

Middle School Student Handbook 2026-2027

LAKE ORION COMMUNITY SCHOOLS
Middle School Student Handbook

CENTRAL OFFICE ADMINISTRATION

Heidi Mercer, Superintendent
Drew Towlerton, Assistant Superintendent of Teaching and Learning
Sara Leggett, Assistant Superintendent of Educational Access
Andrea Curtis, Assistant Superintendent of Business & Finance
Adam Weldon, Assistant Superintendent of Human Resources
Sara Wendland, Supervisor of Secondary Curriculum
Alisa Orlowski, Supervisor of Elementary Curriculum

LAKE ORION SCHOOL BOARD MEMBERS

Danielle Bresett
Heather Sinawi
Jake Singer
Susan Flaherty
Birgit McQuiston
Scott Taylor
Jeff Faber

LAKE ORION MIDDLE SCHOOLS		
Oakview 917 Lake George Rd. Oakland Twp., MI 48363 248-693-0321	**Scripps** 385 E. Scripps Rd. Lake Orion, MI 48360 248-693-5440	**Waldon** 2509 Waldon Road Lake Orion, MI 48360 248-391-1100

MIDDLE SCHOOL STUDENT HANDBOOK
2026-2027
TABLE OF CONTENTS

FORWARD 7
MISSION 7
EQUAL EDUCATION OPPORTUNITY 8
PARENT INVOLVEMENT 8

1.0 HOME SCHOOL COMMUNICATIONS
1.1 School to Home 9
1.2 Home to School 9
1.3 Parent Team 9
1.4 Parent-Teacher Conferences 9
1.5 Voice mail and email 10
1.6 Annual Report 10

2.0 ACADEMICS AND CO-CURRICULAR PROGRAMS 10
2.1 Curriculum 10
2.1.1 Sexuality Education 11
2.1.2 Instructional Materials 11
2.2 Schedules 11
2.3 Student Planner 11
2.4 Homework and Assignments 11
2.5 Grading 12
2.5.1 Grading Standard Guidelines 12
2.5.2 Incomplete Grades 12
2.5.3 Academic Updates 12
2.5.4 Report Cards 13
2.6 Promotion Policy 13
2.7 Academic Standards 14
2.8 Honor Roll 14
2.9 Field Trips 15
2.10 Extracurricular Activities 15
2.10.1 Athletics 15
2.10.2 Pay to Participate 22
2.10.3 Spectators 23
2.10.4 Sponsored Clubs and Activities 23
2.10.5 Non-Sponsored Clubs and Activities 24
2.10.6 Dances/Friends and Fun Night 24

3.0 ATTENDANCE 24
3.1 Philosophy 24
3.2 Policy 25
3.3 Attendance Terms - Defined 25
3.4 Make Up School Work Guidelines 26
3.5 Reporting Absences 27
3.5.1 Advanced Excuses/Extended Absences 27
3.5.2 Early Departure 27
3.6 Tardiness 27

3.6.1 Tardiness – Late Arrival 27
3.6.2 Tardiness – To Class/Activity 28
3.7 Homebound Service 28
4.0 STUDENT CONDUCT 28
4.1 General Information 28
4.2 Conflict Resolution 29
4.3 Discipline Plan 29
4.4 Wireless Devices 32
4.5 Suspension Clarifications
4.51 Alcoholic Beverages 33
4.52 Arson 33
4.53 Buying, Selling, Trading, Soliciting 33
4.54 Chemical Sprays and Agents 33
4.55 Controlled Substances – Consumption or 33
4.56 Possession
4.57 Use or Possession of Tobacco/E- 33
Cigarettes/Hookah, ETC.
Furnishing or Sale 33
4.58 Criminal Acts 33
4.59 Display of Affection 33
4.60 Explosives 34
4.61 Extortion 34
4.62 False Fire Alarms 34
4.63 Fighting 34
4.64 Forgery 34
4.65 Gangs, Fraternities, Sororities, Organizations 34
4.66 Bullying/Cyberbullying and Other Aggressive 34
Behavior Toward Students
4.67 Indecency 39
4.68 Insubordination 39
4.69 Inappropriate Communication 39
4.70 Non-School Materials 39
4.71 Off-Limits Areas 39
4.72 Food Deliveries 39
4.82 Other 39
4.83 Electronic Devices 39
4.84 Wireless Communication Device 39
4.85 Possession or Using Weapons 39
4.86 Publications 40
4.87 Recurring Misbehavior 40
4.88 Rules 40
4.89 Smoking, Tobacco and Nicotine 40
4.90 Stealing 40
4.91 Truancy 40
4.92 Student Technology Acceptable Use Policy 40

4.93 Vandalism – Intentional 41
4.94 Vandalism – Unintentional 41
4.95 Vulgarity, Obscenities or Pornographic Materials 41

5.0 STUDENT DRESS 41

6.0 TRANSPORTATION 42

6.1 Bus Transportation 42
6.2 Bus Stop Supervision 44
6.3 Walkers 44
6.4 Bikes 44

7.0 SCHOOL FACILITIES 45

7.1 Counseling Office 45
7.1.1 Student Records 45
7.1.2 Student Emergency Card 45
7.1.3 Medication 45
7.1.4 Health Concerns 46
7.1.5 Immunizations 46
7.2 Media Center 46
7.3 Lost and Found 46

8.0 GENERAL INFORMATION 47

8.1 Lockers 47
8.2 Search and Seizure 47
8.3 Hall Passes 48
8.4 Telephones 48
8.5 Visitors 48
8.6 Books, Supplies & Fines 48
8.7 Non-School Materials 48
8.8 Emergency School Closings 48
8.9 Miscellaneous 49
8.9.1 Moving 49
8.9.2 Work Permit Applications 49
8.9.3 Fund Raising Activities 49
8.9.4 Glass Bottles 49
8.9.5 Identification Cards 49
8.9.6 Fire and Tornado Drills 49
8.9.7 Injury and Illness 50
8.9.8 Homebound Instruction 50
8.9.9 Student Demonstrations 50

8.10 Enrolling in School 50
8.11 Directory Information 51
8.12 Scheduling and Assignment 52
8.13 Transfer Out of District 52
8.14 Withdrawal from School 52

9.0 STUDENT CODE OF CONDUCT 52

9.1 Student Bill of Rights and Responsibilities 52
9.2 Code of Conduct Corrective Action 54
9.3 K-12 Substance Abuse 55
9.4 Weapons and Weapon Free School Zone Policy 56
9.5 Fraternities, Sororities, Gangs, (etc.) 59
9.6 Harassment and Intimidation 60
9.7 Short Term Suspension and Appeal Procedures 61
9.7.1 Emergency Removal 61
9.7.2 Teacher Initiated Suspension 62
9.7.3 Short-Term Suspension 62
9.7.4 Long-Term Suspension and Expulsion 63
9.7.5 Prior School System Misconduct 65
9.8 Disabled Students 65
9.9 Student's Record 65
9.10 Waiver 65
9.11 Corporal Punishment 65
9.12 Lake Orion Community Schools Policies for the Acceptable use of any Technology Resources include Personal Technology Devices 65

10.0 LEGAL INFORMATION 70

Legal Basis for School Attendance 70
Family Educational Rights and Privacy Act of 1974 71
Other Laws Affecting Education 72
Compliant and Compliance Procedures for 73
Title VI- Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973
Lake Orion Discipline Policy Regarding PA 102 and 104 75
Snap Suspensions 75
Individuals with Disabilities 76
Limited English Proficiency 76
Free and Reduced Lunch Program 76
Casual Contact Communicable Diseases 77
Control of NonCasual-Contact Communicable Diseases 77
Career and Technical Education 78
NCAA Division I Eligibility 79
Drug Free Workplace 79
Asbestos Notification 79
Pesticide Notification 79

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of April 28th, 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

District Mission Statement

Empowering the Dragon community to achieve excellence

Belief Statements

We believe…

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

Desirable Broad Student Outcomes

A Lake Orion student will be…

1. A person capable of learning over a lifetime.
2. A person capable of applying knowledge in diverse situations.
3. A person who makes decisions for successful living.
4. A caring, sensitive and flexible human being.
5. A creative and innovative person.
6. A person able to communicate effectively in written and spoken language.
7. A competent and productive participant in society.

EQUAL EDUCATION OPPORTUNITY

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

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

Adam Weldon
Assistant Superintendent of Human Resources
248-693-5400

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

District Parent and Family Engagement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians by placing a copy of the plan in its student handbook or similar publications.

1.0 HOME-SCHOOL COMMUNICATION

1.1 SCHOOL TO HOME

Open communication between the school and home is an essential component of effective education. Parents will receive regularly scheduled communication in the form of:

1. District Newsletters
2. Middle School Newsletters
3. Calendar(s)
4. ParentSquare

Communication related to student achievement may be in the form of progress reports, academic updates and report cards.

Progress reports are issued by request only. These reports will be generated by the teachers and sent home with students at the one-fourth and three-fourth mark of a grading period. Please notify your child's counselor if you would like to receive these reports. Updates are given to students at the mid-point of each marking period. Updates may include positive comments as well as areas for improvement. Depending on your child's status, the update may or may not include information from each of your child's classes. This, again, depends on the individual status of your child.

Report cards are issued at the end of each semester. Report cards will be available in PowerSchool one week after the end of the semester. In certain situations, they may be distributed directly to parents.

1.2 HOME TO SCHOOL

Please feel free to call the school when you have a question or concern about your child. To provide the most accurate information as quickly as possible, please use the following guidelines to direct your calls.

1. For general information, activities, and assignment information, check the school website (www.lakeorionschools.org) or PowerSchool.
2. For questions regarding classroom issues, homework and individual grades, please contact the teacher.
3. For questions concerning schedules, M-STEP, standardized testing, social, and personal issues, tutoring and student evaluations for special education, please contact the **counseling office.**
4. For other questions and concerns, please call the main office.

1.3 PARENT TEAM

An active and supportive parent team exists at our Middle Schools. All parents are welcome to attend meetings which are held monthly. Please see the school calendar or follow instructions under Section 1.2 for dates and times of meetings.

1.4 PARENT-TEACHER CONFERENCES

Conferences are held twice during the year. Parents are encouraged to attend these sessions to gain and share information which will benefit their child. Dates and times will be published.

1.5 VOICE MAIL AND EMAIL
Before and after school hours, the middle school is automatically connected to voice mail. During the day, you must call the main number and ask to be connected to the voice mail system.

1.6 ANNUAL REPORT
As part of our continued school improvement effort, an annual report is published at the conclusion of the school year. The report offers a reflection of school life related to curriculum achievements, attendance, test scores, parent involvement and accreditation status. The Annual Report is available each fall at our Curriculum Night. We invite you to read our report and welcome your reactions.

2.0 ACADEMICS AND CO-CURRICULAR PROGRAMS

2.1 CURRICULUM
GRADE 6: All sixth graders take STAR, Language Arts, Math, Social Studies, and Science. Also required is an exploratory rotation of Physical Education, Art, Technology & Computer Science for the Fundamental Learner, Discovering Solutions through Engineering and Technology. In addition, students will have a choice of one year-long course or two semester-long courses.

GRADE 7: All seventh graders take STAR, Language Arts, Math, Social Studies, and Science. Also required is an exploratory rotation of Physical Education, Art, Technology & Computer Science for the Digital Citizen, Civic Life. In addition, students will have a choice of one year-long course or two semester-long courses.

GRADE 8: All eighth graders take STAR, Language Arts, Science, American History, Math, and Technology & Computer Science for the Empowered Learner (1 semester). In addition, students will be able to take one year-long and a semester-long course or three semester-long courses.

