NEW LOTHROP
JUNIOR HIGH/HIGH SCHOOL



Student Handbook
2026-2027



MISSION STATEMENT

The New Lothrop High School staff, parents, students, and community, recognizing that each student is a unique individual with his or her own style of learning, needs, interests, and aptitudes, will provide a learning environment and educational plan that maximizes the potential of each student to become a responsible member of society.

District Mission Statement

BE EPIC

Excellence in all

Pride in Doing

Integrity in Action

Community Focused

ADMINISTRATION

Mr. Drew Severn.....Principal

Mrs. Joanna Czymbor.....Guidance Counselor

Mr. Marty Weese.....Asst. Principal/Athletic Director

Mrs. Lynn Bishop.....High School Office Manager

Mr. Steve Gauger.....Transportation & Athletic Admin. Assistant

Mr. Scott Sovis.....Technology/Data Manager

Mr. Jay Larner.....Superintendent

NEW LOTHROP BOARD OF EDUCATION

Mrs. Wendy Vincke.....President

Mr. Richard White.....Vice President

Ms. Ashley Krupp.....Secretary

Mr. Adam Green.....Treasurer

Mr. Tim Birchmeier.....Trustee

Mrs. Jennifer Otter.....Trustee

Mr. Joseph Toma.....Trustee

FACULTY

Mrs. Andres.....English/Teacher Cadet

Mrs. Bemis.....Spanish

Mrs. Beresford.....Special Education

Mr. Blanchard.....Math

Mr. Browning.....Science

Ms. Burgess.....English

Mr. Campbell.....History

Mr. Clark.....Band/Choir

Mrs. Devota.....Math

Mr. Galvas.....PE/Health

Mr. Henige.....History

Mrs. Jacobs.....Math

Ms. Jordan.....English

Ms. Knieper.....Math/Business

Mr. Kohlmann.....Social Studies

Ms. Kviz.....Social Worker

Mrs. LaClear.....Science/Computer Science

Mr. Long.....Industrial Arts

Ms. Parson.....Special Education

Mrs. Stefanic.....English

Mrs. Vandefifer.....Science

Mrs. Wickerham.....Art/Digital Media/Yearbook

Mr. Wyrick.....Agri-Science/WB Learning

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NEW LOTHROP JR./SR. HIGH SCHOOL ACADEMIC INTEGRITY POLICY

Employees of New Lothrop Public Schools believe that a strong commitment to ethics and integrity by school board members, administrative personnel, staff members, parents, and students is a powerful force with which to achieve academic integrity among students (Lathrop, Foss 97-98). Therefore, we have established an Academic Integrity Policy, which addresses all forms of dishonesty, including cheating. It is intended that all teachers will uphold this policy regardless of grade level or subject area, implementing disciplinary action when necessary.

The purpose of this policy is to encourage ethical behavior among students in their schoolwork, and to ensure unified disciplinary procedures among school staff members when behavior does not meet our school's ethical behavior guidelines, as established below.

Our Ethical Code

The primary right and duty of education rests on parents and guardians. When they send their children to school, they are delegating some of their teaching authority to the school. Parents must, while their child is in school, support the authority of the school and be alert to see that this authority is not abused (Lothrop, Foss 105). Therefore, the employees of New Lothrop Area Public Schools commit to work with parents and guardians to ensure that every student will maintain high ethical standards when doing his or her own schoolwork. This means students will maintain their integrity by not copying assignments, projects or homework; plagiarizing; cheating on tests or exams; committing forgery, or stealing.

Consequences

Should a student break the ethical code, the following disciplinary actions will be taken.

First Offense: The instructor will give the student the option to re-do the assignment for partial credit. The student's parents/guardians will be notified.

Second Offense: The second time a student breaks the ethical code, whether or not it happens in the same class as the first offense, the student will receive **zero percent (0%) for the assignment**, regardless of what that assignment is, such as homework, test, paper, or project, and the student's parents/ guardians will be notified. There will be no make-up assignment provided. If that student has been nominated for or is a member of National Honor Society, or they participate in any extracurricular activity (FFA, student council, sports, drama) they will be on probation for the remainder of the term in which the offense occurred (i.e. more than the last two weeks of the term) or, if there are two or fewer weeks in that term, they will be on probation for the entire following term.

Third Offense: The third time a student breaks the ethical code, whether or not it happens in the same classes as the first and second offenses, the student will receive a **zero percent (0%) for that class for that term** and will be removed from National Honor Society for the remainder of the student's high school career, and will be removed from all extracurricular activities for the remainder of the term in which the offense occurred (i.e. more than the last two weeks of the term) or, if there are two or fewer weeks in that term, they will be on probation for the entire following term.

What is Plagiarism?

Plagiarism is willful intent "to steal and pass off as one's own the ideas or work of another. (From: *Merriam Webster's School Dictionary*, Merriam-Webster, Inc., 1999, pg. 677). This means when a person copies another's work word-for-word, paraphrases another's words, or uses another's ideas, without giving credit to the original source, that person is plagiarizing.

For a clear understanding of what teachers in every content area will use as guidelines to detect plagiarism, the following examples of what constitutes plagiarism will be followed.

Successful vs. Unsuccessful Paraphrases

Paraphrasing is often defined as putting a passage from an author into "your own words." But what are your own words?

How different must your paraphrase be from the original?

The paragraphs below provide an example by showing a passage as it appears in the source, two paraphrases that follow the source too closely, and a legitimate paraphrase.

The student's intention was to incorporate the material in the original passage into a section of a paper on the concept of "experts" that compared the functions of experts and non-experts in several professions.

The Passage as it Appears in the Source

Critical care nurses function in a hierarchy of roles. In this open heart surgery unit, the nurse manager hires and fires the nursing personnel. The nurse manager does not directly care for patients but follows the progress of unusual or long-term patients. On each

shift a nurse assumes the role of resource nurse. This person oversees the hour-by-hour functioning of the unit as a whole, such as considering expected admissions and discharges of patients, ascertaining that beds are available for patients in the operating room, and covering sick calls. Resource nurses also take a patient assignment. They are the most experienced of all the staff nurses. The nurse clinician has a separate job description and provides for quality of care by orienting new staff, developing unit policies, and providing direct support where needed, such as assisting in emergency situations. The clinical nurse specialist in this unit is mostly involved with formal teaching in orienting new staff. The nurse manager, nurse clinician, and clinical nurse specialist are the designated experts. They do not take patient assignments. The resource nurse is seen as both a caregiver and a resource to other caregivers. . . . Staff nurses have a hierarchy of seniority. . . . Staff nurses are assigned to patients to provide all their nursing care. (Chase, 1995, p. 156)

Word for Word Plagiarism

Critical care nurses have a hierarchy of roles. The nurse manager hires and fires nurses. S/he does not directly care for patients but does follow unusual or long-term cases. On each shift a resource nurse attends to the functioning of the unit as a whole, such as making sure beds are available in the operating room, and also has a patient assignment. The nurse clinician orients new staff, develops policies, and provides support where needed. The clinical nurse specialist also orients new staff, mostly by formal teaching. The nurse manager, nurse clinician, and clinical nurse specialist, as the designated experts, do not take patient assignments. The resource nurse is not only a caregiver but a resource to the other caregivers. Within the staff nurses there is also a hierarchy of seniority. Their job is to give assigned patients all their nursing care.

Why This is Plagiarism

This is a patchwork composed of pieces in the original auditor's language (in red) and pieces in the student-writer's words, all rearranged into a new pattern, but with none of the borrowed pieces in quotation marks. Thus, even though the writer acknowledges the source of the material, the underlined phrases are falsely presented as the student's own.

A Patchwork Paraphrase

Chase (1995) describes how nurses in a critical care unit function in a hierarchy that places designated experts at the top and the least senior staff nurses at the bottom. The experts — the nurse manager, nurse clinician, and clinical nurse specialist — are not involved directly in patient care. The staff nurses, in contrast, are assigned to patients and provide all their nursing care. Within the staff nurses is a hierarchy of seniority in which the most senior can become resource nurses: they are assigned a patient but also serve as a resource to other caregivers. The experts have administrative and teaching tasks such as selecting and orienting new staff, developing unit policies, and giving hands-on support where needed.

Why This is Plagiarism

This paraphrase is a patchwork composed of pieces in the original author's language (in red) and pieces in the student-writer's words, all rearranged into a new pattern, but with none of the borrowed pieces in quotation marks. Thus, even though the writer acknowledges the source of the material, the underlined phrases are falsely presented as the student's own.

A Legitimate Paraphrase

In her study of the roles of nurses in a critical care unit, Chase (1995) also found a hierarchy that distinguished the roles of experts and others. Just as the educational experts described above do not directly teach students, the experts in this unit do not directly attend to patients. That is the role of the staff nurses, who, like teachers, have their own "hierarchy of seniority" (p. 156). The roles of the experts include employing unit nurses and overseeing the care of special patients (nurse manager), teaching and otherwise integrating new personnel into the unit (clinical nurse specialist and nurse clinician), and policy-making (nurse clinician). In an intermediate position in the hierarchy is the resource nurse, a staff nurse with more experience than the others, who assumes direct care of patients as the other staff nurses do, but also takes on tasks to ensure the smooth operation of the entire facility.

Why This is a Good Paraphrase

The writer has documented Chase's material and specific language (by direct reference to the author and by quotation marks around language taken directly from the source). Notice too that the writer has modified Chase's language and structure and has added material to fit the new context and purpose — to present the distinctive functions of experts and non-experts in several professions.

Shared Language

Perhaps you've noticed that a number of phrases from the original passage appear in the legitimate paraphrase: critical care, staff nurses, nurse manager, clinical nurse specialist, nurse clinician, resource nurse.

