

# The Lamphere Schools Student Handbook Lamphere High School



# **LAMPHERE HIGH SCHOOL STUDENT/PARENT HANDBOOK**

**Welcome to the Lamphere High School.**

**Our Address is:**

**LAMPHERE HIGH SCHOOL  
610 W. 13 Mile Rd.  
Madison Heights, MI 48071**

**Main Office – (248) 589-3943**

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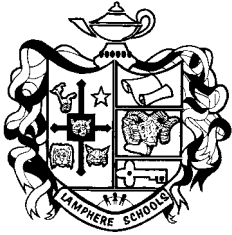
# A Handbook For The Parents and Students of Lamphere Schools

*This handbook has been prepared especially for parents and students of The Lamphere Schools. We hope it helps you to understand the school program and provides you with valuable information.*

*The Lamphere Schools offers an exemplary Pre-K through Grade 12 program. The administration and staff are here to help you and your child have a successful school career. We are proud of our students' accomplishments, and desire to work cooperatively to create an environment where students can achieve their highest potential.*

# The Lamphere Schools

## MISSION STATEMENTS



### The Lamphere School District

*Educating for Excellence!*



### Lamphere High School

*The mission of Lamphere High School is to provide an effective learning environment through efforts and support of staff, students, parents, and community that fosters skill development, stimulates growth, and enables students to reach their potential in an increasingly diverse and competitive society.*



# History of The Lamphere Schools

Sometime between 1831 and 1834, the first residents in the Lamphere area took advantage of the education system established by the Territorial Legislature and formed a school district. In 1830, School District Number 4 was listed by the Superintendent of Public Instruction as having twenty-one students who attended a three-month session of school.

The Lamphere Schools have come a long way from that first log building located on the Northeast corner of the present John R and Thirteen Mile Roads. The first modern two story building was constructed in 1928 with an addition completed in 1953. (This building formerly housed the Hiller Elementary and the Board of Education offices.)

The rapid expansion of Detroit's population began to affect Lamphere in the early 1950's. Edmonson Elementary opened its doors in 1956. The following year saw the opening of Lessenger Elementary and the combined Junior-Senior High School. Woodland and Simonds Elementary Schools were ready for students in September of 1959. In 1960, an addition was built on to Lessenger Elementary and Sixma Elementary was in operation. East Elementary and Lamphere Senior High School opened their doors in 1961. Over the next three years, additions were completed at East, Sixma, Woodland, Edmonson and Simonds Elementary Schools and at Page Junior High School. Campbell Elementary was opened in 1964 and the new Hiller Elementary was completed in 1969. Since that time, additional facilities have been completed in most of the schools to provide for Learning Centers and other special activities.

The 1970's saw the beginning of a national trend of declining enrollment. Lamphere, like many other surrounding districts, began to consolidate elementary schools and over a five year period, four elementary schools were closed in order to provide the broadest program for students. The district now operates four elementary schools: Edmonson, Hiller, Lessenger and Simonds.

Voters approved a bond issue in 1997 for the purpose of renovating all of the facilities in the school district. During the first major phase, all four of the elementary buildings underwent a complete renovation. New technology, electrical, plumbing, heating, air conditioning, windows, student furniture, ceilings and carpeting were installed. Each building also received a new multipurpose room, playground equipment and new kitchen facilities. Walls were removed to make way for larger classrooms, and old furniture and cabinetry were replaced.



# History of The Lamphere Schools

The second major phase of renovation began in 2000 and addressed the needs of the middle and high schools. Like the elementary buildings, new technology, electrical, plumbing, heating, air conditioning, windows, student furniture, ceilings and carpeting were installed. State of the art science labs and technology labs were created. Renovation of the high school and middle school media centers, athletic facilities, and the administration offices were accomplished in 2001 and 2002.

