink
1-22	Cell Phone/Personal Technology Devices
1-22	Technology/Computer Use
2	Parking lot
2	Disruptive Behavior
2	Nuisance Items (laser pointers, etc.)
2-7	Excessive Public Display of Affection
2-22	Trespassing
4	Profanity/obscenity (written, gestured, verbal)
4	Truancy/Skipping
4-22	Inappropriate Communications
4-22	Insubordination/Disrespectful Behavior
7	Academic Misconduct/Plagiarism
7	Closed Campus Violation
7	Forgery (written or verbal)
7	Gross Misbehavior
7	Unauthorized Entry/Area/Access
8	Fire Starting Devices – Possession/Use
8-22	Harassment/Peer Mistreatment (sexual, bullying/cyberbullying, physical)
8-22	Intimidation/Slander (verbal and non-verbal)
8-22	Misconduct
8-22	Possession of Weapon/Dangerous Objects
8-22	Theft
8-22	Vandalism
10	Extortion
10	Fireworks/Pyrotechnics-Possession/Use
10	Verbal Altercation
10-22	Chemical Aerosol Agents
11	Demonstrations/sit-ins/walkouts
16	Tobacco/Vaporizer Possession/Use
16-22	Alcohol/Controlled-Substances/Paraphernalia-Possession/Use
19	Gross insubordination
19-22	Physical Altercations
22	Arson
22	Controlled Substances-Distributing or Selling
22	False Alarms/Threats (Bomb, Death)

POINTS

1-3
4-7
8
9-12
13-15
16-18
19-21
22+

CONSEQUENCES

1 hour detention
2 hour detention
1 day out of school suspension
2 days out of school suspension
3 days out of school suspension
4 days out of school suspension
5 days out of school suspension
10 days out of school suspension

- In the event that a situation occurs that is not listed, the consequence is at the administrator's discretion.
- Students who accumulate 22 points or more during the 20-week semester may be referred to the building principal and/or the Board of Education for possible expulsion, long term suspension, or other means of education. If a student has had a previous hearing at a prior building level (elementary/middle school), the student will receive an immediate review for a possible expulsion. It should be noted that offenses including arson, assault and battery, alcohol, bomb threats, possession of weapon, narcotics, sexual harassment, and use of pyrotechnics are also covered by federal and state laws and may result in expulsion and/or criminal charges being pursued independently of school.
- Students may earn 1 point per semester for exemplary behavior (no discipline referrals to office) or perfect attendance. It is the student's responsibility to present to the administrator the use of those points. The use of these points is exclusively at the discretion of the administrator.
- All points start over at the beginning of each 20-week semester unless deemed necessary by administration.

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:

DETENTIONS, SUSPENSIONS and EXPULSIONS:

An administrator will assign a student the appropriate consequence for rules violations. Consequences may include detentions, 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.

Detention

One (1) detention consists of one hour of time to be served before or after school. Students are responsible for their own transportation, and in most cases the detention will be assigned for Tuesday, Wednesday or Thursday following the discretion. If detention is skipped, students may be suspended from school.

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.

In School Suspension

ISS 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 day 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” on page 68).

Sending a Student Home

Unless the student is an immediate threat to the safety of the school, he/she should remain in school until class is dismissed for the day. 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 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.

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.

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, 2nd and 3rd Offense

The student shall be suspended from school for a period of time:

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

2nd Offense: 10 days out-of-school suspension. The Substance Abuse Prevention Coordinator may provide treatment referral. A recommendation of expulsion from school will 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 shall result in a recommendation to the Board of Education for expulsion from school. The student shall be suspended from school for a period not to exceed ten (10) days pending a hearing by the Board to determine action. This hearing shall be scheduled for its next official meeting, which must occur within ten (10) days from the suspension.

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 will 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.

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, employees, board members, volunteers, and contractors of the District 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.

EMPLOYEES – Discipline imposed upon an employee for violation of this regulation may include warning, written reprimand, transfer, suspension, or dismissal, depending upon the nature and severity of the offense. Procedures and standards of applicable collective bargaining shall be followed. When appropriate, a referral for criminal investigation and prosecution may be made.

A school District employee may be subject to discipline for failure to timely notify an appropriate school official of a possible violation of this regulation which has been observed by or reported to the employee.

VOLUNTEERS and CONTRACTORS – A volunteer or contractor violating this regulation shall be subject to exclusion from school facilities, programs, and activities. The District reserves the right to discontinue any contracted service or commercial relationship with any contractor, vendor, or other service provider found to have violated this regulation. When appropriate, a referral for criminal investigation and prosecution may be made.

BOARD MEMBER – Discipline imposed upon a board member for violating this regulation may include removal from board offices, written notice of censure, or other appropriate action. 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>The Family Educational Rights</i> |
| <i>Lake Orion Community Schools</i> | <i>and Privacy Act Office</i> |
| <i>315 N. Lapeer Street</i> | <i>Department of Health</i> |
| <i>Lake Orion, MI 48362</i> | |

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. 20202, 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.

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