If all these phrases were in red, the paraphrase would look much like the "patchwork" example. The difference is that the phrases in the legitimate paraphrase are all precise, economical, and conventional designations that are part of the shared language within the nursing discipline (in the too-close paraphrases, they're red only when used within a longer borrowed phrase).

In every discipline and in certain genres (such as the empirical research report), some phrases are so specialized or conventional that you can't paraphrase them except by wordy and awkward circumlocutions that would be less familiar (and thus less readable) to the audience.
When you repeat such phrases, you're not stealing the unique phrasing of an individual writer but using a common vocabulary shared by a community of scholars.

Some Examples of Shared Language You Don't Need to Put in Quotation Marks

Conventional designations: e.g., physician's assistant, chronic low-back pain

Preferred bias-free language: e.g., persons with disabilities

Technical terms and phrases of a discipline or genre: e.g., reduplication, cognitive domain, material culture, sexual harassment

Works Cited

"Avoiding Plagiarism: Quoting and Paraphrasing." *UW Madison Writing Center*. Web. 14 June 2011.

<http:// writing.wisc.edu/Handbook/QPA_paraphrase.html#tooclose>.

Lathrop, Ann, and Kathleen Foss. *Student Cheating and Plagiarism in the Internet Era: a Wake-up Call.*

Englewood, CO: Libraries Unlimited, 2000. Print.

GENERAL INFORMATION

Visitors

Visitors must be approved by the Principal/Office in order to be on school grounds. Students are not allowed to bring friends/relatives to school with them to spend the day, unless approved by the principal in advance. All visitors must check in at the office upon arrival.

Telephone

Students will not be excused from class to place calls. Students may use the phones in the office with the permission of office personnel.

Severe Weather Communication

Whenever school closes due to severe weather conditions, furnace problems, etc., it will be announced on radio stations WIOG/WSGW (102 FM/790 AM), WHNN (96 FM); TV stations WJRT (12), WNEM (5); and by School Messenger.

Tornado Procedure

In the event of a **tornado warning**, an announcement will be made on the public address system for students to move quickly to the area designated for each classroom. Tornado drills will be conducted each school year.

Fire Drills

Fire drills are conducted at various times during the school year. All students and personnel must leave the building and move into designated areas (posted in each classroom) during the fire drill. Students/Staff will be given the all clear direction via public address announcement.

Lost and Found

Textbooks and other belongings found in or about the building should be turned in to the office. The school is not responsible for any personal possessions lost or stolen.

Work Permits

Applications for work permits are issued at the high school office. Upon completion of the form by the student and the employer, the form should be returned to the high school office. Work permits are required for students ages 14-18 unless employed by parents.

Fines & Fees

Students who owe a fine/fee will receive a letter at the end of the school year. All fines/fees must be paid before a district electronic device is assigned the following school year. Graduating seniors must pay fines/fees in order to receive their diploma.

Gym Lockers

Locks must be kept on gym lockers at all times. Only school issued locks should be used to secure lockers. Students are responsible for the issued locks. Students should not switch lockers without receiving approval from the PE Teacher. **The school cannot be responsible for items in the locker room area that are not secured within a locker.**

Accident or Illness

In case of an accident or illness during school, the student must report to the office as soon as possible. **Students must never leave the campus without permission from the office.** In the event of an emergency, students should immediately contact the most available staff member for assistance.

Building Maintenance

Anyone who destroys school property will be responsible for its replacement or repair. Students should help keep the area clean of paper and other litter in the classroom, cafeteria, hallways and outside the building.

Supplies

Students may receive paper and pencil supplies at the high school office. It is the responsibility of each student to have supplies required by teachers at each class.

Medication

All medication will ONLY be administered during school hours to students with the correct authorization on file in the main office. Prescription Medication: Students must have a Medication Administration Form, completed by the physician and signed by the parent/guardian, on file. The bottle must contain the student's name, the date, and the exact dose along with any special dosing instructions that apply. Non-prescribed (over-the-counter) Medication (Tylenol/Ibuprofen, Tums, etc): Students must have a Medication Administration Form, completed and signed by the parent/guardian, on file. Each individual student must have their own bottle in its original container, labeled with the date and student's name, along with the exact dosage to be administered.

At the end of the school year, all medications (prescribed/non-prescribed) will be available for pick up, by the parent, until June 30th, at which time all medication will be disposed of.

Appeals of Students Grades

Parents wishing to appeal a student's grade should hold a conference with the teacher involved. If satisfaction is not reached, they can appeal (in writing) to the High School Principal. At that time, the Principal will explain the process that will have to be followed to seek the desired changes. Appeals must be made within 30 days of receiving the grade.

Bell Schedule

The high school building will be open at 7:30 am. Half day dismissal is at 11:15am.

High School

First Hour. 8:00-8:57
Second Hour.....9:02-9:59
Third Hour.....10:04-11:01
Fourth Hour 11:06-12:33
- A Lunch (11:01-11:31)
- B Lunch (11:31-12:01)
- C Lunch (12:03-12:33)

Fifth Hour.....12:38-1:43
Sixth Hour.....1:48-2:45

Pictures for Publications

Parents should be advised that through the normal course of operations of our school district, student pictures may be used in outside news articles, programs, yearbooks, websites, social media, etc. Photo Release Forms will be included in each student's Final Forms account.

Movies

Throughout the school year, movies rated G & PG may be shown as part of the curriculum or used as a reward. If you would prefer that your student not participate in viewing G & PG movies, please let your student's teacher know so arrangements can be made for them.

Grading

Students will receive report cards at the end of each quarter. Report cards will be emailed to parents at the end of each quarter. Printed copies of report cards are available upon request.

Below is the New Lothrop Jr./Sr. High School grading scale (on a 4.0 scale):

A	93-100	4.0	C	73-76	2.0
A-	90-92	3.8	C-	70-72	1.8
B+	87-89	3.5	D+	67-69	1.5
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.8	D-	60-62	1.0
C+	77-79	2.5	F	59 or below	

After the 4th Friday of the Semester, any student who drops a class will receive a "W" on their transcript and the "W" counts towards GPA. If a student drops a class any time between the first day of the Semester and the 4th Friday of the Semester, the student will make up all the work (including summer work) in the newest enrolled class.

All courses will be based on a 4.0 scale except Advanced Placement (AP) classes. Students who pass an NLHS AP course will receive a weighted grade point (5.0 scale) for the course when determining GPA.
Online AP courses will be graded on a 4.0 scale. For example, an "A" would be worth 5.00, an "A-"would be worth 4.8, etc. A grade of "F" will remain a grade of "F" (0.0).

Advanced Placement (AP) Weighted Grading Scale

Grade:	Numeric Equivalent:	AP Weighted Scale:
A	100-93	5.0
A-	92-90	4.8
B+	89-87	4.5
B	86-83	4.0
B-	82-80	3.8
C+	79-77	3.5
C	76-73	3.0
C-	72-70	2.8
D+	69-67	2.5
D	66-65	2.0
F	Below 65	0.0

Students who transfer to New Lothrop High School: All approved credit from the previous school will be added to your New Lothrop transcript. Your previous school's grades will figure into your New Lothrop GPA on a 4.0 scale, including AP courses. You will be required to meet NLHS graduation requirements and take six classes each semester until you graduate. Transfer student GPA will be un-weighted once they enroll at New Lothrop High School.

Academic Letters

Those students who maintain a grade point average of 3.5 or above for four consecutive terms during a school year, (3 for seniors) will be awarded an interlocking chenille letter with a Lamp of Knowledge insignia.

Honor Roll

Honor roll will be posted for the first, second, third, and fourth terms. Honor roll will be determined by term grades only, not semester grades.

G.P.A.'s .

All A 4.00
A Minus Average 3.80-3.99
B Plus Average 3.50-3.79
B Average 3.00-3.49

Any grades lower than a "C–" during a term will disqualify a student from being on the honor roll during that term.

A. Students must have four courses in which they receive A,B and C grades in order to qualify.

B. Students who have co-op must have two courses in which they receive A, B or C grades in order to qualify.

C. Honor roll certificates will be given to those students who are on honor roll for the first three consecutive terms of the year.

Graduation Honors

Honors will be based upon the first seven semesters cumulative grade point average. Transfer students are eligible for honors determined on the basis equivalent to the term system.

"Highest Honors" .....3.75-4.0 G.P.A.
"High Honors" .....3.50-3.74 G.P.A.
"Honors" .....3.0-3.49 G.P.A

A formula will be used to determine Valedictorian and Salutatorian, as well as Top Ten. GPA will be multiplied by 250 and SAT score will be divided by 1.6. Points will be tallied together to form a composite score. Students are allowed to take the SAT multiple times. The deadline will be September 30th of the student's Senior year of high school. The highest SAT score will be used to determine class rank.

Honor cords are used for the purpose of academic achievement during commencement, i.e. honor roll and National Honor Society. Other organizations' cords will not be recognized or worn during our commencement ceremony.

Class Transfers

High school students register for classes for each semester. No changes will be allowed unless a student is approved to:

1. Take part in a special program, such as co-op.
2. Drop a class due to disciplinary or academic problems.
3. Drop a class to pick up another class that meets graduation requirements.
4. Students who are dropped from a course prior to completion will not receive credit for the course. Students who have a failing grade at the time they are dropped from a course will receive a final grade of "F" for the course. Any exception must be approved by the principal.

National Honor Society

Selection of Members

1. Local school faculty or faculty councils nominate and finally elect students to membership in the NHS.
2. All students potentially qualified must be considered.
3. Candidates must submit an "Information Sheet" to be considered for membership.
4. Students aren't allowed to nominate, vote, or participate in membership selection.
5. Selection of members shall be by majority vote of the faculty council.