The Lamphere Schools operate before and after school child care, summer child care, pre-school, and Head Start programs. The elementary schools consist of Kindergarten through Grade 5 with an organized, systematic, prescribed course of instruction to be completed between September and June. The curriculum includes a basic general education with emphasis on the three R's - "reading, writing and arithmetic" - along with science, social studies and an appreciation for literature, art, music, physical development and good use of leisure time. The use of technology to enhance and extend learning is also an integral aspect of the elementary curriculum.

The Lamphere Schools are committed to helping our students acquire a positive attitude toward school and the learning process so that, as a result of their educational experience, they are able to progress in a worthwhile and rewarding manner in a career of their choice, and to render valuable service to society.

# **ACADEMIC & GRADING INFORMATION**

## **PLACEMENT/PROMOTION & RETENTION**

The Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades and courses consistent with the School District's core function of preparing students to become productive and responsible citizens and adults. Where agreement cannot be reached, following consultation, placement decisions may be made notwithstanding parental objection.

## **ACADEMIC CONCERNS**

Students benefit when parents and teachers work cooperatively together and communicate with each other regarding the student's progress. Students should seek the assistance of their teacher(s) if they are experiencing academic difficulties. Parents who are concerned regarding their child's academic progress should feel free to contact their child's teacher(s).

## **CREDIT ACCUMULATION/GRADUATION REQUIREMENTS**

To assure that you are on schedule to graduate in 4 years with the required 22 credits, it is important that you monitor your progress each year so that you meet your goal. Below are the recommended credit "check-points" to ensure that you will graduate on time.

<b>By the end of:</b>	<b>You should have earned a minimum of:</b>
9th grade	5.5-6.0 credits
10th grade	11.0-12.0 credits
11th grade	16.5-18.0 credits
12th grade	22.0-24.0 credits

\*A senior who has not fulfilled all graduation requirements by the end of year 4 will remain classified as a senior.

## **CREDITS AND CLASS PLACEMENT**

Class placement is based on the number of years that a student has been in high school.

Year 1: Freshman	Year 3: Junior
Year 2: Sophomore	Year 4: Senior*

## **GPA**

The grade point average (GPA) is determined by adding the cumulative semester honor points and dividing by the number of attempted credits. Transfer credit from other schools will also be used in the computation of the GPA.

## **GRADES**

### **Grading Practices**

Reporting pupil progress to parents is very important to the faculty and administration of Lamphere High School. All grades given for daily assignments, class participation, projects, quizzes, and examinations will be considered when compiling the grade issued for a report card. Marking period grades will be based on the student's earned academic achievements.

### **Grade Review**

Whenever a student or parent requests that a grade be reviewed, the student or parent MUST initiate the review with the teacher who issued the grade. The review must be requested in writing within two weeks after receiving the report card. If the review is not resolved, the student or parent may appeal to an administrator. The decision of the administrator shall be final.

### **Grading Scale**

The grading scale for grades nine through twelve is as follows:

<b>Grade</b>	<b>Percent</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>Percent</b>	<b>G.P.A.</b>
A+	100%	4.333	C-	70%	1.667
A	93%	4.000	D+	67%	1.333
A-	90%	3.667	D	63%	1.000
B+	87%	3.333	D-	60%	0.667
B	83%	3.000	E	Below 60%	0.000
B-	80%	2.667	G	Credit	N/A
C+	77%	2.333	H	No Credit	N/A
C	73%	2.000	I	Incomplete	N/A
			* FC	Failure Credit Earned	0.000

\* Failure Credit Earned - results from breach of attendance contract where student has exceeded the number of absences but has earned a course grade of 60% or higher. Student will be awarded credit for the course but will receive 0.00 factored into GPA.

## **GRADUATION**

### **Announcements**

Each student may place a personal order with the school's representative. An announcement will be made when the representative from the approved company is available.

### **Caps and Gowns**

Each graduate must wear an approved LHS cap and gown for Commencement exercises. A senior is not required to participate, but must wear the proper attire for Commencement if participating. The style and cost of each gown is always the same for each class member and is designed annually. Prices are subject to change.