2.1.1 SEXUALITY EDUCATION
The Lake Orion Community Schools Board of Education has established a program of instruction, which includes sexuality education, HIV/ AIDS and other serious communicable disease prevention education. An outline for the units of study in each of the above content area(s) can be obtained from your students' school.

According to Michigan law, you have the right to review the materials and curriculum content to be used in sexuality education, HIV/AIDS and other serious communicable disease prevention education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, please contact the schools where your child attends to arrange a time for your review. You also have the right to observe instruction in your child's classroom. If you wish to do this, please call the school to make arrangements.

This statute allows you to excuse your child from participation in the classes that include sexuality education, HIV/AIDS and other serious communicable disease prevention education if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send a written notice signed to the principal of your child's school.

2.1.2 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 materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

2.2 SCHEDULES

Students may not make changes in their current schedule without consent of their counselor and parent/guardian. No schedule changes will be made the first week of school. All schedule changes **must** be made by the end of the third week of school. Changes will only be made when the following conditions exist:

1. Incomplete schedules.
2. Class duplication on schedule.
3. Class for which student does not have a teacher recommendation or pre-requisite.
4. Computer error(s).
5. Doctor's recommendation.
6. Emergencies (as determined by school officials).

2.3 STUDENT PLANNER

Planners may be provided to all 6th grade students at the beginning of the school year. If available, replacement copies may be purchased for $5.00 from the Counseling Office.

2.4 HOMEWORK AND ASSIGNMENTS

We believe that a parent's involvement and encouragement with his/her child's homework is an important aspect of academic success. Expect your child to have homework regularly.

- Daily homework assignments should represent reasonable effort on the part of the student.
- The copying of someone else's work is never permitted.
- A quiz or test should represent the student's own work and must be completed during the testing period.
- Plagiarism, or the use of purchased or borrowed materials or documents, is prohibited. The basic guideline is that a student turns in his/her own work.
- Students are prohibited from gaining unauthorized access to test materials or providing unauthorized materials to others.

Suggestions for successful completion of homework:

Students:

1. Use of a planner.
2. Complete assignments on time.
3. Ask for clarification and assistance.
4. Secure all resources and materials necessary for the assignment.
5. Make arrangements to make up missing assignments.
6. Do your best at all times!

Parents/Guardians:

1. Encourage use of a planner and periodically review its contents.
2. Provide a well-lighted study environment free from distraction.
3. Work with your student to set a regular time for doing homework assignments.
4. Assist your student as needed with materials.
5. Reinforce that homework is the responsibility of your child.
6. Communicate questions or concerns to the teachers.
7. Take an active interest in your child's endeavors and provide encouragement and praise.

2.5 GRADING

2.5.1 GRADING STANDARD GUIDELINES

Students at LOCS middle schools will be utilizing a 4 point grading scale. If at any time families would like to equate their child's overall performance to a traditional letter grade, use the Lake Orion High School grade point average (GPA) scale below. Using this 4 point scale will work well with our standards based grading system, while preparing our students to be aware of the importance of their GPA once they get to LOHS. As we continue to work at ways to better prepare our students for high school, helping them understand their GPA is critical.

Middle School Standards Based Grading Proficiency Scale

Proficient	**4.0**
Proficient	**3.5**
Progressing	**3.0**
Progressing	**2.5**
Basic	**2.0**
Basic	**1.5**
Area of Concern	**1.0**
Insufficient Evidence	**0.5**
No Evidence	**0**

2.5.2 INCOMPLETE GRADES

In the event of extenuating circumstances, a student, at the discretion of the teacher, may be assigned an "I" (incomplete) as a temporary marking period grade. All overdue work must be completed within the first two (2) weeks of the next marking period. If the work is not completed, the student's grade for those incomplete assignments(s) will become an "E." At that point, a new marking period grade will be determined by the teacher.

2.5.3 ACADEMIC UPDATES

At the midpoint of each marking period, parent(s)/guardian(s) of students who are in danger of failing will be notified. Any questions concerning the student's successful completion of the course should be discussed with the teacher.

2.5.4 REPORT CARDS

Report cards are issued within one week after the end of each semester. Students will receive comments based on appropriate or inappropriate behaviors outlined below.

High School Credit Courses:
Successful completion of World Language or Algebra I grants high school credit. The grade earned at the end of second semester is reported to students' high school transcript. This grade does not factor into students' high school GPA but is recorded on their transcript to demonstrate that credit has been earned. The final examinations for students taking a class for high school credit will account for 20% of a student's final grade.

Appropriate Classroom Behavior

- Classroom participation
- On time and prepared for class
- Completes assignments on time
- Respectful towards peers and adults
- Follows classroom rules and teacher expectations
- Sets a positive example

Inappropriate Classroom Behavior

- Not prepared for class/missing work
- Tardy for class
- Interrupts learning environment of peers
- Interrupts classroom teaching time
- Inappropriate behavior
- Insubordination
- Disrespectful towards others and/or classroom environment

2.6 PROMOTION POLICY

Lake Orion Community Schools recognizes that the educational, social, personal, and physical growth of young adolescents will vary and that they should be placed in the educational setting most appropriate for their needs. The professional staff should make every reasonable effort to identify and assist the student to remediate his/her difficulties, and to communicate concerns with his/her parents.

Promotion and retention of a student shall be determined by each student's academic achievement, with consideration being given to social development, maturation, and attendance.

For a middle school student to be promoted to the next grade, the student must:

8th Grade:

- Earn a passing grade in both semesters for each core class.
- Earn a passing grade in 3 of 4 semesters for non-core classes.

Core Classes = Math, Social Studies, Science, and Language Arts

6th and 7th Grade:

- Earn a passing grade in both semesters for each core class.
- Earn a passing grade in 4 of 6 non-core classes.

Core Classes = Math, Social Studies, Science, and Language Arts

Students taking a class for high school credit (high school World Language or Algebra I) must pass both semesters to receive credit.

Promotion/Retention Procedures:
Students who do not meet the standards of the promotion policy will be evaluated for retention or other intervention strategies. A remediation plan will be developed.

Evaluation Process:
Team teachers and the student's counselors will evaluate and make a recommendation to the school administrator based on a standardized evaluation tool and questionnaire. The administrator will then decide upon an intervention plan, and counselors will present the plan to parents/guardians.

The principal may also waive the above requirements.

Appeal Procedures:
When a student is retained, the student's parent/guardian may appeal the retention in writing within ten (10) days of the last day of the school year. Said appeal must be made to the building principal. If the principal's decision is considered unsatisfactory by the parent/guardian, they may appeal to the Assistant Superintendent for Curriculum and Instruction. Said appeal must be made in writing and within ten (10) days following the decision by the principal.

2.7 ACADEMIC STANDARDS

Academic misconduct is defined as inappropriate student action concerning academic requirements. This may include cheating, plagiarism, illegal copying, or other behavior which does not represent the student's own work. Academic misconduct includes work-related assignments completed both in and out of the classroom.

Students who violate the academic misconduct policy will be subject to disciplinary action by the building administrator and/or teacher. This action will be discretionary and may result in suspension.

2.8 HONOR ROLL

Academic success is a goal that we hope every student will strive to achieve. Those students who attain a high level of achievement will be placed on the Honor Roll. To be eligible for the Honor Roll, a student must have a 3.5 GPA on his/her report card. The Honor Roll will be determined for each semester.

2.9 FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

a. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.
b. Arouse new interests among students.
c. Help students relate school experiences to the reality of the world outside of school.
d. Bring the resources of the community – natural, artistic, industrial, commercial, governmental, educational – within the student's learning experience.
e. Afford students the opportunity to study real things and real processes in their actual

environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from building premises, which is under the supervision of a professional staff member and an integral part of a course of study. Excursions to other District facilities for educational experiences are not considered field trips (nature center, pool).

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

All Non-District employees shall be subject to a background check and/or fingerprints prior to chaperoning a field trip. Approval will be granted on a yearly basis.

The Superintendent shall approve all field trips. All out-of-state trips require Board approval.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

M.C.L.A. 380.1282

2.10 EXTRACURRICULAR ACTIVITIES

2.10.1 ATHLETICS

S
a ***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 above reproach. Accordingly, students who participate in athletics are reminded that Lake Orion at

- 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 makes 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 may result in an immediate expulsion from the athletic program. All such reported incidents will be reviewed by the* ***District Athletic Director*** *(or Middle School building 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

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:

1. **First Offense:** Any athlete found in violation for the first time shall be suspended from all athletic competition for ***not more than 20% of the scheduled games. The athlete will 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 the next sports season.

*****The athlete shall be required to meet with the school's substance abuse coordinator (SAC) to discuss the program. The athlete shall not be allowed to play in contests or allowed to practice until permission is granted by the SAC, District Athletic Director, Principal or designee and affected coach.

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 principal or designee. The letter should contain the following elements: 1) reasons for the request, 2) a brief but concise summary of the substance abuse program and 3) documentation verifying completion of the program.

Any athlete seeking help, who turns himself/herself into the District Athletic Director, coach, substance abuse coordinator or administrator, will not be dismissed from the team provided that he/she is making progress while receiving assistance on an ongoing basis*

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

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 **(4 hours @ high school, 6 hours @ middle 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
Attendance at practice sessions is necessary to properly prepare athletes physically and mentally for competition. All team members must attend their scheduled practices at the times designated by the coach. Situations such as illness, injury or required school or family trips may make attendance at practice 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 practices during regularly scheduled school vacation periods or when taking part in school sponsored or family trips.

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. Team Travel
When two-way transportation is provided, any student traveling to an away contest as a member of a team on school owned vehicles, chartered modes of transportation or other approved transportation shall return to the home school on the same vehicle after the contest 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.

E. 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.

F. 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.

G. 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.

H. 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, affected coach(es) and principal or designee** shall meet to review the circumstances and make a decision as to the length of suspension.

I. Suspension from School
Athletes suspended from school will not attend practices or games during the suspension period.

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.

J. 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, 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.

K. Stealing
Any athlete found stealing school 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 an appeals committee before reinstatement into the athletic program.

L. 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.

A student athlete's season will be over after he/she competes in his/her last scheduled competition, and until coach releases athlete from attending practices.

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

M. Forgery of Any School Document

Failure to Comply:
This will result in immediate dismissal from current sports season. **Athletic director, athlete, parent or guardian, affected coach(es) and principal or designee shall** meet to review circumstances of situation and make a decision as to length of suspension**.**

SECTION II

All Michigan High School Athletic Association Eligibility requirements must also be met in order for participation in Lake Orion Schools' athletic program which includes all middle school athletics.

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. Academic Eligibility
To be academically eligible to participate in the athletic program, a student must be currently passing **all six (6) classes (middle school)**.

Each week, on Thursday, the athlete must deliver to each classroom teacher an eligibility card to receive a cumulative grade during the marking period. The top copy will be submitted to the coach by Friday for students to be eligible for competition the following week.

Middle school students will also be given a conduct grade. If the student receives 2 UA's during the week, he/she is ineligible for the following week. **It is the student-athlete's responsibility to turn in his/her weekly eligibility updates on conduct performance**.

If a student is failing one (1) or more classes (receiving a 0.0) or has two (2) classes with a 1.0, the student will not be eligible to compete in any athletic contest(s) for the following week. Students may participate in practice for an athletic program if a meeting takes place with the Athletic Director and the student also shows evidence of attempted remediation through tutoring or participation in a study table. If after the third time a 0.0 or two 1.0's occur, and there is not

evidence of attempted remediation through tutoring or participation in a study table, the student will not be eligible to participate in contests for the remainder of that season.

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. Athlete must miss contests in the beginning of week.