Sophomores applying for NHS must meet these minimum requirements:

1. Cumulative 3.5 grade point average
2. 20 Community Service Hours
3. Leadership Activities – subject to NHS committee review
4. Character – subjective to NHS committee review

Two documented instances of academic dishonesty will disqualify the student from applying to NHS. In addition, disciplinary records will be reviewed and considered.

In order to maintain membership once accepted into the New Lothrop chapter of the National Honor Society, students must meet the following requirements:

1. Maintain a minimum of a 3.4 GPA.
2. Complete 10 additional service hours before graduation, 5 of which need to be completed during senior year. Completed service hour logs must be turned in to the NHS Advisor by the due date in order to receive an NHS honor cord.
3. Maintain good character.
4. Participation in at least two National Honor Society activities, such as the blood drive, exam care packages, etc.

Those students who fail to meet the above requirements will be subject to the procedure for dismissal.

Dismissing Members

When a member violates a school or civil law, acts in a manner unbecoming of the NHS, or falls below the maintenance requirements outlined above, he/she will be investigated by the faculty sponsor & Principal and appropriate action will be taken. Except in the case of flagrant violation of school rules or civil laws, a member will be warned with a letter and a conference before being dismissed. A member is allowed only one warning period during high school. After a member is dismissed, he/she will never be eligible for membership again. He/she cannot keep his/her card or emblem.

Progress Reports

Parents can monitor their student's grades using our online grading system, PowerSchool, which can be found on the New Lothrop website (www.newlothrop.k12.mi.us). If PowerSchool is not available, students can pick up a weekly progress report from the office on Fridays. Students will be responsible for giving the weekly progress report to each teacher and returning it to their parents.

"Save the Carpets"

No food or beverages should be consumed in any carpeted area of the building. Consequences may be assigned for students who violate this policy.

Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks are prohibited. All student meetings in the school building or on school grounds may function only as part of the formal educational process or as authorized by the Principal. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Dances

Any class or organization that sponsors a dance is to follow these rules:

1. The organization sponsor will always be in attendance unless there is an emergency.
2. One additional teacher shall be in attendance at all times.
3. ALL school dances are closed. NLHS Students who wish to bring a guest from another school must complete a DANCE GUEST PASS before the event. Students bringing a guest to a dance are responsible for their guest's behavior. **Any guest over the age of 18 and out of school MUST complete an iChat form. Guests may only be 1 year removed from high school and no more than 20 years of age.**
4. Doors will be locked approximately 1/2 hour after the start of the dance.
5. Once a student leaves the building, they will not be allowed to return.
6. Jr. high students cannot bring guests to dances held on school property, regardless of who sponsors them.
7. Students of junior high age are not allowed at high school dances and high school students are not allowed at junior high dances.
8. Any suspicion of wrongdoing will be addressed and handled by the administrator present at the dance.
9. No inappropriate dancing (front to back or sexual simulation) allowed.

Publications

The following guidelines are established to comply with the court's interpretation of the First Amendment to the Constitution as it applies to high school publications. This policy also establishes an ethical code which will help teach the student high standards of professionalism and responsibility which a journalist owes the readers.

This ethical code will be enforced by the editor and his/her staff. The actions of the Editorial Board must be approved by the advisor of the school publication and the principal. The code is as follows:

1. Any material which will injure an individual's reputation, psyche, future, or expose an individual to unnecessary harassment or embarrassment will not be published.
2. Any material not signed and is not based on facts supported by documented research, will not be published.
3. Any material which is in poor taste, is repulsive to the common student, and has no social worth, will not be published.
4. Any material relating to issues not within the province of a high school publication, affecting the student body or segment of the student body will not be published.

Clubs & Organizations

Several student organizations are provided for your interest. These organizations hope to provide you with opportunities to give service, to represent your school and community, to make new friends and to develop special interests and abilities. All activities such as dances, selling candy, etc., must be approved by the Principal. Plans must be made well in advance to avoid conflicts. Any new clubs/organizations must complete the paperwork according to NEOLA policy and submit it to the building principal.

Student organizations must deposit all funds in the administration office. The Treasurer's book will be kept in the administration office and checked monthly. Any purchases must be approved ahead of time by the advisor. All bills must be paid within 30 days by checks written in the school office.

Failure to obtain the Principal's approval for activities may result in a penalty involving loss of future money-making projects for up to 14 months.

High school organizations currently recognized are:

FFA *National Honor Society* *Drama Club* *Student Council* *Robotics* *Yearbook Staff*

Search & 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 or student automobiles under the following circumstances and may seize any illegal, unauthorized, or contraband materials discovered in the search. In addition, in order to secure the best environment possible for our students, drug dogs may be used periodically to make sure the building and grounds are free of illegal substances.

Furthermore, a metal-detecting wand may be used when reasonable search and seizure is warranted. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion for school authorities to believe that the possession constitutes a crime or rule violation.
2. There should be reasonable suspicion for school authorities to believe that the possession constitutes a crime or rule violation.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. Students' lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students are responsible for all items found in their locker. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
5. All students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles may be inspected whenever school authority has reasonable suspicion contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Please see Policy #5771 in this handbook for more information on the Search and Seizure Board of Education Policy.

Acceptable Use of Technology

Note: Please refer to our Board Policy #7540.03, Agreement for Acceptable Use of Technology Resources for Students on our district website under the technology tab (technology plan, pages 20-24).

Bus Rules

The bus driver wants you to ride to school safely and comfortably. Driving a bus is not easy, especially if students are distracting the driver. Therefore, students must sit in their seats and be reasonably calm and quiet on the trip to and from school. Riding a bus is a privilege. Students who exhibit poor behavior may lose their bus riding privileges.

Things to remember when riding the bus:

A. Obey the bus driver at all times.
B. Be on time to catch the bus.
C. Wait back from the curb (road) 10 feet.
D. Enter/leave the bus only after it comes to a complete stop.
E. Cross in front of a stopped bus (away from the bus) when the driver signals you.
F. Do not put anything out of the bus windows
G. Stay in your seat.
H Do not eat or drink on the bus.
I. Distracting the driver is not permitted (school rules apply).
J. Please exit and move away from the bus when leaving
K. DO NOT GO TO YOUR MAILBOX.
L. Bus Drivers will report unruly students and they may be suspended from using bus service temporarily or permanently.
M. No living creatures may be brought to school on the bus.

Bus Pick-Up/Drop-Off Procedures

Parents must complete a Bus Transportation Request Form if their student will be riding a bus. The form needs to be completed at the beginning of every school year or whenever permanent changes are needed. If a temporary transportation change is needed, parents must complete a Temporary Transportation Change Request Form. The request will be reviewed and approved/denied within one week of the request. Unless specified, student pick-up and drop-off will be considered the student's home address. Due to safety reasons, we cannot accommodate last minute changes from parents/guardians. In an emergency situation, students may attend the latchkey program (at parent expense) at the elementary school until the parent or guardian can arrange a pick up.

Driving Regulations

1. Students who drive a vehicle to school must use the Easton Road entrance for entering the parking lot at the beginning of the school day as well as exiting at the end of the school day. Vehicles driven to school are to be parked in the west parking lot upon arrival. Vehicles are to be parked properly in the parking lot. Vehicles parked improperly could be issued a citation from local law enforcement.
2. Vehicles are not to be driven in areas where buses are loading or unloading.
3. Students are not permitted to sit in parked vehicles during the school day. Students should not be in the areas where cars are parked, except for the purpose of arriving at or leaving school. In emergency situations, students may ask the Principal (or designee) for permission to retrieve an item from his/her parked car.

4. Students are not to drive or ride in any vehicle (except by the permission from the office) during the school day (including lunch period).
5. To prevent theft and unauthorized use, vehicles should be kept locked at all times. The school is not responsible for the contents of a vehicle in the event of theft.
6. Reckless or careless driving (excessive speed, squealing wheels, etc.) on or around school grounds is prohibited. A speed of 20 miles per hour in driveways around all school buildings is to be observed at all times.
7. Cars are to be parked upon arrival, and students are to stay out of the parking lot (except with prior approval from the office) until after leaving their last class.
8. The student drivers are expected to be aware of the "No Passing" areas in drive and parking areas.
9. On school property, please yield to the buses. Bus drivers always have the right of way.
10. **All students who drive to school are required to obtain a parking permit hang tag. The application for a parking permit can be obtained on Final Forms or from the high school office. There is no charge for the hang tag. The vehicle make, model, color, and license plate number must be registered with the high school office. The parking permit hang tag must be clearly displayed on the rear view mirror. Students will only need one (1) parking permit registered in their name.**
11. **All students MUST park in the west student parking lot. No students are allowed to park in the east parking lot or in the Shop area.**
12. Violation of Driving Regulations at administrative discretion and could result in loss of driving privileges to and from campus.

ATHLETICS

Athletics are an important part of our school program. The purpose of athletics is to aid in the development of leadership, cooperation, sportsmanship, physical fitness, and competitive spirit of young men and women. Students who participate in athletics may qualify for the following awards:

JUNIOR VARSITY	VARSITY AWARDS
Certificate	1st yr. – 8" letter/pin
	2nd yr. – Medal
	3rd yr. – Plaque
	4th yr. - Plaque

The awarding of a letter is determined by actual playing time, attitude, and behavior of the individual. The coach of each sport will establish the requirements to be eligible for a letter, using the following guidelines:

FOOTBALL—Participate in 8 quarters
BASKETBALL—Participate in 16 quarters
WRESTLING—Participate in 6 meets
VOLLEYBALL—Participate in 1/2 of games
TRACK—Score 12 points
SOFTBALL AND BASEBALL—Participate in 1/2 of games or 1/3 of total innings.
CROSS COUNTRY—Participate in 2 meets

In order to receive an award, a student must finish the season, unless out with an injury. In exceptional cases as determined by the coach, an award may be refused or awarded regardless of the candidate's playing time. **All athletes must attend the banquets to receive their awards.** Exceptions to this rule should be cleared, in advance, through the Athletic Director.