### **Class Speaker**

Two (2) students will be selected based on class standing to deliver a commencement address. Selected students must have completed four out of seven semesters of school at Lamphere High School. The second semester of the senior senior year is not included in calculating class standing due to year-end time constraints.

### **Final Exam Opt Out Privilege (2nd Semester Seniors)**

To encourage daily and regular attendance, second semester students will have the option of opting out of three (3) finals as long as they meet the below requirements:

- Minimum grade of "B" or better in BOTH marking periods of their final semester
- Have no more than three (3) excused and/or documented absences for the semester (excluding school related absences)
- Have no more than two (2) unexcused tardies for the semester
- Have no unexcused absences or suspensions

### **Recognition**

Each level of honor will be determined by the GPA computation at the end of the 7th semester. Lamphere High School will recognize academic achievement via the Latin/Collegiate Honors System.

Summa Cum Laude (with highest honor)	4.0+
Magna Cum Laude (with high honor)	3.75 – 3.99
Cum Laude (with honor)	3.5 – 3.749

Each level of honor will be distinguished by cords of different colors, to be worn at the graduation ceremony. All honor levels will be noted in the graduation program.

### **Rehearsal/Commencement Participation**

Seniors are required to attend the graduation rehearsal to participate in Commencement. Seniors must have completed all graduation requirements to participate in Commencement exercise. All fees, fines, and completed clearance forms must be resolved prior to rehearsal. Participating in graduation is not a guaranteed student right. LHS students may be withdrawn from the graduation ceremony based upon discipline and/or behavior issues.

### **Obligations and Fines**

Seniors must have all obligations and fines cleared prior to graduation rehearsal. Failure to resolve any obligation may result in the restriction of the distribution of report cards, school related activities, letters of recommendation from the Counseling Office and driving privileges until such obligations are cleared. Seniors who are not cleared will not receive their cap and gown and will not be allowed to participate in Commencement exercises.

### **Rings**

Students typically order class rings their sophomore year. The official Lamphere High School ring was designed by students and maintains a high degree of respect and tradition.

## **HOMEWORK**

Homework is an important part of a student's education and is regularly assigned at all grade levels and in most subjects. It provides students with the practice necessary to make use of the basic skills taught in the classroom. Homework assignments will be:

- Appropriate and relevant to the concepts being taught.
- Evaluated and represented as part of the final grade.
- Clearly defined by the staff member giving the assignment.

Parents can help make homework an effective learning tool by:

- Recognizing that work given is a priority.
- Providing a suitable place for students to work.
- Helping students budget their time by setting a regular, daily time for study. This includes long-range planning for assignments that may take an extended amount of time to complete.

## **HOMEWORK/SCHOOLWORK REQUEST**

If a student is unable to attend school for more than two days, schoolwork should be requested through the secretary in the Main Office. The homework will be available to be picked up within 48 hours of the request.

## **HONOR ROLL**

All students earning a GPA of 3.00 or better will be placed on the student honor roll for the respective marking period. Students earning a GPA of 4.0+ will be awarded the distinction of Summa Cum Laude, \*\*\* a GPA of 3.75-3.99 will be awarded the distinction of Magna Cum Laude, \*\* and a GPA of 3-5-3.74 will be awarded the distinction of Cum Laude.\*

### **Gold Card**

The Gold Card is given to students who earn a 3.5 or higher GPA from the previous semester. The card allows its owner 50% off the price of Homecoming Activities, and free admission to all school athletic events, plays and dances, except the prom.

### **Silver Card**

The Silver Card is given to students who earn a 3.0 to 3.49 GPA from the previous semester. The card allows its owner to purchase admission at 25% off for Homecoming activities and 50% off the regular price to all school athletic events, plays and dances, except the prom.

## **NATIONAL HONOR SOCIETY SELECTION PROCESS**

Membership in local chapters is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, and service.