F. Written Consent
Both the student and parent must sign the student commitment form and return it to the main 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. 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 rule shall apply to the following sports: baseball, basketball, bowling, cheerleading, cross-country, football, golf, ice hockey, 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 athletic director. (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, the athletic director, two (2) members of the coaching staff not involved with the student, and a faculty member will be designated to hear the appeal.

3. 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.

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 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 and subsequently to the board of education.

2.10.2 PAY TO PARTICIPATE

As a result of decreased state funding, Lake Orion Community Schools has adopted a pay to participate program for athletics to help underwrite the increasing cost to operate programs for students.

Under this program, a high school athlete will be assessed a fee of $335, while middle school athletes will pay $260. **This is a one-time fee and covers the entire school year.** It allows students to participate in one or more athletic seasons. In addition, there is a maximum fee of $745 per family for all in-district athletics. Payment of the fee will not be due until one week after the team has been selected. There is no fee to try-out for any team.

In an effort to promote accurate recordkeeping, an athlete may not participate in a scrimmage or contest until a "pay to participate contract" is completed and the fee has been paid. Contracts will not be accepted unless the signatures of both the parent and athlete are affixed to the document. Credit card payment can be made through FinalForms or Payschools Central. Checks and money orders made payable to Lake Orion Community Schools will be accepted in the main office.

A reduction in the pay to participate fee for athletics is available to students and parents with financial hardship. In order to be considered for these reductions, interested parties must apply in writing to:

Athletic Director
c/o Lake Orion High School
495 E. Scripps Road
Lake Orion, MI 48360

All requests will remain confidential.

Please understand that this participation fee does not guarantee playing time for athletes. Nor does it imply that the fee payer will have influence on any matters relative to the function of the athletic department. Student athletes will continue to follow the Lake Orion Athletic Code and Michigan High School Athletic Association guidelines and regulations with regards to eligibility. A minimum number of participants are necessary for programs to be sustained.

Only in the event that an athlete suffers a season-ending injury prior to the mid-point of the "first season of competition," will a refund be considered. Requests for refunds should be made in writing to the Athletic Director and be accompanied by a letter from the authorizing physician.

2.10.3 SPECTATORS

Spectators at athletic events as well as players reflect the character of the school. Generally, a school is rated on the basis of the way its spectators behave. The following points should guide student actions at athletic events:

1. Cheer good plays and display good sportsmanship.
2. Be considerate of other spectators and team participants.
3. Cooperate with the cheerleaders.
4. Refrain from booing and rude remarks. Discourage others from doing the same.
5. Support your team whether they are winning or losing. Let them know that you are always proud of them.
6. All school policies are in effect while you are attending any athletic event whether the activity takes place on school property or elsewhere.

2.10.4 SCHOOL SPONSORED CLUBS AND ACTIVITIES

Lake Orion Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: National Junior Honors Society, Student Council.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Extracurricular activities include: GAP clubs, Rainbow Alliance, Cultural Outreach, Running Club, Dungeons and Dragons, Computer Club, etc.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

2.10.5 NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted (refer to section 9.5).

Only district-sponsored organization may use the name of the school or school mascot.

2.10.6 DANCES/FRIENDS AND FUN NIGHTS

Dances are scheduled throughout the school year and are for students of the middle school where the student attends only. The following regulations will apply at all dances and Friends and Fun Nights:

1. Hours for the events are approved by the administration.
2. **STUDENTS WILL NOT BE READMITTED AFTER THEY LEAVE THE DANCE.** Students should plan to arrive at the start of the activity or event.
3. Students may be released early upon parent request and an administrator's approval.
4. Students must be currently enrolled at the middle school where the dance is to be held to be admitted to the event. Student ID cards may be requested for entry.
5. Appropriate dress is required.
6. Administrators may prohibit a student(s) from attending an event for violation of school rules.
7. Chaperones or school administrators may remove any person from the activities for violating any policy/rule. All Lake Orion Board of Education policies and middle school rules are in effect for the events.
8. The cost of admission to the event is determined by the sponsor.
9. Students must be in attendance all day on the day of the event.
10. Any exception to the above rules must be approved by the administrators.

3.0 ATTENDANCE

3.1 PHILOSOPHY

Attendance is the primary responsibility of parent(s)/guardian(s) and students, with students accepting more responsibility for themselves and their actions as they grow older. Education is the primary responsibility of schools. The educational process concerns itself directly with critical thinking and the sharing of ideas, facts, and concepts. Another important component deals with the attainment of habits which will be beneficial to the individual student for the duration of his/her life. Therefore, the school views regular attendance as crucial and willingly works with parents/guardians and students to foster prompt, regular attendance.

3.2 POLICY

Regular school attendance is consistent with the provisions of Michigan law and policies of the State Board of Education. Research has shown attendance correlates highly with academic achievement and helps develop personal responsibility. Extensive absenteeism keeps a student from taking full advantage of educational opportunities. Excessive absenteeism is not only detrimental to the absent student but also disrupts the education of those students who regularly attend class. Every student has the opportunity to contribute to the total learning process of all persons in the classroom. The process by which we learn how others think and what they believe is lost to the student who is excessively absent, and he/she in turn deprives

others of the value of his/her own contributions. Additionally, research has shown a direct correlation between absenteeism and a high probability of eventual school drop-out.

The following definitions and guidelines have been developed in an endeavor to foster positive personal attendance habits on the part of students and to encourage a positive, cooperative attitude on the part of parents/guardians towards the importance of regular school attendance.

NOTE: Due to differences in programs, student age and maturity, attendance regulations will vary from kindergarten through grade twelve. Specific school building administrators will make this information available to parents/guardians at the beginning of each school year and will ensure the maintenance of accurate attendance records and communication with parents/guardians regarding attendance problems by phone or letter. **The school will mail a letter regarding attendance if a student has reached 5, 10, 15, or 20 days absent during the school year. This letter is mailed regardless of the reason the student has been absent (illness, etc.) Excessive absenteeism (absent beyond 10% of the days possible) may be referred to the Oakland County Truancy Officer.**
Excessive attendance issues may be referred to the Oakland County Truancy Officer.

3.3 ATTENDANCE TERMS – DEFINED

Absence: Not Present

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

    a. Illness: Absence due to serious or chronic illness as confirmed by a doctor's statement may be considered an exempt absence at the discretion of the building administrator.

    b. Medical appointment as confirmed by doctors' statement.

    c. Funeral

    d. Legal requirement

    e. Family emergency

2) **UNEXCUSED ABSENCES:**

    2A. REPORTED ABSENCE (RA): An absence reported by parents/guardians but not qualifying as an excused absence. Examples include, but are not limited to:
    1. Illness without confirmation by a doctor's statement
    2. Medical appointment without a doctor's statement
    3. Transportation issues

    2B. UNEXCUSED ABSENCE (UA): An absence other than excused or reported by parents/guardians, but are not limited to:
    1. Skipping/Truancy: the willful absence from scheduled classes/activities without parent/guardian consent and/or administrative approval.

2. Unreported absences

3. Leaving school without permission

4. EARLY DEPARTURE: Absence from school prior to the scheduled end of the school day.

5. EXPULSION: Long-term exclusion from the right to be present on school premises.

6. SUSPENSION: Short-term (1 to 10 days) exclusion from the right to attend scheduled school classes/activities.

a. **IN-SCHOOL SUSPENSION:** Required presence in the school suspension setting, outside of scheduled classes, during specified hours for a particular number of days.

b. **OUT-OF-SCHOOL SUSPENSION:** Exclusion from the school setting during normal school hours for a specific number of days.

7. TARDY: Arriving at a scheduled location behind time.

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

3.4 MAKE-UP SCHOOL WORK GUIDELINES

Students with **excused absences** shall be allowed to make up course work for the purpose of receiving a grade. Students shall have the number of days absent, plus one, to make up any course work. Work made up by a student with excused absences will receive full credit. You may request work for your student if he/she will be out of school for more than one (1) day. Please contact the counseling office by 10:00 a.m. Work and textbooks will be gathered and made available for pick-up within 24 hours after the request.
NOTE: Under unusual circumstances with the approval of the building administrator, time lines may be adjusted.

3.5 REPORTING ABSENCES

If an absence is necessary, please call the school. Please state the reason for the absence, date of absence, spell first and last name of student, and state the student's grade. This procedure reports the student's absence. **Notification must be received within 24 hours to report the absence.**

3.5.1 ADVANCED EXCUSES/EXTENDED ABSENCES

Extended absences are strongly discouraged; however, a student may be granted an advanced excused absence when the parents/guardians feels it is necessary and no other arrangements can be made. **An "Advanced Excuse Form" should be picked up from the office at least**

two (2) weeks ahead of time to allow the parents/guardians to complete and return the "Advanced Excuse Form" and no later than one (1) week prior to the absence(s).

Advanced assignments may be requested by the student/parent/guardian through the counseling office. Teachers may stipulate that assignments be completed following the absence. Please allow three (3) to five (5) days notice for your request to be processed.

NOTE: All above absences shall be counted as days missed in the attendance program.

3.5.2 EARLY DEPARTURE FROM SCHOOL

Any student leaving the building for any reason during school hours is required to have a parent(s)/guardian(s) notify the main office with a written note or a phone call prior to the departure time of the following:

1. Reason for leaving early
2. Time of departure
3. Name of person picking student up
4. Signature of parent(s)/guardian(s)
5. Phone number by which parent(s)/guardian(s) may be contacted.

Upon arrival of the parent/guardian in the main office, the student's classroom teacher will be contacted from the main office to send the student to the main office for dismissal with a parent/guardian. Students are to wait in the classroom until the office has called for dismissal.

No student should leave the building without permission from the main office or the counseling office personnel.

3.6 TARDINESS

3.6.1 TARDINESS - LATE ARRIVALS

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

Students arriving late to school **MUST** report to the main office immediately. The main office must receive notification from the parent(s)/guardian(s) to excuse the tardy.

Students who have received three (3) or more unexcused tardies to school or class in a marking period will be subject to progressive discipline. This may include parent(s)/guardian(s) contact, parent(s)/guardian(s) conferences, detention, and/or suspension from school.

3.6.2 TARDINESS - CLASS/ACTIVITY

1. A tardiness of more than 50% of the class period is considered an absence.
2. A continued pattern of tardiness may jeopardize any possible attendance awards.
3. Students may receive a detention on the third unexcused tardy to class in a marking period.

3.7 Homebound Services

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

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

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

4.0 STUDENT CONDUCT

4.1 GENERAL INFORMATION

Students are expected to behave properly at all times, this includes remote and virtual settings. Any misbehavior that is disruptive to the instructional atmosphere or school operation will justify disciplinary action. Students are responsible for their own behavior and are expected to demonstrate respect for the rules, fellow students, teachers, administration, and staff.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,

2. advertises any product or service not permitted to minors by law,

3. intends to be insulting or harassing,

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and

substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

4.2 CONFLICT RESOLUTION

Conflict resolution is a voluntary process which helps students reach mutually agreed upon, workable solutions. It does not replace disciplinary action or deal with problems that are in violation of school rules.

Students may refer themselves or others for mediation by signing up in the counseling office. Students may also be referred by teachers, counselors, or administrators.

4.3 DISCIPLINE PLAN

Respect for self, others and property is an important component of what is expected of student behavior. The following discipline program is a guideline for consequences which can be assigned if students make inappropriate choices in an in-person or remote/virtual learning environment.