It is the responsibility of any student who participates in athletics to secure a copy of the "Uniform Code of Conduct for Students Athletes" from the Athletic Director. A student must comply with the provisions of the "code" in order to be eligible to participate in athletics. This code of conduct will be enforced year-round.

To be eligible to participate in athletics, a student must have on file in the athletic office a current physical examination form signed by an M.D., D.O., Physician's Assistant, or Nurse Practitioner. A physical form dated after April 15 of the present calendar year is considered current.

NCAA ACADEMIC ELIGIBILITY

General Requirements for students entering Division I schools.
(Those students entering Division II or III schools should consult with your counselor for requirements)
1. Graduation from high school;
2. Successful completion of a core curriculum of at least 16 core academic courses as follows:

English—4 years

Math—3 years (Algebra 1 or higher)

Natural or Physical Science—2 years (including at least one laboratory course, if offered by the high school)

Social Science—2 years

Additional courses in English, mathematics, or natural or physical science—1 years

3. Students must present a corresponding test score (ACT sum score or SAT combined score) and core course GPA (minimum 2.300) on Sliding Scale B, which can be found at www.ncaa.org—NCAA Eligibility Center.

Students should also be aware that Division II and III eligibility standards may vary from Division I. Please see your counselor or go to **www.ncaa.org** if you have any questions. Those students that are interested in playing division 1 or 2 athletics should fill out their Clearinghouse papers at the end of their Sophomore year or the beginning of their Junior year. Transcripts should be sent to the Clearinghouse every semester thereafter. This will allow you to keep up on your progress towards meeting the NCAA goals.

Attendance Policy

1. Attendance Matters:

Good attendance is critical for success. Parents/guardians are responsible for helping students attend school regularly.

2. Attendance Terms:

The following codes will be used to document absences:

UA=Unexcused Absence; absent with no communication from parents to school.

V= Verified; absent, but parent/guardian calls/emails and makes the school aware; still unexcused and may be counted towards truancy. This would include pre-arranged vacations.

D=Documented; documented absences include a doctor or dentist appointment, mandated court appearance,funerals, college visits (up to 3 per year for Juniors/Seniors), job shadows (up to 2 per year for Juniors/Seniors), and religious observances based on the conditions outlined in the Michigan School Code. Special situations may warrant a deviation from this guideline. Administrators will make the final decision.

SA=Absences for school-sponsored events (athletics, FFA, etc.) do not count against attendance. These are coded "SA".

3. Absence Limit:

Students are allowed 8 absences ("UA" or "V")per semester.

4. Leaving Early:

If a student needs to leave school early, a parent/guardian call or email must be received by the office before the student signs out.

Make-Up Work:

Students have one day to make up work for each day absent. The 5-day late work policy still applies.

5. Tracking Attendance:

Parents/guardians should check attendance regularly in PowerSchool. They will be notified by letter by letter when a student reaches 7 absences ("UA" or "V").

Truancy/Excess Absences:

Students who exceed 8 absences ("UA" or "V") will be referred to Truancy.

6. 15th Absence/Credit:

After 15 total absences (a combination of "UA" and "V") in a class during a semester, the student will lose credit for that class. If the student passes the class and scores a 78% or higher on the final exam , they will earn credit for the course, and a CR grade will be recorded.

Students with extended illness, hospitalization, or serious circumstances may appeal. Appeals must be in writing and verified with medical or legal documentation.

NEW LOTHROP HIGH SCHOOL: Electronic Attendance Policy

Teachers (Including Substitute Teachers):

1. Teachers are responsible for marking their students absent and/or tardy in the student database. Attendance should be marked within the first 10 minutes of each class period. If not possible, all attendance must be entered by 3:00 p.m. each day.
2. Students must have an early dismissal slip that has been issued by the office to leave class early.
3. Students arriving at school late must sign in at the office. Students must sign in/out of the office anytime they leave or enter the building.

Administrative Assistant:

1. Administrative Assistant is responsible for marking students with an excused absence for any of the reasons found valid in the student handbook.
2. Administrative Assistant is responsible for marking students with all other school-related absences.
3. Administrative Assistant monitors the sign in/out sheet, emails and voicemails throughout the day and edits attendance as needed.
4. Administrative Assistant keeps a daily phone log for call records and gathers all absence-related documentation and keeps it in a file for the current year.

Administration:

1. The administrator is responsible for entering suspension codes in the student database.

Tardy Policy

Chronic tardiness establishes poor work habits and disrupts the learning environment. Students are expected to be on time for all classes. Promptness is one of the most important employability skills that a student can develop for future success.

Signing In:

Any student arriving late to school must report to the office and sign in.

Tardy Accumulation:

Every four (4) tardies will equal one (1) after-school detention. A tardy is equivalent to not being in the classroom when the bell rings.

Students and parents should regularly monitor attendance and tardy records in PowerSchool. Addressing tardiness early helps ensure academic success and supports positive future work habits.

Thank you for your cooperation and attention to this policy.

Skipping Class

1st offense: After-school detention

2nd offense: In School Suspension

3rd offense: Student and parent/guardian(s) meet with Administration.

Ten-Minute Rule (Absent/Tardy)

Students arriving at school after 10 minutes into ANY period will be marked absent for that period. Before the 10-minute mark, a tardy will be used. Students who leave 10 minutes before the end of any period will be marked absent for that period.

Junior High Promotion/Retention Policy

It is the intent of the Board of Education to have students progress through the education system in an organized fashion while gaining knowledge, developing skills, and acquiring positive attitudes. To this end, promotion by subject area in the Junior High School program is desirable to insure mastery of material. In order to achieve promotion in the Jr. High Grades (7^{th} and 8^{th}) a student must:

Receive passing grades in **all** core subjects.

Make up any core courses in summer school for which passing grades were not achieved during the regular school year.

If the student does not attend, complete, and pass summer school, they will be retained in their current grade.

Repeated 8^{th} grade classes will not count towards high school credits nor graduation.

Retention due to age is at the discretion of administration.

Student Hallway Lockers

Each student will be issued a student hallway locker and individual combination for such locker. Students should not share lockers with other students, nor share combinations. It is the expectation that students utilize their locker for backpacks, duffel bags, books, supplies, coats, etc. **Backpacks will NOT be carried to individual classrooms. No bags, books, or supplies should be left in the hallways, outside of lockers.** Student lockers are the property of New Lothrop Area Public Schools and should be cared for and treated respectfully.

Graduation Requirements – Deficiencies Policy

In order to keep students and parents informed of progress being made and to reduce undue stress on students, parents and the professional staff, students must be systematically eligible for graduation throughout their high school career.

The following criteria applies to students, who upon completing their Junior year, are deficient of credits required for graduation. Such students must:

A. Accumulate the necessary deficient credits through adult education classes or summer school offerings with the completion of the first semester of the Senior year as approved by the High School Principal, and
B. Successfully complete all six (6) regular day classes, and
C. Have met all other requirements expected of Seniors with only one semester remaining.
Upon completion of the first semester of the senior year, any student who has not met the criteria listed above, will have participation in graduation exercises forfeited at the end of the first semester, with students and parents being notified of such determination.

Students unable to meet these criteria and who forfeit the privilege of participation in graduation exercise will be allowed to continue their education and work toward the requirements for earning a New Lothrop High School Diploma under the rules and regulations applicable to all students.

Students who are affected by this policy will be informed at the conclusion of their Junior year of the necessary steps they must take to insure progress towards graduation. Similarly, parents will be informed of deficiencies, the programs needed to insure completion of the requirements for graduation and the consequences of noncompliance.

Graduation Requirements:

Students are required to pass a minimum of 23 credits.

Michigan Merit Curriculum Law states:
Students who score 78% or higher on the comprehensive semester exam will earn credit for the course, even if they did not pass the class. In these cases, the student will receive a final grade of CR.

Passing the senior seminar is a graduation requirement. Students who do not complete their senior seminar according to the established timelines will not participate in the graduation ceremony.
In accordance with the FAFSA grant, completion of the FAFSA is a graduation requirement for all 12th grade students. If a student or family chooses not to complete the FAFSA, a signed waiver must be submitted to the school for verification and to satisfy this requirement.

Credit not accepted towards a New Lothrop High School Diploma:

- Alternative Education credits
- Adult Education credits
- Correspondence School credits
- Online courses/credits not approved by NLHS Administration
- More than (1) online credit in a core subject area, unless approved by Administration due to credit recovery

Credit accepted towards a New Lothrop High School Diploma:

- Transfer credit from other high schools that was not earned through alternative or adult programs
- College classes approved by NLHS Administration
- Skill Center classes
- Shared time classes
- Online classes that have been approved in advance by NLHS Administration
- Correspondence classes that are approved in advance by NLHS Administration to address an unusual situation

Students who transfer to New Lothrop High School
All approved credit from the school you previously attended will be put on your New Lothrop transcript. Your previous school's grades will figure into your New Lothrop GPA on a 4.0 scale, including AP courses. You will be required to meet NLHS graduation requirements and take six classes each semester until you graduate. Transfer student GPA will be un-weighed once enrolled at New Lothrop High School. As State and/or Local mandates change or evolve, graduation requirements may be amended or changed.

Testing Out Policy
Any high school student who wishes to receive credit in an academic course in which s/he is not enrolled may do so by taking the end of year examination and/or other assessment. Credit for a course is earned by receiving a passing grade of at least 80% on the assessment. Credit earned by a student through this process may be used to fulfill a course or course-sequence requirement and may be counted toward the required number of credits needed for graduation. The credit will be listed on the student's transcript with a CR (credit). This grade will not be used to determine the student's GPA.