1. In the fall, scholastic records of juniors and seniors will be reviewed to determine those persons scholastically eligible for membership based on a 3.4 cumulative grade point average.
2. Scholastically eligible students will be notified and informed that for further consideration for selection to NHS, they must complete the Student Information Packet.
3. The staff will receive the NHS Candidate Feedback Forms and will return the completed forms to the NHS Advisor.
4. The Faculty Council will meet to review the Student Membership Packet and Candidate Feedback Forms and will award membership based on the following general guidelines:
  - a. Eligible students will have no evidence of behavior suggesting a lack of good character, shown either by school documents, anecdotal information from staff, or public records.
  - b. Eligible students will have no evidence of consistent tardiness or absences.
  - c. Eligible students will have completed all portions of the Student Activity Information Form honestly and without exaggerating.

- d. Eligible students' Student Membership Packets will include seven teacher recommendations. If a teacher recommendation is missing, the Faculty Council will seek out the teacher in question to get the necessary feedback. Candidates must receive a total of 10 "Outstanding" evaluations to be eligible for membership.
  - e. Eligible students' comments and ratings on the NHS Candidate Feedback forms from the staff will indicate a pattern of behavior consistent with NHS.
  - f. Information that is detrimental to the consideration of a candidate.
  - g. Candidates receiving a majority of favorable votes of the Faculty Council will be awarded membership.
5. All candidates who sought NHS membership will be notified of their membership status. Candidates who have been denied membership will be notified, in writing, of the specific reason for denial.
  6. Students who have been denied membership have two school days, from the date of notification of denial, to appeal the Faculty Council's decision according to the following appeals process:
    - a. Students/parents will contact the principal, who may explain the denial.
    - b. The principal may review the selection process.
      - (1) If the principal finds substantial technical or procedural errors in the selection process that caused unfair denial, (s)he may ask the Faculty Council to review its decision.
      - (2) If the principal finds no substantial errors in the selection process, the denial will not be overturned.
    - c. Students/parents still not satisfied may continue the appeal through the school district's regular appeals process.

## **REPEATING A COURSE**

Students who repeat a course in which they have earned credit in an attempt to raise their grades or improve their skills will be subject to the following rules:

- a. Both grades will be shown on the student's transcript.
- b. Only the higher earned grade and associated credit will be used in the computation of the GPA and class rank. The lower grade and associated credit will not be used in the final computation of the GPA and class rank.
- c. The student will not receive credit for more than one attempt of the same class.
- d. However, certain classes may be taken more than once and are not subject to the above restrictions. These include, but are not limited to, band, choir, physical education, reading, selected studies, art, co-op, and outside educational partnership classes. A student must have counselor and administrative approval to receive repeat credit for any course not listed above.
- e. If a student has failed a course and recovers the credit, the average of the grades will factor into the GPA.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards and progress reports will be available through Parent Portal and Student Portal. Report cards/progress reports will not be mailed home. Parents without computer access can still receive a report card/progress report mailed to their residence by completing the "opt-in" form located in the main office. Progress reports for all subjects will be available after the fifth week of classes in each of the four marking periods.

## **SCHEDULE CHANGE PROCEDURES**

Ordinarily, we expect students to keep the program of classes they have selected with the advice and consent of their parents. There are, however, circumstances that arise which necessitate a change in a course elected. When valid reasons are presented, and the parent agrees, adjustments may be made.

### **Valid Reasons for a Schedule Change (during the first two weeks of the semester):**

- a. Scheduling error
- b. Summer school work completed
- c. Insufficient credit for graduation
- d. Previous failure
- e. Placed in wrong level of a course

### **Invalid Reasons for a Schedule Change**

- a. Personality conflict with a teacher or student
- b. Poor work in class (not based on misplacement)
- c. After-school employment
- d. Accommodating extra-curricular schedules or eligibility considerations

### **Making the Schedule Change**

Schedule changes will be made through the use of Schedule Correction Forms. All requests for schedule changes must be done in the following manner:

- a. Student must obtain a Schedule Change Form from the Counselor.
- b. Parents/Guardians must sign the form.
- c. The signed form must be returned to the Counselor.