Administration will consider the following factors before excluding, suspending or expelling a student including:
• The student's age,
• The student's disciplinary history,
• Whether the student has a disability (NOTE: current law already requires that, if there is reasonable cause to believe the student has a disability and has not been evaluated, that evaluation will take place immediately),
• 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, and
• Whether lesser intervention would properly address the violation or behavior

Level 1

Behavior determined to be less serious than Level II and Level III

1. Violation of dress code
2. Loitering
3. Displays of affection
4. Inappropriate hallway behavior (running, pushing)
5. Non-school material (non-threatening)
6. Detracting and disruptive behavior (abusive language, gestures, or actions which produce distractions, friction, or disturbances that interfere with the effective functioning of the school)

7. Inappropriate language (not swearing)
8. Violation of district technology policies
9. Tardiness to class (upon third tardy within a marking period)
10. Provoking, bullying/cyberbullying or teasing peers (viewed to be less than Level II)
11. Academic misconduct (Viewed to be less than Level II)
12. Not prepared for class (not bringing proper materials to class)
13. Technology Agreement violation determined by the administration to be Level I
14. Any other misconduct determined by the administration to be Level I.

*Oakview and Scripps Middle Schools (Only)

STEP Disciplinary Procedures are as follows:

STEP 1 The teacher attempts to correct the misbehavior.

STEP 2 After three (3) acts of misconduct, parents will be called upon to assist the school staff in correcting inappropriate school behavior.

STEP 3 Referral to building administration for further corrective or disciplinary action. Other resource personnel may be consulted at this time to help resolve the problem.

First referral:

1. Parent notification
2. Reprimand
3. Detention and/or school service (optional)
4. Behavioral contract (optional)

Second referral:

1. Parent notification
2. Reprimand
3. Detention and/or school service (optional)
4. Behavioral contract (optional)

Subsequent referrals:

1. Parent notification
2. Reprimand
3. Disciplinary action not to exceed three (3) days of suspension
4. Behavioral contract (optional)

Level II

Behaviors determined to be more serious than Level I and less serious than Level III. Students who fail to comply will be referred to administration.

1. Harassment
2. Bullying
3. Chronic lunch misconduct
4. Threat or attempt to harm another person (written, spoken or gestures)
5. Inciting, provoking, or encouraging a fight
6. Fighting and other dangerous physical contact (i.e., pushing, horseplay, wrestling)
7. Profanity and vulgarity - written, spoken or gesture
8. Spitting
9. Possession of lighter
10. Stealing
11. Insubordination
12. Skipping class or school
13. Gambling

14. Interference with school authorities
15. Indecency (i.e., displays of affection)
16. Forgery and giving false information (including using lunch ID number)
17. Skipping assigned detentions which have been doubled, reassigned, and skipped again
18. Vandalism
19. Chronic tardies
20. Repeated academic misconduct (including inappropriate use of technology, cheating, plagiarism)
21. Technology Agreement violation determined by the administration to be Level II
22. Any other misconduct determined by the administration to be Level II.

First referral:

1. Parent notification
2. Reprimand
3. Disciplinary action up to three days suspension
4. Restitution/restoration if appropriate
5. Behavioral contract (optional)

Second referral:

1. Parent notification
2. Reprimand
3. Disciplinary action up to five days suspension
4. Restitution/restoration if appropriate
5. Behavioral contract (optional)

Subsequent referrals:

1. Parent notification
2. Reprimand
3. Disciplinary action up to ten days suspension
4. Restitution/restoration if appropriate

Level III

Acts of misconduct determined to be more serious than Level I and Level II. Students who fail to comply will be referred to administration.

1. Arson
2. Breaking and entering
3. Armed assault
4. Robbery or extortion
5. False alarms
6. Threats
7. Tampering with fire safety devices
8. Possession, use or distribution of tobacco or tobacco-related product
9. Possession, use or distribution of nicotine or nicotine-related product
10. Possession, use, or distribution of unauthorized over the counter medication, controlled, or illegal substances
11. Paraphernalia/Facsimile of paraphernalia relating to illegal or controlled substances
12. Possession or use of weapons, firearms, fireworks, explosive devices, or other items or actions determined to be a threat
13. Vandalism
14. Major threat against an individual, school, or school property/violation of PA 102/104.

15. The use or possession of counterfeit money with the intent to defraud.
16. Other acts of misconduct determined by the administration to be Level III.

All referrals:

1. Parent notification
2. Reprimand
3. Suspension up to ten days
4. Charges filed with police agency, if appropriate
5. Restitution/restoration, if appropriate
6. Recommendation for removal from school for an extended period of time or expulsion, if appropriate

Additional notes:
In all categories, the administration will determine and make appropriate referrals and police contacts.

Chronic and/or persistent misconduct within any category will be subject to more severe disciplinary action as determined by the administration.

In cases of school being cancelled, delayed, or if the student has an excused absence, students will be required to make up any detentions or suspensions the following school day.

All actions are subject to the appeal process as outlined in the Student Handbook Code of Conduct.

Possession and/or use of illegal substances or drug paraphernalia are subject to the Substance Abuse prevention policy of the Code of Conduct adopted by the Lake Orion Community Schools.

4.4 Wireless Devices

To foster a focused and productive learning environment, cell phones and other personal electronic devices, including earbuds, AI and/or photographic glasses, etc. may not be used during the school day. Students are expected to keep their devices silenced and out of sight at all times. Smartwatches may be worn but are not permitted for communication purposes during instructional hours.

If a cell phone, personal device, or wireless communication device (WCD)]is seen or heard during the school day, it will be confiscated by the teacher or administration. Repeated violations will result in escalating consequences, including parent contact, required parent pickup of the device, detention, or further disciplinary action as outlined in the school's code of conduct.

IEPs, 504 Plans, and medical plans that include Personal Technology Device (PTD)s as accommodations take priority over this policy.

4.5 SUSPENSION CLARIFICATION

Students who are suspended may be placed in IN-SCHOOL SUSPENSION (ISS). During that time they will be in a restricted environment and will be required to do assignments. Students assigned OUT-OF-SCHOOL SUSPENSION (OSS) will not be allowed to attend school on the

given suspension date(s). Students will receive their assignments and will be allowed full credit. OUT-OF-SCHOOL SUSPENSION students who obtain their assignment(s) prior to the suspension must turn in the work upon their return in order to receive full credit. If work was not obtained prior to the suspension a due date will be set by administration. Students who are assigned IN-SCHOOL SUSPENSION or OUT-OF SCHOOL SUSPENSION are not allowed to attend after school activities on that date(s).

CLARIFICATIONS:

4.51 ALCOHOLIC BEVERAGES
Possession, furnishing, selling, or the consumption of alcoholic beverages prior to entering school property or a school sponsored event; or while on school property or at a school sponsored events; or before boarding or while on a school bus is prohibited. Violators of this section will be subject to the terms of the Substance Abuse Policy (Refer to Section 9.3).

4.52 ARSON
The willful and malicious burning of or attempt to burn any building, part of a building, structure, or property.

4.53 BUYING, SELLING, TRADING, SOLICITING
Board Policy restricts all activities of a buying, selling, or trading nature to those approved by the principal or school district. Only those activities approved by the administration are permitted on school property.

4.54 CHEMICAL SPRAYS AND AGENTS
Chemical sprays and agents are prohibited in Lake Orion Schools without the express written permission of the school administration.

4.55 CONTROLLED SUBSTANCES CONSUMPTION OR POSSESSION:
Any student who chooses to consume alcohol and/or controlled/illegal substances prior to entering school property and/or a school sponsored event OR any possession and/or consumption of alcohol and/or a substance, paraphernalia and/or facsimile of the above, by a student while on school property and/or school sponsored event will be considered a direct violation of Board Policy.

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

4.57 FURNISHING OR SALE:
The furnishing or selling, delivering or collecting of money for an exchange of a controlled substance while on school property or at a school event.

4.58 CRIMINAL ACTS
Commission or participation in a criminal act as defined under state law or local ordinance in school, on school property, or at school sponsored events.

4.59 DISPLAY OF AFFECTION
Displays of affection between students (kissing, hugging, etc.) will not be allowed. Students and parent(s)/guardian(s) will be notified of the incident. Disciplinary action may result if such behavior is serious and/or recurring.

4.60 EXPLOSIVES
The possession, sale, use or distribution of explosive, firecracker or other fireworks paraphernalia is prohibited. Persons violating or are a party to violating this regulation will be expelled from school. (Refer to Section 9.4 - Weapons and Weapon Free School Zone Policy).

4.61 EXTORTION
The act of extortion is to borrow or attempt to borrow money or things of value from a student unless both parties enter into an agreement freely and without the pressure of either an implied or expressed threat. (Refer to Sections 9.5 and 9.6).

4.62 FALSE FIRE ALARMS
The act of initiating a fire alarm, tampering with fire alarms or their protective covers, initiating a report warning of a fire or impending bombing or other catastrophe without just cause. Parents of students responsible for false fire alarms and/or reports shall be responsible for monetary expenses incurred by the Lake Orion School District through various fire and law enforcement agencies.

4.63 FIGHTING
The act of provoking, initiating, perpetuating, encouraging or participating in a fight, wrestling, quarreling, horseplay, pushing, or other actions that involve bodily contact.

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

4.65 GANGS, FRATERNITIES, SORORITIES & SECRET ORGANIZATIONS
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 in Lake Orion Community Schools, all gang identifying clothing items, and activities (as determined in cooperation with the police are strictly prohibited in school, on school property, and at all school related events.)

Students violating the above regulation will be subject to disciplinary action, up to and including expulsion and referral to police and/or courts. Non-students violating this policy will be refused entry to schools and school events or be asked to leave. (Refer to Section 9.5).

4.66 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 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, 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, 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 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, 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 or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

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 or other aggressive behavior.

Definitions
The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, 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, 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"** is defined as any situation in which a person or group repeatedly and on purpose does or says mean and harmful things to another person who has a hard time defending him or herself. This may include gestures or a written, verbal, graphic, or physical act (including electronically transmitted acts i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to cause harm.

  Three key components of bullying behavior are:
  - An aggressive, negative behavior
  - Involves a pattern or is repeated over time
  - Imbalance of power

  Bullying behavior that is likely to harm one or more students either directly or indirectly includes:
  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 can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
  Direct:
  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.
  Indirect:
  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
Adopted 12/8/04

Public Act No. 457 (2018) defines cyberbullying as a criminal offense. The law defines the act of cyberbullying as the following:

(a) “Cyberbully” includes posting a message or statement in a public media forum about any other person if both of the following apply:
(i) The message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person.
(ii) The message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat.

(b) “Pattern of harassing or intimidating behavior” means a series of 2 or more separate non-continuous acts of harassing or intimidating behavior.

(c) “Public media forum” means the internet or any other medium designed or intended to be used to convey information to other individuals, regardless of whether a membership or password is required to view the information.

The law defines cyberbullying a misdemeanor or felony, as well as the consequences, which can include imprisonment up to 5 years and/or fines up to $5,000. Further information is available at the Michigan Legislature website.

4.67 INDECENCY
The act of offending against commonly recognized standards of propriety or good taste.

4.68 INSUBORDINATION
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.

4.69 INAPPROPRIATE COMMUNICATION
Use of inappropriate language, symbols, or gestures by students in verbal or written form, 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, or which makes derogatory comment on any race, creed, religion, or national origin, and any material which encourages illegal substance use/abuse.

4.70 NON-SCHOOL MATERIALS
Any materials that are not normally considered as school needs should not be brought to school. School personnel reserves the right to confiscate any item(s) that are inappropriate, illegal, or in violation of school rules. The item(s) may be returned to the student’s parent(s)/guardian(s). Violation will result in disciplinary actions that may include suspension.

4.71 OFF-LIMITS AREAS
Students are expected to get off the bus or out of other vehicles that transport him/her to school at the main or parking lot entrance and proceed directly into the building. A student is not permitted to leave the building during the school day unless he/she has been given permission and a “pass” from the office (see Early Dismissal). No students are allowed in the classroom hallways during the lunch period.

Violation will result in a parent(s)/guardian(s) contact and notification given that further violations may result in suspension.