A student cannot test out of a course if the prerequisite for the course is not met. Testing out applications will be available in early spring; please contact the school principal.

Diploma Types

Students who matriculate from New Lothrop High School will receive one of two types of diplomas.

- NLHS Diploma

NLHS "Alternative" Diploma

An "Alternative" Diploma will be given to students who complete all graduation requirements and who receive credit for any core classes through adult education, alternative education, correspondence courses, and/ or independent study unless approved by administration.

New Lothrop Students are required to have 23 credits to graduate as defined below:

English - 4 credits

English 9

English 10

English 11

English 12

AP Literature & Comp. and AP Language & Comp. may replace English 11 and/or English 12

Social Studies - 3 credits

U.S. History and Geography

World History and Geography

Government/Economics

Math - 4 credits

Algebra I

Geometry

(Adv.) Algebra II

One additional credit of math or a class that NLHS qualifies as math related during the senior year.

Note: "Math-related" classes are: Precalculus, AP Calculus, Personal Finance, Physics, Agri-business, Agri-finance, Industrial Arts, Metals, and Construction Trades and SRESD CTE programs.

Note: The state requires completion of one math course during the senior year.

Note: All 8th grade students will take CMP 8/Algebra I in 8th grade. At the end of the year, each student will have the opportunity to earn Algebra I credit based on performance during the 8th grade year.

Note: A student who earns Algebra 1 credit in 8th grade will be required to take an additional four years of math in high school (9th -12th grade). Algebra 1 credit earned in 8th grade will be put on the student's high school transcript and count toward fulfilling the 23 credits required to graduate, but will not count toward completing 4 credits of math during high school and will not affect the student's high school GPA. A typical path for a student who takes Algebra 1 in 8th grade is: Algebra I, Geometry, Algebra II, Advanced Math (pre-calculus), and AP Calculus (Advanced Placement Calculus).

Science - 3 credits

Biology, Human Anatomy & Systems, and Chemistry

or

Botany, Zoology, and Chemistry

Note: While only 3 science credits are required for graduation, it is strongly recommended that college bound students complete a fourth science course during the 12th grade.

Health/PE - 1 credit

Health (1/2 credit)

Physical Education (1/2 credit)

Visual, Performing or Applied Arts (VPAA) - 1 credit

Course selections include: Band, Business Management & Technology, Yearbook, Art, and Shop course

World Language - 2 credits

A student may complete this requirement in one of the following ways:

2 credits of World Language (Spanish I & II offered at NLHS);

1 credit of World Language and 1 CTE credit;

1 credit of World Language and 1 additional VPAA credit

Additional Credits - 5

Students will request the electives they would like to take each year. Elective offerings may vary year to year. Students will be given the electives they request whenever possible. Scheduling conflicts may prevent a student from being placed in some classes.

Beginning with the Class of 2028, .5 credit in Personal Finance will be required by the State of Michigan. Course selections include: Personal Finance, Agriculture Finance,/Business, and Economics. Dual Enrollment and/or Edgenuity Economics do not fulfill the personal finance requirement.

Special Education Students

The Individualized Educational Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements, or in a Personal Curriculum, and meet the requirements for a high school diploma and/or certificate of completion which will be identified in a student's IEP.

High School *Online* Courses

Due to the implementation of 21f of the State School Aid Act (January 2014), with the consent of the student's parent/guardian, a student may enroll in up to 2 online courses per semester. The administration has the right to deny a student's enrollment request if the student does not possess the skills to be successful or has demonstrated failure in previous online coursework. Students will receive a grade in their online course which will go on their NLHS transcript and be figured into their GPA. Students who elect to take and pass more than 1 credit in core subjects the district offers throughout 9th –12th grade will receive an "alternative" diploma unless approved by administration due to credit recovery. If a student fails a High School Online course or a Dual Enrollment course, they are not allowed to take another High School Online or Dual Enrollment course.

Shiawassee RESD County-Wide Programs

In order to participate in Shiawassee RESD county-wide programs, students and parents must complete required paperwork with the principal or school counselor. In order to ensure students can take all the classes needed to graduate, it is strongly preferred that students only take these programs during their senior year. Students will be required to be in good standing academically and with their attendance record.

Course Waiver Request

Students who advance in class level against teacher recommendation must sign a "course waiver request" along with their parents prior to advancing. If a student would like to change their elective class it will be administration's discretion due to class sizes and prerequisites.

Shiawassee Early College Program

The Shiawassee Early College Program (SECP) is a three to five-year program that allows students to receive both their high school diploma and up to 62 semester college credits through an additional fifth year of high school. Students participating in the SECP attend high school while earning college credits through our College/University partners. The program is designed so that after the 12th grade of high school, the student will continue to attend high school/college for an additional year while earning college credits at no cost to the student or his/her family. See the New Lothrop Schools website or the Counselor or Principal for more information.

Early College Diploma Requirements:

Diplomas will be dated at the end of the 4th year and withheld until the end of the 5th year, upon completion of either Senior English or Senior Seminar.

Students are required to complete a math course in the 5th year.

Interested students must apply for Early College by the Spring of their Sophomore year.

Dual Enrollment

The Postsecondary Enrollment Options Act, commonly referred to as "dual enrollment" requires school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. Students are eligible for dual enrollment in a postsecondary institution or career and technical preparation program if they are enrolled in at least one high school class and have at least one parent or legal guardian who is a resident of the State of Michigan.

Students eligible for dual enrollment may enroll in up to 10 *total* dual enrollment courses.

The number of dual enrollment courses a student may take each year depends on which year the student first dually enrolls. If a student first dually enrolls in 9th grade, that student may not take more than two dual enrollment courses per year for the student's 9th, 10th, and 11th grade years and not more than four dual enrollment courses in the student's 12th grade year. If the student first dually enrolls in 10th grade, the student may not take more than two dual enrollment courses in 10th grade and not more than four dual enrollment courses in 11th and 12th grades. If the student first dually enrolls in grades 11 or 12, the student may not take more than six dual enrollment courses in either 11th or 12th grade. If a student fails a high school online course or a dual enrollment course, they are not allowed to take another high school online or dual enrollment course. The parent and student will be responsible for reimbursing the district for the cost of the failed course(s).

Students must be enrolled in both the District and postsecondary institution during the local District's regular academic year and must be enrolled in at least one high school class.

1. The District must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
2. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
3. The District is required to pay the lesser of (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees or (b) that state portion of the student's foundation allowance, adjusted to the proportion of the school year in which they attend the postsecondary institution.
4. School Districts are not required to pay for textbooks.
5. Students will receive a grade in their dual enrollment course which will go on their NLHS transcript and be figured into their GPA.
6. Paperwork needs to be completed with the high school principal or counselor in order for a student to dual enroll.
7. High School students will be granted ½ credit (per semester) for completion and passing grade for Dual Enrollment courses. Students are expected to enroll in (6) courses per semester.

STUDENT CODE OF CONDUCT

A major component of the educational program at New Lothrop High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, State, and local laws as well as the rules of the school;
2. Respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. Complete assigned tasks on time and as directed; 7. Help maintain a school environment that is safe, friendly, and productive;
7.. Act at all times in a manner that reflects pride in self, family, community, and in the school.

Dress Code/Grooming:

While fashion changes, the reason for being in school does not. Students are in school to learn. Our dress code is intended to maintain an atmosphere conducive to learning and prepare students for the workplace. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted; therefore, any overly informal attire is not permitted during instructional time. The cooperation of all students is necessary and expected, and students who do not comply with these guidelines will face disciplinary action up to and including suspension from school. Personal expression is encouraged and permitted within the following general guidelines:

Proper student dress and grooming is a responsibility of the student, his or her parents and the school personnel. A person's dress and grooming must be in the best interest of the school with respect to the health, welfare and safety of each individual and must not interrupt the orderly process of education or the safety of others.

1. Students are not allowed to wear hats during the school day. Students are not allowed to wear the hood of their sweatshirt in school.
2. Shoes must be worn at all times.
3. Shorts during the school day are permissible. The test for short length will be at your fingertips and/or staff discretion if it is a disruption to the educational process. If the shorts do not reach your fingertips, do not wear them. This will also be used for dresses.
4. All tops and dresses of a sleeveless nature must be high up under the arms. The straps on sleeveless tops must be at least three fingers wide. Spaghetti strap tops and dresses can be worn if they have a sweater over them or a t-shirt under them (at all times). No bra straps can be visible.
5. All tops and pants/skirts must come together at the waist; no midriff tops are allowed.
6. Shirts must not expose cleavage.
7. Students are not allowed to bring and/or carry blankets at school.
8. Pants should be high enough that undergarments and back sides are not exposed. No skin can be shown above the knee while wearing pants. If there is a hole above the knee cap it must be covered by a patch or leggings worn underneath.

9. Students must use good judgment that clothing is appropriate for school. Other inappropriate dress includes: vulgarity, discriminating messages, sexual innuendos (written or picture form) printed on clothing. Advertisements for alcohol, tobacco, weapons and drugs will not be allowed to be worn on clothing during the school day.
10. There will be safety regulations that will have to be followed in certain classrooms in regards to hair and clothing. (Industrial Arts, Chemistry, Art, etc.)
11. Students may be sent home (with parental permission—see closed campus) to change into appropriate clothing **or appropriate dress will be issued by the office.** Missing class for this reason will result in an absence being charged (see attendance policy).

Wireless Communication Devices/Cell Phones

Electronic Devices Policy (Cell Phones, iPods, Tablets, etc.)