4.72 FOOD DELIVERIES
Students may not order food deliveries (including DoorDash, Uber Eats, GrubHub, etc.) during the school day. If a food delivery is received, the item will be held in the office and students may pick it up at the end of the school day. Repeated food deliveries may result in further consequences as deemed appropriate by administration.

If parents/guardians would like to bring their students a food order to be shared, this must be approved by administration at least 24 hours in advance, and the food will be consumed in the main office.

4.82 OTHER

Behavior which is either disruptive to the school environment or illegal, such as, but not limited to gambling, trespassing in unauthorized areas, and intimidation or interference with school authorities.

4.83 ELECTRONIC DEVICES

Students are expected to follow the guidelines for district owned materials as set forth in the "Technology Resources and Wireless Communication Devices (WCDs) Acceptable Use Agreement for Students Under Age 18" and the "Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices." The use of electronic devices/wireless communication devices in school restrooms, locker rooms, during passing periods, and during lunch is prohibited.

4.84 WIRELESS COMMUNICATION DEVICE (WCD)

For the purposed of Policy/Administrative Guideline 5136- Wireless Communication Devices (WCDs), a WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers

4.85 POSSESSION OR USING WEAPONS

"Weapon" or "dangerous weapon" includes: a firearm, gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles; any knife, cutting or stabbing instrument; or any facsimile of any of the above. A weapon is also any object or instrument not defined above, but the possession or use of the same is coupled with intent to harm or injure another person.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; or any firearm muffler or firearm silencer; or, (d) any (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm."

4.86 PUBLICATIONS

Possession of publications and/or the creation/distribution of printed materials, including pictures, which interfere with the educational process, without the permission of the school administration, is prohibited.

4.87 RECURRING MISBEHAVIOR

If any student repeatedly violates classroom rules and/or school regulations, a parent(s)/guardian(s) conference will be held to attempt to remedy the problem. If the misbehavior continues after the conference has been held, the student will be disciplined up to and including suspension.

4.88 RULES

Disobedience of established school, class, bus or activity rules.

4.89 SMOKING, TOBACCO AND NICOTINE

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

4.90 STEALING

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

4.91 TRUANCY

Failure to attend any or all scheduled classes without legitimate reason (including leaving class or school without proper authorization, as well as failure to report to class or school).

4.92 STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Lake Orion Community Schools Board of Education has adopted "Policies for the Acceptable use of any Technology Resources including Personal Technology Devices". This is to be signed by every student and parent when the student is enrolled in Lake Orion Community Schools.

Lake Orion Community Schools recognizes that technology is used to support learning and to enhance instruction. Using technology resources is a privilege, not a right, for students. It is a general policy that all technology is to be used in a responsible, efficient, ethical and legal manner. It is at the discretion of the staff member as to when the technology may be used during the school day. Failure to adhere to the policy may result in the loss of technology privileges.

Students bringing their own technology devices must adhere to the adopted "Policies for the Acceptable use of any Technology Resources including Personal Technology Devices". This form, which grants permission for students to bring their devices into school, must be on file, approved and in the office prior to bringing the device to school. In the event permission is given, the school assumes no responsibility if the item is lost, stolen, corrupted and/or damaged.

Violation of the adopted "Policies for the Acceptable use of any Technology Resources including Personal Technology Devices" may result in disciplinary action at the building level, which could include loss of technology privileges.

Copies of the adopted "Policies for the Acceptable use of any Technology Resources including Personal Technology Devices" can be found in the Student Code of Conduct at the back of this Student Handbook.

4.93VANDALISM – INTENTIONAL

Willful destruction of personal, public, and/or school property.

4.94 VANDALISM – UNINTENTIONAL

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

4.95 VULGARITY, OBSCENITIES OR PORNOGRAPHIC MATERIALS

The use of offensive, obscene, vulgar, or indecent language, gestures, or pictures by a student verbally, in printed form, or by his/her actions will be disciplined up to and including suspension.

5.0 STUDENT DRESS

The primary responsibility for a student's attire resides with the student and parent(s), guardian(s), or caregiver(s). The school is responsible for setting an atmosphere conducive to learning and seeing that student attire does not interfere with the health or safety of, nor contribute to a disrespectful, hostile, or intimidating atmosphere for any member of the school community. The Lake Orion Middle Schools dress code does not include gender or sex-specific language and shall be applied
equitably to students of all gender identifications, sexes, races, ethnicities, and
national origins.

Basic Principle: clothes must be worn in a way such that genitals, buttocks, abdomen, breasts and chests are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students must wear:
· Clothing that is clean and in good repair
· Top (shirt, sweatshirt, etc.)
· Bottom (pants, sweatpants, shorts, skirt, dress, leggings, etc.)
· Shoes: depending on your course-load & other student activities, activity-specific shoe requirements are in place (for example for PE, athletics, field trips, etc.)

Students may wear (if it meets the basic principle above):
· Religious headwear
· Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
· Ripped jeans, as long as underwear and buttocks are not exposed.
· Athletic attire

Students cannot wear:
· Violent, sexual, or racist language, images, or associations
· Images or language depicting drugs or alcohol (or any illegal for minors item or activity), or use of the same
· Hate speech, profanity, sexualization, pornography, or gang related affiliations/logos/images
· Images or language that creates a hostile or intimidating environment based on any protected class
· Visible underwear (visible waistbands or straps on undergarments worn under other opaque clothing are not a violation)
· Bathing suits (except as required in class or athletic practices)
· Tops that intentionally expose the abdomen (minimal exposure of an abdomen during movement is not an exposed abdomen)
· Low cut shirts that intentionally expose the chest and/or breasts
· Hats and/or hoods
· Accessories that could be dangerous or considered as a weapon
· Any item that obscures the face or ears including sunglasses (except as a religious observance or as medically necessary or as appropriate on a school trip)

Students may not bring any type of bag into classrooms, including backpacks, purses, lunch boxes, laptop bags, athletic bags, or cross-body bags. All bags must be kept in lockers during the day. One pencil pouch may be brought to class for essential school supplies and personal hygiene items. Failure to comply may result in a warning, confiscation, and/or consequences deemed appropriate by administration. Exceptions will be made for students with IEPs or 504 plans per their IEP/504.

If a student's attire does not meet these requirements, they shall be referred to the administration.

The student may be sent home (with parent contact) to change their clothes before returning to class, asked to modify their attire in some way in school, or be excluded from classes for the day if a change of attire is not possible.

6.0 TRANSPORTATION

6.1 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:

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 of changes to routes, stops, and schedules at least five school days before the effective date of such changes.

PARENT

It is the responsibility of each parent to:

1. Have the student(s) at the bus stop at least five 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 student to:

1. Obey the driver at all times and report promptly to school officials when instructed to do so.
2. Stay off the roadway while waiting for the bus.
3. Wait until the bus has come to a complete stop and then board or leave the bus promptly.
4. Stay in their seat facing forward while the bus is in motion.
5. Leave the bus only with the consent of the driver.
6. Enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency.
7. Cross the roadway, if necessary, after leaving the bus in the following manner
   - Make certain bus is not moving.
   - 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.
   - Walk (not run) in front of the bus at all times.
8. Talk in a normal tone of voice while on the bus.
9. Keep hands and feet to themselves.
10. Observe classroom conduct while getting on, off or while riding the bus.
11. Use appropriate language.
12. Refrain from eating or drinking on the bus.
13. Refrain from transporting weapons, tobacco products, medication, or other non-essential substances on the bus.
14. Refrain from defacing the bus and report any damage observed to the driver.
15. Help keep the bus clean, sanitary, orderly and safe.
16. State law mandates that no animals or glass containers be allowed on busses.
17. Provide for the cost of damages for which they incur to a bus for repairs, including parts and labor.
18. Place all carry-on items on their lap.
19. Provide for the orderly seating of all students by allowing up to three students to share a seat.
20. Ride the assigned bus and use a specific bus stop; only assigned students may ride school-bound or homebound buses. In addition, students may ride only their assigned bus, getting on and getting off at their designated stop.

    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.
    c. To assure no over loads, we do not allow students to bring home friends (either from another bus run or from a non-busing area) for parties, scouts, homework, etc.). It is the parents' responsibility for this type of transportation.

If student behavior is inappropriate, bus referral forms may 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 not more than five (5) days or suspension from school for not 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 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 Principal.

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.

6.2 BUS STOP SUPERVISION

School oversight/authority begins when a student enters a bus and is relinquished when a student exits a bus. Students are the responsibility of their parents/guardians, to, from, and at the bus stop.

6.3 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.

6.4 BIKES

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!

7.0 SCHOOL FACILITIES

7.1 COUNSELING OFFICE

The school counselors are available to help each student attain his/her full academic potential and to make any necessary adjustments to situations which may interfere with that development. In addition, students are encouraged to meet with their counselor to work on personal or social difficulties, to assist in decision-making, exploration of career and vocational options, or scheduling needs. To meet with a counselor, students should stop in the counseling office and sign up for an appointment.

7.1.1 STUDENT RECORDS

Most student records are maintained in the counseling office. They include:

1. Cumulative academic records
2. Current report cards
3. Regularly updated immunization records

7.1.2 STUDENT EMERGENCY CARDS

In order to assure quick contact with parent(s)/guardian(s) in the case of a student emergency, please complete, sign, and return your child's emergency card.

It is also essential that you update the central enrollment office if you have a change of address, name, work or home phone number, or emergency contact persons. Please do so for the welfare of your child.

7.1.3 MEDICATION

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

Before the school principal or his/her designee can administer medication – either prescription or over the counter medication – an authorization form must be on file at the school. The authorization form must be signed by the parent and the doctor listing the name of the child, 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 prescription medication is kept locked in the office and must be in the container issued by a registered pharmacist. Over the counter medication must be in the original container. Medication cannot be sent to school with your child. A parent or guardian must bring it to the office.

The exception to this policy is medication for such occurrences as bee sting allergic reactions or asthma inhalers where the problem must be treated immediately. In cases such as this, parents must provide instructions in writing to be kept on file in the counseling office.

The school **will not** provide aspirin or aspirin substitutes to the students and cannot administer without written authorization from the doctor.

7.1.4 HEALTH CONCERNS

The health of our students is a serious concern. Students need to continue healthy nutrition during these active, growing years. Physical fitness, cleanliness, nutrition, and adequate sleep can help students increase their opportunities to achieve academically.

Emergency Cards: It is essential the school be informed of any health conditions which could create a health risk to your child while attending school. Please include allergies and all medical concerns, i.e. diabetic, epilepsy, asthma. Please update this information if you have a change in address, home phone number, emergency contact person, or concerns of a medical need.

If a student becomes ill/injured during the school day they must report to the counseling office. School personnel will contact parents/guardians. In life threatening instances 911 will be contacted.

7.1.5 IMMUNIZATION

Each student is required to have a current immunization record or waiver on file with the school. Immunizations required include: tetanus/diphtheria, polio, measles, rubella, and mumps. The Michigan Department of Public Health has changed the immunization requirements for enrolling students.

The changes include these required immunizations:

1. A second dose of MMR (measles, mumps and rubella).
2. A TD (tetanus/diphtheria) booster every ten (10) years. In the past the Oakland County Health Division has recommended this booster. It is now REQUIRED for all students entering a new school district.
3. Three doses of hepatitis B.
4. One dose of varicella (chicken pox) or a history of the disease.
5. One dose of meningococcal (MCV4 or MPSV4) vaccine (for all incoming 6th grade students and all children changing school districts)

Students who do not comply will be excluded from school. New enrollees may NOT start school until immunization records are up to date.