Per Board Policy (February 2024), a District-Wide Cell Phone Ban will start for the 2024-2025 school year. All cell phones are to remain in student lockers, unless noted in a student's IEP/504 plan. Students are only allowed to access cell phones during their lunch period. If a cell phone is visible during class time or in the hallways (outside of lunch time), it will be confiscated by staff. Furthermore, headphones will not be allowed in the classroom, nor during hall passing. Headphones may only be used during lunch in the cafeteria, or if noted in a student's IEP/504 plan.

Electronic devices will be allowed for educational purposes only. Students with an IEP or 504 plan will be allowed the use of electronic devices in "accordance with their plan."

Any student who damages a **school purchased** electronic device (such as a graphing calculator, iPad, etc.) will be responsible for paying one-half or the full cost of replacing the device, depending on the circumstances, which will be reviewed by administration. Please refer to the Chromebook Acceptable Usage Plan for information on Chromebook damages. The school will not be liable for personal electronic devices (including cell phones) at school in the event the device is lost, destroyed, or stolen. Any staff who confiscates a cell phone will give it to the principal.

CONSEQUENCES:

FIRST OFFENSE: Confiscation of cell phone/device; after-school detention; cell phone returned to student after detention served unless parent picks up.

SECOND OFFENSE: Confiscation of cell phone/device; and after-school detention; parent must pick up cell phone/device from office.

THIRD OFFENSE: Confiscation of cell phone/device; one (1) day in-school suspension; parent must pick up cell phone/device from office.

FOURTH OFFENSE: Confiscation of cell phone/device; one (1) day out of-school suspension; parent must pick up cell phone/device from office.

Cell phone violations are cumulative and do not reset yearly.

All penalties may be subjected to increased discipline if excessive violations occur. The school prohibits the use of any camera/video device from any restroom, hallway, classroom, school vehicles or other "common" area where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images or recordings will face disciplinary action up to and including, suspension, loss of privileges, and possibly recommended for expulsion.

Consequences for using a school device inappropriately or personal device to take or transmit images/recordings left to the discretion of the administrator and/or Law Enforcement.

GPS Tracking Devices

If a student is in possession of a GPS tracking device while at school, the audio surveillance capabilities MUST be disabled; subject to the following provisions:

A. The student's parent/guardian must sign an agreement that the device's audio surveillance capabilities will be disabled during the school day, which includes transportation to and from school.

B. The student's parent/guardian must direct the device manufacturer to promptly notify the building principal or designee if the audio surveillance capabilities are enabled during the school day.

Violation of this Policy will result in the device being confiscated and/or prohibited at school. If the device is confiscated, it will be returned to the student's parent/guardian after confirmation that the device's audio surveillance capabilities have been disabled and no recordings have been made.

GPS Tracking Device: A device other than a cell phone which allows a parent/guardian to remotely track the location of a child using the Global Positioning System (GPS) or similar technology that can pinpoint longitude, latitude, ground speed, and course

direction of the target. Audio Surveillance Capability: The ability of a device to remotely listen, overhear, record, amplify, or transmit audio occurring in one location to another device in another location or which has a voice monitoring or two-way call feature.

STUDENT DISCIPLINE CODE

The New Lothrop Board of Education has adopted the following Student Discipline Code. The Discipline Code includes the types of misconduct, but not limited to, that will subject a student to disciplinary action.

Students of New Lothrop High School are expected at all times to treat one another with respect, contributing to a safe and comfortable learning environment. The NLHS staff is committed to helping each student build their citizenship skills and recognize their responsibility for their own actions. Students are expected to take accountability for their actions and gain understanding of the consequences for both positive and negative actions. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's Staff and Administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

Please refer to the Discipline Matrix located at the end of the student handbook.

Conduct Warranting Disciplinary Action

Following are illustrative examples of conduct which may warrant disciplinary action (possible detention, suspension, or expulsion). **This list is not exclusive of conduct by pupils which may involve disciplinary action and includes but is not limited to:** inappropriate physical contact (Public Display of Affection, including: kissing, groping, etc.); intimidation or gross misconduct; theft; excessive talking; obscenity or immoral conduct; vulgarity; rioting or inciting; disruption of the educational process; sleeping in class; inattentiveness; not paying attention; skipping class or leaving class before dismissal without teacher permission; unauthorized demonstrations of assemblies; harassment of teachers or other students; unsafe conduct on school buses or at bus stops; malicious destruction (vandalism) of school property or property of others while on school property; willful refusal to perform school work or obey direction of school staff; possession of or igniting smoke bombs or firecrackers; arson; possession of knives and/or weapons (razor blades included); possession of a weapon (including but not limited to firearms, guns of any type whatsoever including air and gas-powered guns loaded or unloaded and may also include any toy that is presented as a real weapon or reacted to as a real weapon; any object that is used to threaten, harm, or harass another maybe considered a weapon including but not limited to pens, pencils, laser pointers, etc.; fighting (or intent to do harm); making a false report or threat against the school, school Staff/Administration or student body; possession of drugs, prescription pills and/or alcohol; trespassing on school property at unauthorized times or into areas of the school determined to be inappropriate; and violation of any rule or regulation of the school necessary to ensure an orderly educational process.

Violation of any state law or municipal ordinance while on school property or while attending school sponsored events may result in disciplinary action by the school, regardless of whether or not criminal charges result.

Definition of Consequences

Detention – a student may be detained after school by any Staff member or Administration from 2:45-3:30 p.m. Staff member or Principal will contact parents with notice of the detention. Parents are responsible for transportation. If a student "no shows" for their assigned detention, a rescheduled detention will be assigned and an additional 15 minutes will be added for the student to serve. Second "no show" will result in ½ day ISS.

In-School Suspension (ISS) – the temporary removal of a student from the classroom to be determined by Administration and remain in the high school office to complete any homework or assessment assigned by his/her teachers.

Out-of-School Suspension (OSS) – the temporary removal of a student from the school to be determined by Administration. Students will have access to any and all work assigned by his/her teachers via Google Classroom or paper copies to be picked up by the student's parent.

Expulsion – Permanent exclusion of a student from school.

Closed Campus

The campus will be closed for all students. Students must not leave school grounds during the school day without prior approval from the office. Students who must leave school grounds must have permission from their parent/guardian **AND** the high school

Principal (or designee). Students wishing to go to their car in the parking lot must have permission from the Principal (or designee).

1. The school day begins for a student when he/she reports to first hour.
2. High School students who are on elementary school grounds (without prior approval) during the school day will be in violation of the closed campus.
3. Students are not allowed to leave school grounds for lunch, even with parent permission. In addition, students are not allowed to have food delivered to the school.
4. Anyone leaving campus without permission from the office is in violation of our closed campus policy and consequences may result in detention, suspension or possibly expulsion.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, long-term suspension of more than ten (10) school days approved by the Superintendent and expulsion from school by the Board of Education. Only suspension and expulsion exceeding (3.5) days can be appealed, within five (5) school days after receipt of the suspension notice, to Superintendent or designee. The request for an appeal must be in writing.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent or designee and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Special Note: The rules and policies that are contained with this handbook are not necessarily a complete listing of all rules and/or violations. Rules and policies can be modified at any time at the administration/staff discretion. Anything considered to be a safety issue and/or have a negative impact on the school learning environment will be immediately addressed.

Due Process Rights

The Constitutional Rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

When a student is being considered for a suspension of ten (10) days or less, the Administrator in Charge will notify the student of the infraction/charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. The Principal will then make a decision whether or not to suspend. If a student is suspended, the student's parents will be notified of the reason for the suspension and length of suspension. Any suspension over (3.5) days may be appealed within five (5) school days after receipt of the suspension notice, to Superintendent or designee. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.
The appeal shall be conducted in a private meeting and the student may be represented. Sworn testimony shall be given to the Superintendent. If the suspension or expulsion appeal is heard by the Board, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parent's request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School

Mandatory permanent expulsion offenses subject to possible reinstatement according to MCL380.1311(2):

1. Possession of a dangerous weapon;
2. Arson on school grounds;
3. Criminal Sexual Conduct on school grounds

The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994 which in turn refers to another section of federal law which defines "firearm" as:

Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; or Any destructive device.

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

> the charge and related evidence; the time and place of the Board meeting; the length of the recommended suspension or a recommendation for expulsion; a brief description of the hearing procedure; a statement that the student may bring parents, guardians and counsel; a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents; a statement that the student may give testimony, present evidence, and provide a defense; a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion shall be immediately removed from school. A formal hearing is scheduled with the Superintendent or designee during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five (5) days after notification of suspension or expulsion, the suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

[The school] makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building Principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Substance Abuse Policy

1. Use of drugs

A student's use or sale of a performance enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a

violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use and/or Possession

FIRST OFFENSE: 10 day out-of-school suspension. Parent/guardian will be notified of the incident; in some cases, the police will be called in to assist, and a meeting involving the parents/guardians and the principal may be necessary before he/she returns to the school setting, at the discretion of the principal. Students will be recommended to be evaluated at a drug counseling clinic before returning to school.

SECOND OFFENSE: long term out-of-school suspension (up to 180 days) and a conference with the student and principal must occur prior to the student returning to school.

THIRD OFFENSE: expulsion hearing recommendation to the Superintendent or School Board for expulsion and appropriate police action.

Attempted Sale/Distribution of Drugs

FIRST OFFENSE: Automatic expulsion hearing; recommendation to the Superintendent or School Board for expulsion and appropriate police action.

3. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, accessory to or possession of any form of tobacco or electronic cigarettes or similar devices (including vape pens) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

FIRST OFFENSE: 3 day Suspension, 4 hours of community service* and recommendation for Drug Education/Counseling**

SECOND OFFENSE: 5 day Suspension, 8 hours of community service*, and civil infraction fine***

THIRD OFFENSE: 10 day suspension, civil infraction fine, and Administrative Hearing and before the student is allowed back on campus.

*A list of non-profit organizations will be provided to the student and Parent/Guardian to contact in order to complete community service hours after school or on the weekend. Service hours must be completed within 3 weeks of the infraction.

**Administration and Parent/Guardian will conference on time, date, and place for Drug Education/Counseling.
***Civil infraction fines will be issued by the Village of New Lothrop law enforcement.

Special Note: The rules and policies that are contained with this handbook are not necessarily a complete listing of all rules and/or violations. Rules and policies can be modified at any time at the administration/staff discretion. Anything considered to be a safety issue and/or have a negative impact on the school learning environment will be immediately addressed.

GENERAL SCHOOL POLICIES

Public Concerns

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and render decisions prior to involvement by the Board. The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unwarranted, spiteful, or negative criticism and complaints.

So that the public may be informed on how to properly communicate their concerns, the Board advises that complaints shall be channeled according to the sequence indicated in each of the following categories.

A. Instruction, discipline, learning materials and grades

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

B. School Personnel

1. School Employee
2. Employee's immediate supervisor
3. Superintendent
4. Board of Education

C. Board Operations and Policies

1. Superintendent
2. Board of Education

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the School Administration for study and possible solution. Any employee involved as an individual shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she perceives them.

Matters referred to the Superintendent and the Board shall be in writing and should be specific in terms of the action desired. The Board will not be considered nor act on complaints that have not been explored at the appropriate administrative level.

Student Records Policy

All parents and guardians of students under 18 years of age and all students 18 years of age and over have the right, pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge shall be established by the Board of Education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parent/guardian of a student under 18 except either (1) the teachers and officials of this school district who have a legitimate educational interest in such information; or (2) there has been a Federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

Student Records: Directory Information (Board Policy #8330)

Each year the Superintendent shall provide public notice to students and their parents that it may make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. A student's name
B. Major field of study
C. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
D. Dates of attendance
E. Date of graduation
F. Awards received
G. Honor rolls
H. Scholarships
I. Addresses and telephone numbers only for inclusion in school or PTO directories.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Student Records: Armed Forces Recruiting (Board Policy #8330)

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities

offering educational or employment opportunities to those students. "Armed Forces of the United States" means the Armed Forces of the United States and their reserve components and the United States Coast Guard.

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

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

Drug Prevention (Board Policy #5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

More information concerning this policy may be viewed in the principal's office.

Asbestos Management Plan

Our school district has conducted an extensive asbestos survey of all our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection at our offices, without cost or restriction, during normal business hours. If you desire to have a personal copy, please notify the main administrative office, and it will be supplied to you within 5 working days at a cost of $.30 per page.

Freedom to Publish (Board Policy 5722)

The Board of Education may sponsor student publications and productions as a means for students to learn, under adult direction, and the rights and responsibilities of the press in a free society. For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages (Policy 7540.02), internet productions (Policy 7540), or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations, radio/television productions, and any electronic media presentations which represent the School District and the student's work within the District. Such publications and productions also play a vital role in the school program by:

A. Interpreting students and the school to the community;
B. Serving as a public relations media;
C. Developing skills in communicating via the mass media

In sponsoring a student publication or production, the Board is mindful of the fact that the publication could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the Principal.

The Board reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

A. Are grossly prejudicial to an ethnic, religious, racial, or other delineated group;

B. Libel any specific person or persons;

C. Seek to establish the supremacy of a particular religious' denomination, sect, or point of view over any other religious denomination, sect, or point of view;

D. Advocate the use or advertise the availability of any substance or material which may reasonably be believed to:

1. Constitute a direct and substantial danger to the health of students;

2. Contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them; incite violence, advocate the use of force, or urge the violation of law or school regulations.

E. Advocate the use or advertise the availability of any substance or material which may reasonably be believed to:

1. Constitute a direct and substantial danger to the health of students;

2. Contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;

3. Incite violence, advocate the use of force, or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

A. Fail to identify the student or organization responsible for distribution;

B. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;

C. Promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The decision to publish or produce something shall be made by the advisor with appeal to the principal and Superintendent.

Compliance with Federal Law

It shall continue to be the policy of the New Lothrop School District not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.

It shall continue to be the policy of the school district to make all employment decisions in a nondiscriminatory manner. No decision as to hiring, assignment promotion, transfer, layoff, termination or reinstatement shall be made on the basis of religion, race, national origin, or handicap. Equal pay shall be given for performance of jobs requiring equal skill, effort and responsibilities.

Notice of Nondiscrimination Policy

It is the policy of the New Lothrop Area Public School District that no person shall on the basis of race, color, national origin, sex, or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendment Act of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Superintendent
New Lothrop Area Public Schools
9285 Easton Road
New Lothrop, MI 48460

Inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Superintendent
New Lothrop Area Public Schools
9285 Easton Road
New Lothrop, MI 48460

Grievance Procedure For Non-Discrimination (Board Policy #2260B)

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity to access to programs or services may file a complaint, which shall be referred to as a grievance with the District's Civil Rights Coordinator.

Superintendent
New Lothrop Area Public Schools
9285Easton Road, P.O. Box 339
New Lothrop, MI 48460

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1
A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2
If the complainant wishes to appeal the decision of the District's Civil Right's Coordinator,, s/he may submit a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 3
If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114-2611.

If the District's Civil Rights Coordinator is involved in the accusation, the complainant may contact the President of the Board of Education regarding the complaint. Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Reproductive Health and Family Planning (Board Policy #2414)

The Board of Education directs that students receive instruction in reproductive health and family planning. "Reproductive Health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.

In addition, students are to be provided instruction in the recognition, prevention, and treatment of non-casual -contact communicable diseases such as venereal diseases, HBV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of non-casual-contact communicable disease and as a positive life-style for unmarried young people.

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office. Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

A Sex Education Advisory Board shall be established, in order to ensure the effective participation of parents and community groups in the design and implementation of this program area. The district shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Student Hazing (Policy #5516)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

A. Illegal activity, such as drinking or drugs

B. Physical punishment or infliction of pain

C. Intentional humiliation or embarrassment

D. Dangerous activity

E. Activity likely to cause mental or psychological stress

F. Forced detention or kidnapping

G. Undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

Search and Seizure (Board Policy #5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student and Possessions

The Board recognizes that the privacy of students and his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposal of any illegal or dangerous substance or object taken from a student.

Harassment of Students (Policy #5517)

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and

volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name calling, taunting, hazing and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to a teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment 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 officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District.

B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.

C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment

May include, but is not limited to:

A. Verbal harassment or abuse
B. Pressure for sexual activity
C. Repeated remarks with sexual or demeaning implications
D. Unwelcome touching
E. Sexual jokes, posters, cartoons, etc.
F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law (M.C.L.A. 722.621 st. seq.)

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS—(NEOLA Policy 5517.01)

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

Bullying 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 school's 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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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.

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 written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including but not limited to electronically transmitted acts, such as 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 harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"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 a person's property; or to intentionally interfere with or block a person's movement without good reason.

"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.

2260.03 - SECTION 504 - GRIEVANCE PROCEDURE

New Lothrop Area Public Schools has adopted the following Grievance Procedure for addressing complaints alleging discrimination carried out by employees, other students, or third parties under Section 504. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 1350 Euclid, Suite 325, Cleveland, Ohio 44115. See Board Policy 2260.03 or 2260.01 on the New Lothrop District website at http://www.neola.com/newlothrop-mi/ for more information. Copies can be requested in the High School Office.

Concussion Awareness

Educational Material for Parents and Students
(Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Understanding Concussion

Some Common Symptoms

Headache	Double/Blurry Vision	Haziness	Confusion
Pressure in the Head	Sleep Problems	Fogginess	"Feeling Down"
Nauseau/Vomiting	Sensitive to Light	Grogginess	Not "Feeling Right"
Dizziness	Sensitive to Noise	Poor Concentration	Feeling Irritable
Balance Problems	Sluggishness	Memory Problems	Slow Reaction Time

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out. You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

KEEP YOUR STUDENT OUT OF PLAY – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Moves clumsily
- Is confused about assignment or position
- Answers questions slowly
- Forgets an instruction
- Loses consciousness (even briefly)
- Can't recall events prior to or after a hit or fall
- Shows mood, behavior, or personality changes

· Is unsure of game, score, or opponent

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

· One pupil larger than the other

· Convulsions or seizures

· Is drowsy or cannot be awakened

· Cannot recognize people/places

· A headache that gets worse

· Becomes increasingly confused, restless or agitated

· Weakness, numbness, or decreased coordination

· Repeated vomiting or nausea

· Has unusual behavior

· Slurred speech

· Loses consciousness (even a brief loss of consciousness should be taken seriously)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/ he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form.