7.2 MEDIA CENTER

The Media Center is designed to provide all students with additional materials to enhance classroom learning and individual growth. In order to assure the fair use of materials for all students, a fine will be assessed to a student on a per-day basis for materials kept longer than the regular check out period. Students who lose or damage any Media Center materials will be charged a fee for repair or replacement of those materials.

Student behavior in the Media Center is expected to be consistent with that of an individual classroom. Inappropriate behavior in the Media Center may result in exclusion from a special activity or other disciplinary action.

7.3 LOST AND FOUND

Anything found in or around the building should be turned into the office. Inquiries pertaining to these items should be made as soon as possible after an item is noticed to be missing. Items in the lost and found will be held until the end of the current semester, at which time they will be donated to charity.

8.0 GENERAL INFORMATION

8.1 LOCKERS

Lockers are assigned to students at the beginning of the school year. It is very important for students to keep their locker combinations confidential. Valuable items kept in student lockers are the responsibility of the students and not the school. Locker visits should be planned for passing times. There is a maximum of two people assigned to each locker.

It is recognized that students possess the right to privacy as well as freedom from unreasonable search and seizure. However, lockers are the property of the school district, and the administration reserves the right to search a student's locker when suspicion arises that an illegal, dangerous or disruptive item or substance may be concealed there.

The following rules pertain to the use of lockers:

1. Lockers should be kept locked and clean at all times.
2. Students may NOT change lockers without permission from the administration. Permission is granted only in cases of emergencies.
3. Students will be issued a locker number and combination.
4. The administration, with reasonable suspicion, has the right to open and inspect the contents of lockers (see Search and Seizure, Sec. 8.2).
5. Students in physical education classes should lock their belongings in the lockers provided.
6. Damage to the lockers will be charged to the students assigned to the locker.

8.2 SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Illegal items (firearms, weapons, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others may be seized by school authorities. Items which are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or clothing shall be done only with good reason by the school principal or his/her designee with a witness present. The student will have the right to know the reason prior to the search of person or clothing.

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 (i.e. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

8.3 HALL PASSES

Students are required to have a hall pass at any time they are out of class during the class period and at any time they report to the Counseling or General office. Students should ask their teacher for permission before leaving the classroom.

8.4 TELEPHONES

Office Phone: During the school day, students may request to use the office phones to contact their parent(s)/guardian(s).

8.5 VISITORS

All visitors are required to check in at the main office and show identification. Please help us maintain a safe and secure school by following this request.

Interested parents and community members are welcome to visit the building and meet with administrators and teachers. Appointments are encouraged whenever possible.

Student visitors may not attend school with Lake Orion students.

8.6 BOOKS, SUPPLIES AND FINES

Textbooks and workbooks are provided by the school district. These are issued by the classroom teachers and are collected at the end of the course. Parents/guardians and the students should check each textbook at the beginning of the school year and may discuss the condition of the book with his/her teacher. Students will be fined for lost or damaged books. Unpaid fines may result in a student being excluded from certain activities. Due to limitations of funding and supplies, additional book requests are at the discretion of building administration.

8.7 NON-SCHOOL MATERIALS

Any materials that are not normally associated with school needs should not be brought to school. Should students choose to bring technology devices, they must follow the guidelines for district owned material as set forth in the student technology contract as well as the "Bring Your Own Technology Guidelines." Violation of technology guidelines or possession of materials not normally associated with school needs may be confiscated and held for return to the parent/guardian.

8.8 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. This decision to close schools is made by the superintendent. For the latest information on school closings and emergency events as they happen, check:

- School Messenger
- Channel 22 on AT& T Cable
- Lake Orion Community Schools website – https://www.lakeorionschools.org/
- 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 and make sure he/she knows where to go when the parent(s)/guardian(s) are not at home.

8.9 MISCELLANEOUS

8.9.1 MOVING

Please contact the counseling office at the middle school when it is known that your student will be transferring to another school. Further details will be given to you at that time.

8.9.2 WORK PERMITS/APPLICATIONS

Application for working permits are available in the counseling office. Students must obtain an application for working permits for every new job. Working permits are issued to students between the ages of fourteen (14) and seventeen (17). A student does not make an application for a working permit until he/she has secured a job. Once completed these applications are to be taken to the Community Education Office where the working permit will be issued.

8.9.3 FUND-RAISING ACTIVITIES

All fund-raising activities at the middle schools shall be governed by the following guidelines:

1. There must be a clear definition for the use of the proceeds and the handling of the funds.
2. Participation by students and employees will be entirely voluntary.
3. The activity should not imply that the Lake Orion Community Schools endorses any business or product.
4. It should be understood that all grants, gifts, or gratuities from sponsoring organizations resulting from fund-raising activities shall become the property of Lake Orion Community Schools.
5. Approval for all fund-raising activities must be obtained from the principal.

8.9.4 GLASS BOTTLES

For the safety of all students, only unopened plastic, metal or cardboard beverage containers are allowed on school grounds. All beverages must be consumed in the lunchroom during scheduled lunch time.

8.9.5 IDENTIFICATION CARDS

Student identification cards are provided for middle school students. The cards are necessary to check out material from the Media Center, and should be carried for identification at extra-curricular activities. Replacement IDs can be obtained from the Media Center for a fee of $5.00.

8.9.6 FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

8.9.7 INJURY AND ILLNESS

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

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

8.9.8 HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

8.9.9 STUDENT DEMONSTRATIONS

Lake Orion Community Schools recognizes students' right to free speech and self-expression. Should students choose to attempt to organize a demonstration, they must schedule a meeting to discuss this with building administration. This is to ensure for the safety of all students, staff, and stakeholders in the school community.

8.10 ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

( ) unless enrolling under the District's open enrollment policy.

( ) unless enrolling and paying tuition.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the

student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

New Student Registration
Enrollment Registration can be completed online via PowerSchool Enrollment. Upload all required residency and student information to complete your child's enrollment during the document upload section within the online enrollment portal. Required items may be uploaded via scanned documents from your computer, cell phone or tablet. You may also take clear digital photo from your cell phone and upload the image. Please use a well-lit area, uncluttered background, image is flat to the surface, no camera shadows and do not reduce the size/quality of the image.

Please call the Central Enrollment office at 248-814-0215 if you have enrollment questions.

Enrollment Requirements: New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- ✓ **Your child's original certified birth certificate**
- ✓ **Only a parent or legal guardian may enroll a child. The guardian must present a court-appointed Guardianship Order and the placement plan at the time of enrollment.**
- ✓ **Your child's current immunization record**
- ✓ **Parent photo identification**
- ✓ **Two proofs of residency (*mortgage statement, lease agreement, property tax statement, utility bills, homeowner's insurance, etc.)**
- ✓ **Student's behavior report**
- ✓ **Student's recent report card**
- ✓ **Name, address, fax and phone number of previous school will be required within the online enrollment portal.**
- ✓ **Divorce/custody paperwork (if applicable)**
- ✓ **Health appraisal and vision screening (Kindergarten only)**
- ✓ **Individual Education Plan (Special Education students only)**
- ✓ **504 documentation (if applicable)**

8.11 Directory Information

The Board designates the following student record information as directory information:

- a student's name, address and telephone number;
- a student's photograph;
- a student's birth date 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;
- honors and awards received by a student; and
- a student's dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with FERPA.

8.12 SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

8.13 TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Lake Orion Community Schools, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school for specific details.

8.14 WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

9.0 CODE OF STUDENT CONDUCT

This Code of Conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

9.1 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. It is the student's responsibility to know the rules, standards, regulations, and procedures provided in student handbooks or other printed material and distributed to the students in their buildings.
Students in the Lake Orion Schools shall be extended the following rights accompanied by those responsibilities related to them.

IT IS THE STUDENT'S RIGHT TO:	IT IS THE STUDENT'S RESPONSIBILITY TO:
Attend school in the district in which his/her parent or legal guardian resides.	Attend school daily, in accordance with school rules, and to be on time to all classes.
Express his/her opinions verbally or in writing.	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 in such a way as to express his/her personality.	Dress so as to meet recognized standards of propriety, health, safety, and established School Board Policy standards.
Expect that the school will be a safe place for all students to gain an education.	Be aware of all rules and regulations related to student behavior and conduct himself/herself in accordance with those rules and regulations.
Be represented by an active student government selected by free school elections.	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.
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.	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 the seizure of prohibited items.
Fair and reasonable punishment for violation of school or class rules.	Be accepting of fair and reasonable punishment. Follow prescribed procedure for appealing the punishment imposed.
Bring to the attention of Administration personal loss, injury or misinterpretation or inequitable application of an established policy governing students.	Follow the proper procedures in resolving the matter.
Appeal.	Be aware of and follow the processes prescribed in this Code.
Organize clubs and student organizations.	Create a set of bylaws and have them approved by the building administration.
Participate in school functions off campus.	Recognize that all school rules and regulations apply to students who participate in these functions.
Be informed of criteria for academic grades.	Attend all assigned classes, complete all assignments to the best of his/her ability, and participate in all activities conducted in relation to the class.

Be informed of building/classroom rules and regulations.	Abide by building/classroom rules and regulations.
Assemble peacefully.	Arrange with the administration to assemble at the appropriate time and place and to refrain from conducting or participating in demonstrations which interfere with the operation of the school or classroom.
Be treated with respect and dignity.	Treat others with respect and dignity.

9.2 CODE OF CONDUCT CORRECTIVE ACTION

Reasonable effort will be made by the student, parent(s)/guardian(s), 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; work projects, parent(s)/guardian(s) conferences at school; restriction or removal from activities or services by exclusion, suspension or expulsion; limited attendance; referral assistance and detention.

Resource personnel available to help resolve misconduct problems include parent(s)/guardian(s), teachers, counselors, administrators, social workers, school and county health services, school diagnosticians, extended education, family or social services agencies, police departments and courts.

If it is administration's judgement that the corrective action should take the form of separating the student from the school environment, the following categories of exclusion, suspension, and expulsion exist:

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 of exclusion, suspension, and expulsion exist:

1. **Exclusion from Class/Activity:** Separating a student from a school/class/activity for a limited amount of time but within the school setting.
2. **Suspension:**
   a. Short Term: The separation of a student from school for any part of a day for any number of days up to and including ten (10) days. This may be used at the discretion of the principal or assistant principal.
   b. Long Term: The separation of a student from school for a period of more than ten (10) days and less than one (1) semester. 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.
3. **Expulsion:** The separation of a student from school for a semester or more. 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.

Students who are suspended from school have certain responsibilities. It is important that they continue their studies at home. Although credit for daily assignments will be withheld, knowledge gained during the separation period may be very helpful upon returning to classes.

9.3 K-12 SUBSTANCE ABUSE POLICY

No student shall possess, use, transmit, conspire to transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine or other intoxicating liquor, or possess, use or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall not apply to the proper possession of any of the above-listed substances in connection with an approved school project.

The consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage and/or a controlled substance in any district building, on district and school grounds or at any school or district-sponsored activity is prohibited. Violation of this policy may result in disciplinary and/or legal action.

Alcoholic look-alike beverages are those advertised and marketed as nonalcoholic, but which come under the control of the state liquor commission.

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, paraphernalia and/or facsimile of the above, by a student while on school property and/or a school sponsored event will be considered a direct violation of Board policy and will result in the following:

1st Offense: Ten (10) days suspension. After five (5) full days of out-of-school suspension has been served and an appointment is scheduled for a conference with the parent/guardian, student and Substance Abuse Prevention Coordinator, then any days remaining of the suspension may be served as in-school suspension.

2nd Offense: Ten (10) days out-of-school suspension. Parent and student will see Substance Abuse Prevention Coordinator.

3rd Offense: Ten (10) days out-of-school suspension and recommendation of expulsion from school. If under age of sixteen, he/she will be provided an opportunity for an alternative education until age sixteen (16).

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

Public Act 122 provides additional penalties for minors under the age of twenty-one (21) years attempting to possess, purchase or consuming alcohol. The offense is now a criminal misdemeanor, with the first offense punishable by a fine of not more than $100 (previously $25),

possible community service and substance abuse screening and assessment at the minor's expense. The same penalties apply for the second violation, except the fine increases to not more than $200 (previously $50), and the minor is also subject to sanction against his or her driver's license with suspension for 0 - 180 days (even if they weren't driving at the time of the citation). The fine increases to not more than $500.00 (previously $100) for 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).

COSTS: The district will not be financially responsible for cost incurred as 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 recommendation to the Board for expulsion from school. The student shall be suspended from school not exceeding ten (10) days, pending a hearing by the Board to determine action. The hearing shall be scheduled for the Board's next official meeting, which shall occur within ten (10) days from the suspension.

SELLING OR DELIVERING: Selling or delivering alcohol and/or controlled substances on school premises and/or at a school sponsored event shall result in suspension and a recommendation to the board for expulsion. A Board hearing to determine action to be taken shall be scheduled for its next official meeting which shall take place within ten (10) days from the suspension. A law enforcement agency may also be involved for purposes of determining if charges are to be pressed.

SPECIAL EDUCATION: Special education codes will be followed at all times when dealing with special education students. LEGAL REF: MCL, 380.1300; 380.1170;380.1275.

9.4 WEAPONS AND WEAPON FREE SCHOOL ZONE POLICY

WEAPONS: Students are prohibited from possessing or using weapons on school grounds or at school activities. A weapon is defined as firearms or anything propelling a projectile; explosive or incendiary devices of any kind; any knife, cutting, or stabbing instrument; or any facsimile of the above.

A weapon is also any object or instrument not defined above which may be used to harm or injure another person.

If a building administrator finds or determines a student to be in possession of or to have used weapons as herein defined, the administrator shall begin an investigation leading toward the recommendation for expulsion as defined Board policy.

WEAPON FREE SCHOOL ZONE:

The Board of Education of Lake Orion Community School District, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Lake Orion Community School District (or the Superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District if the pupil possesses a weapon in a weapon-free school zone. Such expulsion is mandatory unless the pupil establishes, in a clear and convincing manner, at least one of the following:

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

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the School District and as set forth in the Student Handbook or other appropriate documents.

DEFINITIONS:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles; any knife, cutting or stabbing instrument; or, any facsimile of any of the above. A weapon is also any object or instrument not defined above, but the possession or use of the same is coupled with intent to harm or injure another person.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property. "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or, (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm."

RECORDATION AND REFERRAL: All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing to the pupil's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health Agency.

The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

PETITIONS FOR REINSTATEMENT: Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this School District for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 schooldays subsequent to the date of expulsion. The School District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the School shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled pupil;

2. The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending this School District;

3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;

4. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement;

5. The recommendation of the committee shall be unconditional reinstatement, or conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and

6. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

CRITERIA FOR REINSTATEMENT:

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

Whether the reinstatement would create a risk of harm to other pupils or school personnel;

Whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel;

1. The age and maturity of the individual;

2. The individual's school record before the incident that caused the expulsion;
3. The individual's attitude concerning the incident that caused the expulsion;
4. The individual's behavior since expulsion and the prospects for remediation of the individual;
5. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by the Board of Education of another School District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This School District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

CONDITIONS OF REINSTATEMENT:
The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

REINSTATEMENT:
If the School District decides to reinstate an expelled pupil, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

APPLICATION TO HANDICAPPED PUPILS:
This policy shall be applied in a manner consistent with the rights secured under Federal law to pupils who are determined to be eligible for special education programs and services.

9.5 FRATERNITIES, SORORITIES, GANGS, (etc.)
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 a zero tolerance for gangs or gang activity in Lake Orion Community Schools. To provide a safe environment for all students in Lake Orion

Community Schools, all gang-identifying clothing items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property, and at all school-related events.

If there is a clear and direct connection between the school district and any illegal incident which occurs off school property, disciplinary action may be pursued up to and including expulsion from school.

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

Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to police and/or courts. Non-students violating this policy will be refused entry to schools and school events or be asked to leave.

9.6 HARASSMENT AND INTIMIDATION

Staff and Students:

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.

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

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

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

Specifically, sexual harassment is defined as:

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

Student discipline shall be determined according to the code of conduct as adopted by the Board (Code JFC, June 17, 1990) including Students' Rights, Responsibilities and Due Process.

Personnel discipline shall be determined according to the policy GBA, AC and any written contractual language. LEGAL REF: Civil Rights Act of 1964, with 1972 amendments; Office of Federal Contract Compliance Revised Orders 4, 14; Equal Employment Opportunity Act of 1972: Equal Employment Commission Guidelines on Employee Selection and Discrimination; Title IX of the Education amendments of 1972; Department of HEW 45-CFR, parts 81, 86; Section 504 of the Rehabilitation Act of 1973; Title VI of Civil Rights Act of 1964, with amendments.

9.7 SHORT TERM SUSPENSION AND APPEAL PROCEDURES

Short term suspensions (up to and including ten (10) days) may be imposed by a principal or assistant principal pursuant to the guidelines in this code and according to the following procedures:*

9.7.1 Emergency Removal

A student may be removed or excluded from a classroom or a school when s/he 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.

If a member of the school faculty removes a student, under his/her supervision, from a classroom or activity, s/he must submit to the principal written reasons for the removal the day the removal occurs.

A hearing must be held by the principal in accordance with the suspension or expulsion requirements depending on the probable outcome of the hearing. The person who caused, ordered, or requested the removal should be present.

Written notice must be provided to the student and the parent as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures applicable

to a suspension must be applied. If the probable outcome is expulsion of the student, the hearing procedures applicable to an expulsion must be followed.

9.7.2 Teacher Initiated Suspension

A teacher may suspend a student from class, subject, or activity for up to (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reasons for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

9.7.3 Short-Term Suspension

The principal or designee may impose a suspension of up to ten (10) days duration, but shall attempt to notify the student's parents or guardians of the suspension by telephone, a written notification by e-mail or by regular mail may also be sent. A copy of the notification shall also be sent home with the student, if practical. The written notice shall include the reasons for the suspension, the date(s) of the suspension and the rights to appeal, enclosing this policy with the suspension notice.

9.7.3.A Preliminary Hearing

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The principal; or designee shall provide the student with an oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

9.7.3.B Sending a Student Home

Unless the student is an immediate threat to the safety of the school, s/he should remain in the 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 parents 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 event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order or protect people on school property. In such an emergency situation, the principal shall contact the Superintendent.

9.7.3.C Responsibility for School Work

a. For an in-school restriction, credit will be given for all classroom assignments

that can be completed during the in-school restriction or as homework.

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

Failures shall be given for any classroom work that cannot be attended such as laboratories or skill sessions.

- *It is the policy of the Lake Orion Community Schools to comply with the Federal and State regulations regarding handicapped students.*

APPEALS PROCEDURES

A student or a student's parent(s)/guardian(s) may request a review of any suspension. All such reviews will begin at the building level, but may proceed to the district or Board of Education level as specified below. Imposition or continuation of a student's suspension will be deferred during any appeal process unless his/her presence at school will endanger the welfare or property of other individuals or of the school district.

9.7.3.D Appeal

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

a. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
b. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
c. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
d. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
e. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of the receipt of the written request.

9.7.4 Long-Term Suspension and Expulsion

If, in the principal's opinion or as required by statute, the alleged infraction warrants a long-term suspension or expulsion, s/he shall refer the case to the Superintendent and submit the following documentation.

a. the rule(s) alleged to have been violated
b. the charges against the student
c. approximate date of the violation
d. recommendations(s) for long-term suspension or expulsion
e. copy of suspension

f. chronology of disciplinary/corrective actions and witness statements

Upon request, the principal shall also submit:
1. transcript of grades
2. attendance records
3. letter to parents
4. statements from professional staff regarding student's efforts, attitudes, or particular problems
5. statement from counselor regarding help to student, attempts at remediation or corrections, etc.
6. memo requesting a Board hearing

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing with the Board.

Notice of Hearing
The notice must be provided to the student and the student's parent and shall contain:

1. the rule(s) alleged to have been violated;
2. the charges against the student;
3. approximate date of the violation;
4. the time and place for the hearing;
5. a statement of the student's and parents' rehearing rights:
   a. to review written statements about the alleged misconduct,
   b. to review the student's records, and
6. the length of time the administration is recommending the student be denied enrollment;
7. a statement of the student's hearing rights:
   a. to counsel;
   b. to appear in his/her own behalf and for parents or guardians to appear
8. The Board of Education must conduct the hearing in compliance with the Open Meetings Act. The parents may appeal the expulsion to the Board, in writing, within two (2) days after receipt of the notice. The parents shall state in the appeal the reasons they thing the Superintendent's decision is not justified and provide any extenuating circumstances they wish to Board to consider. The Board may conduct a hearing or respond with its decision in writing within twenty (20) days after it receives the appeal.

   Notice of expulsion will be sent to the Juvenile Division of the Probate Court for students at ages six (6) through fifteen (15). The court should be informed that the Board has expelled the student and provided the reason for expulsion.

   Notice may be sent to the Juvenile Division of the Probate Court for students, ages sixteen (16) and seventeen (17), where the District believes that the court should review the circumstances surrounding the expulsion. The District may provide a copy of the public record to the court.

9.7.5 Prior School System Misconduct

A student who has been found to have engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from a school system prior to a hearing on alleged misconduct, may be charged with a violation of Lake Orion Community

Schools Code of Conduct as a result of the prior misconduct. All applicable due process procedures will be followed in determining whether discipline will be imposed by Lake Orion Community Schools.

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

9.8 Disabled Students

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

9.9 Student's Record

A record of a student's suspension (out of school only) or expulsion must be made a part of his/her permanent record.

9.10 Waiver

It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both the student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

9.11 Corporal Punishment

No person employed by, or engaged as a volunteer contractor for, the Lake Orion Schools shall inflict corporal punishment upon any pupil except under the following conditions:

1. To protect himself/herself, the pupil, or others from immediate physical injury.
2. To obtain possession of a weapon or other dangerous objects upon or within the control of a pupil.
3. To protect property from physical damage.

9.12 Lake Orion Community Schools Policies for the Acceptable use of any Technology Resources including Personal Technology Devices.

Purpose:

Lake Orion Community Schools (LOCS) provides students, teachers, employees, and administrators with access to the School District's technology resources, which includes access to the Internet. LOCS uses technology resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day.

Students shall receive education about safety and security while using e-mail, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities. The LOCS will review cyber-safety

rules with students throughout the course of the school year and will offer reminders and reinforcement about safe and appropriate online behaviors.

Users shall adhere to the policies, procedures, rules, and regulations of the LOCS, including but not limited to the Student Code of Conduct, Board of Education policies, and the Procedures for the Acceptable Use of technology resources and Personal technology Devices. Users shall sign the Acceptable Use Agreement as a prerequisite to the use of LOCS technology resources and/or Personal technology Devices (PTD).

Definitions:

Personal Technology Devices (PTD): is defined as an electronic device owned by the student, staff, or volunteer user, including, but not limited to, a user's own laptop, smartphone, eReader, iPad, etc., that is used on school property. LOCS reserves the right to limit the types of devices that are approved for use on school property.

Technology Resources: Includes, but is not limited to, the LOCS secure network, Internet, electronic mail ("e- mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, and LOCS- issued cellular/smartphones and all voice, video, and data systems, and PTD's.

Computer System and/or System: Includes: May be, but not limited to, computer hardware, disk drives, printers, scanners, software (operation and application), the network and all other associated equipment.