Infraction	Definition of Incident	Warning	Parent Contact	Parent Conference	Restorative Meeting	Rescheduled Consequence	Extra-curricular Probation	Loss of Driving Privileges	Loss of Bus Privileges	Drug Counseling	Cafeteria Duty	Community Service	Loss of Credit / Partial Credit	Change of Clothing	Tardy Intervention Plan	Truancy Letter	Referral to Truancy Officer	Behavior Intervention Plan	Social Restriction / Social Suspension	Restitution	Device Confiscation	Loss of Technology Use	After-School Detention	Admin Hearing	Risk/Threat Assessment	ISS	Police Referral / Civil Infraction	OSS	Long-Term Suspension	Expulsion
Arson	Arson: Burning, or attempting to burn any school building, structure or property; or intentionally setting a fire on school property.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑	☑
Bomb Threat	Bomb Threat: Threat to bring and/or detonate a bomb.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑	☑
Bullying/ Harassment	Minor Bullying/Harassment: Speech or action that creates an intimidating or offensive learning environment. This may include circumstances involving social media that occur off campus.	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
	Bullying/Harassment/Hate Language:: Speech or action that creates an intimidating or offensive learning environment, including slanderous gossip, use of racial slurs, or other hate language that creates a hostile, intimidating or offensive learning environment. This may include circumstances involving social media that occur off campus.	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑
	Physical-Sexual Harassment: This includes unwelcome sexual advances or any form of improper physical contact. This may include circumstances involving social media that occur off campus	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑	☑
Cheating/Ethical Code	Academic Dishonesty: The primary right and duty of education rests on parents and guardians. When they send their children to school, they are delegating some of their teaching authority to the school. Parents must, while their child is in school, support the authority of the school and be alert to see that this authority is not abused Therefore, the employees of New Lothrop Area Public Schools commit to work with parents and guardians to ensure that every student maintains high ethical standards when doing his or her own schoolwork. This means students will maintain their integrity by not copying assignments, projects or homework; plagiarizing; cheating on tests or exams; committing forgery, or stealing.	☐	☑	☐	☐	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Classroom Disruption	Classroom Disruption: Behavior that disrupts the educational process of other students in the classroom or interferes with the teachers' ability to facilitate learning **Classroom disruption behavior should be handled at the classroom level first - the following levels are if the student has been given a warning in the classroom and requires further admin intervention.	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
Controlled Substances	Possession and/or Use of Tobacco. Possession and/or use of any tobacco products.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☑	☐	☐
	Possession of E-Cigarettes/Vaping. Possession and/or use of E-Cigarettes or its components.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☑	☐	☐
	Possession and/or Use of Controlled Substances. Possession and/or use of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, narcotics and "look-a-like" drugs.	☐	☑	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
	Distribution of Controlled Substances. Distribution and/or sale of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, tobacco, narcotics and "look-a-like" drugs.	☐	☑	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
	Paraphernalia Relating to Harmful Substances. (i.e., pipes, roach clips, paper for wrapping marijuana and cigarette tobacco, and glow sticks.) Unauthorized Legal Substances. Unauthorized possession or use of vitamins/herbs, supplements, caffeine tablets, inhalants, etc., for mind-altering and/or physical effects. Unauthorized Medication. Unauthorized possession or use of medication without the expressed permission of a high school office employee.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
	Unauthorized Legal Substances. Unauthorized distribution and or sale of vitamins/herbs, supplements, caffeine tablets, inhalants, etc., for mind-altering and/or physical effects. Unauthorized Medication. Unauthorized distribution and or sale of medication without the expressed permission of a high school office employee.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Creating a Safety Hazard	Creating a Safety Hazard. Actions that disrupt and/or threaten the learning environment; including but not limited to pulling a fire alarm without due cause, tampering with fire extinguishers, or discharging pepper spray.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑
Criminal Sexual Conduct	Criminal Sexual Conduct. Unwanted, deliberate and/or illegal sexual conduct, including but not limited to touching another person's intimate parts (i.e., breast, buttock, groin, or genital area) and or the clothing covering these areas.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☑	☑
Disrespect	Disrespect: Written/spoken communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
	Directed Profanity at an Adult.. Directed (in your face) communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑
Dress Code Violation	Dress Code Violation. Inappropriate dress at school including but not limited to clothing that is revealing, suggestive or otherwise distracting; clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity; and wearing of hats/hoods before and/or during school.	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
Explosives	Explosives. Possession, use or threat to use any substance or prepared chemical on school grounds that explode, burn or cause explosion, and/or are capable of inflicting bodily harm. This includes but is not limited to firecrackers, cherry bombs, smoke-making devices, caps or other incendiary devices.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☑	☑
Extortion or Robbery by Force	Extortion or Robbery by Force. Use of threat, intimidation, force, or deception to take or receive something from someone else. This includes but is not limited to actions to secure favors, money or other items of value from another student or school employee by illegal means.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

Infraction	Definition of Incident	Warning	Parent Contact	Parent Conference	Restorative Meeting	Rescheduled Consequence	Extra-curricular Probation	Loss of Driving Privileges	Loss of Bus Privileges	Drug Counseling	Cafeteria Duty	Community Service	Loss of Credit / Partial Credit	Change of Clothing	Yardy Intervention Plan	Truancy Letter	Referral to Truancy Officer	Behavior Intervention Plan	Social Restriction / Social Suspension	Restitution	Device Confiscation	Loss of Technology Use	After-School Detention	Admin Hearing	Risk/Threat Assessment	ISS	Police Referral / Civil Infraction	OSS	Long-Term Suspension	Expulsion
Failure to Serve Consequence	Failure to Serve Consequence. Neglecting to serve assigned community service, detention, in-school suspension or pay restitution within a reasonable time, or without prior arrangements with the person making the assignment.	☑	☑	☑	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑
Forging Documents	Forging Documents. Altering school related documents with intent to deceive (i.e., attendance slip, absence/phone communication, hall pass).	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
Gambling	Gambling. Participation in games of chance for money and/or other items of value, including but not limited to casual betting, betting pools, organized sports betting or other form of wagering.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
Insubordination	Gross Insubordination. Deliberate and/or severe behavior that significantly disrupts the educational process, poses a safety risk, or shows a total disregard for school authority. Repeated general Insubordination.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
	Insubordination. Failure to follow directions or comply with a reasonable request from the adult in charge.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☐	☐
Indecent Exposure	Indecent Exposure. Intentional act of revealing intimate parts (i.e., breasts, buttocks, groin, or genital areas) or undergarments covering these parts. This includes but is not limited to "mooning", pantsing, and urinating in public.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Loitering	Loitering. Being in or about any school building without reason or lingering without a purpose or without the specific authorization of school personnel.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
Misconduct	Bus Misconduct: Behavior that disrupts the transportation of students to and from school or events, including any violation of bus rules.	☑	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐
	Cafeteria Misconduct: Disregard for basic cafeteria expectations, including but not limited to cutting in line, leaving trash on the table, horseplay, and inciting or participating in food fights.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
	General Student Misconduct: Behavior that disregards basic expectations. Including, but not limited to, hands to self, horseplay, being unsafe, possession/use of squirt guns, balloons, or other items that are not essential to the educational process, etc.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☑	☐
Parking Lot Violation/Driving Regulations	Parking Lot/Driving Regulations Violation. Students who drive to school must enter and exit through the Easton Road entrance and park only in the west student parking lot, displaying a valid parking permit. Vehicles must be parked properly, kept locked, and registered with the school. Students may not sit in cars, return to the parking lot during the day, or drive/ride in vehicles during school hours without permission. Reckless driving is prohibited, a 20 mph speed limit must be followed, buses always have the right of way, and no-passing zones must be observed.	☑	☑	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☑	☐	☐	☐
Physical Confrontation	Physical Confrontation. A confrontation between two or more students which includes pushing, but doesn't escalate into a fight.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
	Fighting. A physical confrontation between two or more students in which a student hits or hits back. This includes but is not limited to kicking, punching, slapping, biting, scratching, and pulling hair.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑
	Physical Assault. Intentionally causing or attempting to cause physical harm. This includes but is not limited to a one way attack and/or physical violence that elevates beyond a fight. Assault of a district employee or volunteer will result in an immediate expulsion from school.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑	☑
Public Display of Affection	Public Displays of Affection. Inappropriate or excessive displays of affection between students. This includes but is not limited to kissing, laying on top of or against one another, placing hands on intimate parts (i.e., breasts, buttocks, groin, or genital areas) or any other touching that may be perceived as sexual in nature.	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☐	☐
Skipping Class	Skipping Class: Any student leaving class without permission, not reporting to their assigned class.	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☐	☐
Tardy	Chronic tardiness establishes poor work habits and disrupts the learning environment. Students are expected to be on time for all classes. Any student arriving late to school must report to the office and sign in. Ten-Minute Rule (Absent/Tardy) Students arriving at school after 10 minutes into ANY period will be marked absent for that period. Before the 10-minute mark, a tardy will be issued.	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐
Technology Misconduct	Technology Misconduct/Cell Phone Violation: Violating the district technology acceptable use policy: using cell phones, media players or other electronic communication devices during restricted times; accessing, using, or resetting someone else's computer without permission; abuse/misuse of a printer.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☑	☐	☐
	Disruption of the Learning Environment: Using technology in any way that is perceived to potentially cause a disruption to the learning environment of others. This includes posting inappropriate/controversial material on social media or in a messenger app. This includes any activity that threatens/suggests harm to others, sexually explicit/sexually suggestive material or is related to a potential criminal act. (See Bullying/Harassment for issues relating to race, gender, etc.)	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑
Theft or Unauthorized Possession of Property	Theft or Unauthorized Possession of Property. Stealing or possession of items or property of the school or of other individuals which is unauthorized by the rightful owner.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Threat	Threat. A statement of intention of a hostile and/or viable threat to cause physical harm or death.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☑	☑	☑
Trespassing	Trespassing. On school property at unauthorized times or into areas of the school determined to be inappropriate or forbidden, entering without right.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐
Truancy	Truancy. Excessive absence from school without legitimate authorization (i.e., medical condition, court placement).	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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Unprepared	Unprepared. Entering the learning environment without the necessary items prescribed by the teacher (i.e., books, binders, assignments, handouts, writing utensils, and paper).	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐
Vandalism	Vandalism. Willful defacing, destruction, or damage of school property or the property of others.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Verbal Confrontation	Verbal Confrontation. Heated exchange between two or more students (i.e., verbal stand-off, pre-fight talk, taunting, intimidating language) that doesn't include physical contact.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐
Weapon	Weapon. The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994 which in turn refers to another section of federal law which defines "firearm" as: Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; or Any destructive device.	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☑	☑	☑