***School property*:** Includes on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises.

COPPA: Children's Online Privacy Protection Rule.
Children's Online Privacy Protection Rule ("COPPA") | Federal Trade Commission (ftc.gov)

Procedures and rules for the use of technology resources and PTD (defined above):

1. LOCS will create online accounts for students in lieu of the parent in accordance with COPPA.

2. All individual users of technology resources shall accept responsibility for the acceptable use thereof.

3. The use of all technology resources on school property is a privilege, not a right, and LOCS has the right to restrict.
4. Failure to follow the policies, procedures, rules, and regulations of LOCS may result in termination of the user's privilege to use technology resources and/or PTD on school property. In addition, the user may be subject to other disciplinary or legal action. Reports will be made to law enforcement of suspected violations of State and/or Federal Law.

5. Users have no right or expectation of privacy when using technology resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.

6. LOCS is the owner of the technology resources and therefore all users understand that their use of the technology resources may be strictly monitored electronically by LOCS personnel at any time.

7. LOCS may collect and examine any technology Resource when there is a reasonable suspicion a student is violating, or has violated, the law, and/or the policies, procedures, rules, and regulations of LOCS.

8. LOCS may collect and examine a non-student user's technology resource if there is cause to believe it was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules, and regulations of LOCS.

9. The LOCS technology resources have not been established as a public access service or a public forum. The Board has the right to place restrictions on their use to assure that LOCS technology resources are in accordance with its limited educational purpose.

10. Users shall not knowingly or intentionally disclose, transmit, disseminate, or otherwise distribute with any technology Resource copyrighted, private, confidential, or privileged information.

11. Users shall not make copies of software from LOCS Computer Systems. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. LOCS upholds the copyright laws of the United States as it applies to computer programs or licenses owned or licensed by LOCS.

12. Users shall not modify any of the technology resources without written permission from the building principal.

13. Users shall not download or install any programs, files, technology, games, or other electronic media without written permission from the building principal.

14. Users shall report any problems or malfunctions with technology resources of Computer Systems to the LOCS Technology Department.

15. Users shall not create or use web technology services for LOCS related business that cannot be monitored or controlled by the LOCS.

16. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects technology resources. LOCS may collect and examine any technology Resource that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.

17. Users shall not bypass the network filters and security policies, or access information related to the network filters and security policies. LOCS may collect and examine any technology Resource that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.

18. Users shall not infiltrate, "hack into", or attempt to access technology resources, data,

materials, or files that they are not authorized to access.

19. Users shall not attempt to obtain any other user's password(s) and shall not read, copy, or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.

20. Users shall not knowingly or intentionally damage or alter any aspect of the technology resources or alter or modify technology resources.

21. Users shall not use technology resources for purposes other than for LOCS-related business. The Internet and technology resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e- mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.

22. Disclosure, use, and/or dissemination of personally identifiable information of students is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible student on the Authorization Form, or as permitted by law.

23. The content use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
    - Check e-mail regularly.
    - Delete unwanted messages.
    - Keep messages remaining in their electronic mailbox to a minimum.
    - Save e-mail messages in accordance with the LOCS Records Retention Policy.
    - Not open attachments, or links from unsecured sources.

24. LOCS reserves the right to:
    - Make determinations as to whether specific uses of its technology resources are inconsistent with the goals, educational mission, policies and/or procedures of LOCS.
    - Monitor and keep records of Internet use.
    - Terminate a user's privilege to access technology resources to prevent further unauthorized activity.
    - Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of LOCS and applicable law.
    - LOCS in its sole discretion reserves the right to terminate the availability of technology resources including Internet access, at any time.

25. Each teacher has the discretion to allow and regulate the use of technology resources by students in the classroom and on specific projects.

26. Use of any technology resources is prohibited in the following areas/situations:
    - Locker rooms
    - Bathrooms
    - Any private areas used for the purpose of changing clothes
    - Any other areas as designated by administration

27. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.

28. All web technology services, or web pages used for or representing LOCS or LOCS-related business shall be used, designed, and published in accordance with the District Web Page Policy.

Disclaimer

LOCS will make every effort to provide appropriate technology resources and services, however, LOCS makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing or allowing on site. LOCS will not be responsible for any damages incurred by a user of any technology resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. LOCS does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall LOCS be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

Signature Agreement

All Student users of Technology Resources on school property are required to sign this Lake Orion Community Schools Policies for the Acceptable use of any Technology Resources including Personal Technology Devices. Your signature below indicates that you have read the terms and conditions.

Student Acknowledgement

I have read the School District's Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices, the terms, and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. I consent to, and understand that, LOCS may:

- Monitor my electronic communications.
- Revoke or suspend or collect and examine any technology resources that are suspected of causing technology problems or violating this agreement, the student code of conduct, or board policies.

Signature of student:_____ Date:_____

Print name of student:_____

Graduation Year:_____

Parent/Guardian Acknowledgement and Release

1. As the parent(s)/guardian(s) of the student named above, I/we have read the School District's Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices and discussed them with my/our child. I/We understand that access to and use of School District Technology Resources and

Personal Technology Devices (PTD) is a privilege designated for educational purposes.

2. I/We still understand and agree to the "Student Computer Use 1:1 Acknowledge Form".

Signature of parent/guardian:_____ Date:_____

Print name of parent/guardian: _____

Signature of parent/guardian:_____ Date:_____

Print name of parent/guardian: _____

10.0 Legal Information

LEGAL BASIS FOR SCHOOL ATTENDANCE
ACT 451
PUBLIC ACT 1976
APPROVED JANUARY 14, 1977

Section 1561. (1) Except as provided in subsection (2) and (3), every parent, guardian or other person in this state having control and charge of a child from age of six (6) to the child's sixteenth (16) birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

(2) A child becoming six (6) years of age before December 1, shall be enrolled on the first day of the school year in which the child's sixth (6) birthday occurs. A child becoming six (6) years of age on or after December 1 shall be enrolled on the first school day of the school year following the school year in which the child's sixth (6) birthday occurs.

(3) A child shall not be required to attend the public schools in the following cases:

a. A child who is attending regularly and is being taught in a state approved non-public school which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the non-public school is located.
b. A child who is regularly employed as a page or messenger in either house of the legislature during the period of employment.
c. A child under nine (9) years of age who does not reside within two and half (2 ½) miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this exemption does not apply.
d. A child from the age of twelve (12) to the child's fourteenth (14) birthday while in attendance at confirmation classes conducted for a period of not to exceed five (5) months in either of those years.
e. A child who is regularly enrolled in the public schools while in attendance at religious instruction classes for not more than two (2) hours per week, off public school

property during public school hours, upon written request of the parent, guardian or person in loco parentis under rules promulgated by the state board.

Family Educational Rights and 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 Rights 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 the request.

3. Parents or 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:

(1) The Comptroller General of the United States

(2) The Secretary

(3) The Commissioner, the Director of the National Institute of Education, the Assistant Secretary for Education or

(4) State educational authorities.

d. In connection with financial aid for which a student has applied or 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:

(1) To determine the eligibility of the student for financial aid.

(2) To determine the amount of financial aid.

(3) To determine the conditions which will be imposed regarding the financial aid or

(4) 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 a 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 or 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:

Executive Director of Human Resources
Lake Orion Community Schools
1335 Joslyn Rd., Lake Orion, MI. 48360
Or
The Family Educational Rights and Privacy Act Office
Department of Health

OTHER LAWS AFFECTING EDUCATION

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, place of residence within the boundaries of the District, or social or economic status,

and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

M.C.L.A. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804
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

Title VI (Civil Rights Act of 1964)

"No person in the United States shall; on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Health, Education and Welfare."

Section 504 (Rehabilitation Act of 1973)

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. Reference: Bd. Policy 8000.02

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

Title IX

"No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any class or activity as described under Title IX of the Education Amendments of 1972. This means that courses are open to students of both sexes, except those involving bodily contact in Physical Education, those involving sex education, and those involving specific requirements for vocal ranges."

COMPLAINT AND COMPLIANCE PROCEDURES
FOR
TITLE VI - CIVIL RIGHTS ACT OF 1964 WITH AMENDMENTS
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 with Amendments, (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
Assistant Superintendent of Human Resources
1335 Joslyn Rd.
Lake Orion, MI 48360
(248) 693-5411

Section 504
Assistant Supt. of Educational Access
1335 Joslyn Rd.
Lake Orion, MI 48360
(248) 693-5430

Section II

The 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 the complaint signed by the complainant shall be submitted to 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 (1) business days after receipt of the coordinator's response. 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 may reply within fifteen (15) business days of the appeal. In the event the Board hears the appeal, he may 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.

Inquires concerning nondiscriminatory policies may be directed to the:

Director
Office for Civil Rights
Department of Education
Washington, D.C. 20202

OR

Lake Orion Community Schools
1335 Joslyn Rd.
Lake Orion, MI 48360

Adopted by the Lake Orion Board of Education: July 6, 1992

Lake Orion Discipline Policy Regarding PA 102 and 104

Definitions:

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

Verbal assault – Any statement or act, oral or written, which can reasonably be 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 or verbal assault against a 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.

Students in grades PreK – 5 who:

1. Commit a physical or verbal assault against a 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, school property, or school activities

may be subject to expulsion proceedings consistent with the student's due process rights and state and federal laws.

SNAP SUSPENSIONS

Student conduct eligible for snap suspension:
Student behaviors eligible for snap suspension are those behaviors that could result in suspension under the school discipline plan. Those behaviors include but are not limited to: harassment; threats, inciting, provoking or encouraging a fight; fighting; profanity or vulgarity; spitting; possession, distribution or use of tobacco; stealing; insubordination; gambling; indecency; forgery or giving false information.

Definitions
Immediately - The teacher will communicate with the office via phone prior to sending the student out of class.

Mutual Agreement – Consensus reached by teacher and principal or designee.

Appropriate Action – Removal from class to a supervised situation.

Teacher – Classroom instructor, permanent employee with an assigned caseload of students, or long-term substitute per district definition.

Teachers may issue an immediate suspension to students who exhibit the conduct described above.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Further, the District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language or format that they are likely to understand.

20 U.S.C. 1701 et seq.
42 U.S.C. 2000d

Adopted 3/10/04

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. 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) 814-0201.

Casual Contact Communicable Diseases
The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

The teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease.

The Superintendent shall develop administrative guidelines for the control of communicable disease.

M.C.L.A. 380.1169

Control of Noncasual-Contact Communicable Diseases
The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

A HIV (human immunodeficiency virus);

B AIDS (acquired immune deficiency syndrome);

C AIDS related complex (condition);

D HAV, HBV, HCV (Hepatitis A, B, C);

E other disease that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

Additionally, the Board directs the Superintendent to develop an educational program in accordance with Michigan law that will ensure proper instruction of guidance counselors, nurses (need not be included if a "licensed health care professional"), teachers, and other school personnel who teach students about HIV and AIDS. Such a program shall include information about:

A. the nature of the disease;
B. its causes and effects;
C. the means of detecting it and preventing its transmission;
D. the availability of appropriate sources of counseling and referral; and
E. any other information that is appropriate considering the age and grade levels of students.

M.C.L.A. 380.1169
Revised 3/10/04

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

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.

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

Advisory to All Parents

Dear Parent/Guardian:

Asbestos Notification
The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. See Board Policy #8431.

Pesticide Notification
The Department of Agriculture and the State of Michigan has passed regulation 637 Pesticide Use. One of the requirement is that school district 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 student attends, to

Lake Orion Community Schools
455 E. Scripps Rd
Lake Orion, MI 48362

You may also contact Operational Services at 248.814.1798 if you have any questions.