### **Available Seats in the Class**

The schedule change may be made if seats are available in the desired class.

## **SCHOOL COUNSELING SERVICES**

School Counselors support the entire school community – students, parents/guardians, teachers, and staff in areas such as academic achievement, personal/social development, college and career awareness/development/planning, referrals to community agencies, behavior planning, and goal setting. This mission is accomplished through the design, development, implementation and evaluation of a comprehensive, developmental, and systematic school counseling program. School Counselors serve a vital role in maximizing student achievement through responding to individual needs with individual or group counseling, consultation with parents, teachers and other educators, serving as a liaison between home, school and outside community resources, offering peer- to- peer support, and addressing the developmental needs of all students.

### **Assignment of Counselor**

Students are alphabetically assigned to a counselor as shown below. While at Lamphere High School, the student remains with this counselor. If students prefer to talk with a counselor other than the one assigned, this is acceptable. However, record keeping will remain with the assigned counselor.

Mrs. Margie Alexander	A-K
Mr. Mark Stephenson	L-Z

### **Appointments**

Students should notify the counseling secretary that they would like to make an appointment with their counselor. Students will be sent a pass to see their counselor as soon as possible. If a student feels that a counselor must be seen immediately, the student should notify the counseling secretary or his/her teacher. Appropriate measures will then be taken to insure that the student's needs are being met. Counseling sessions remain confidential, unless the student discloses that someone is hurting them, they want to hurt someone else, or they want to hurt themselves.

### **Counseling Services**

LHS implements the national school counseling curriculum with all students, including:

#### **I. Academic Planning:**

- Individual meetings with every student for course planning and scheduling
- Monitoring of graduation status
- Credit recovery advising
- Standardized testing (ASVAB, Advanced Placement, PSAT)
- Assistance with national standardized testing process (ACT/SAT)
- Personal Curriculum development and implementation

## II. Personal/social concerns

- Individual appointments and support for personal/social concerns
- Consultation and collaboration regarding students with other district staff
- Referrals to community mental health resources as needed
- Group counseling for various personal/social concerns

## III. Postsecondary/college planning:

- Individual student and parent meetings to provide postsecondary (college/university/apprenticeships/military) options and planning assistance
- Group presentation on college application process
- College application processing, including letters of recommendation and communication with college representatives
- College admissions representative visits
- Junior Parent College Night presentation
- Field trip to National College Fair
- Developmental career awareness and planning lessons, including:
  - 9th grade: Self-awareness lessons (interests and personality inventories)
  - 10th grade: College awareness and planning lessons
  - 11th grade: College preparation (resumes/letters of recommendation)
  - 12th grade: Interviewing (college and job)
- Implementation of Career Cruising website resources
- Financial Aid and FAFSA information presentations and workshops
- Posting of scholarship opportunities and assistance with completion and processing of applications

In addition, the LHS Counseling Office communicates with students, parents and the community through monthly eNews and its website <http://lhs.lamphereschools.org/pages/LamphereHS/Counseling>

## SENIOR PRIVILEGE/ACADEMIC DAYS

The purpose of a senior privilege/academic day is to allow seniors to visit a college campus, meet with a prospective employer or military recruiter.

A student who intends to use the senior privilege day, must do the following items listed below in parts "A" and "B":

### **A. Before leaving for the senior privilege visit:**

1. Pick up senior privilege day form from Counseling Office.
2. Obtain all required signatures in the order listed below.
3. Return the form to the Counseling Office **BEFORE** visit.
4. Do as many assignments in advance as possible.
5. Have parent call in to excuse student on day of visit.

### **B. Upon returning from the visitation:**

1. Provide written verification from college, prospective employer or military recruiter on official stationery with contacts name and phone number. Attach business card if possible. This must be turned in to the Counseling Office within 2 school days after returning from visit.
2. Complete assignments not made up in advance.
3. Make arrangements with teacher to make up any tests missed.

NOTE: If all of the above are completed, Senior Privilege Days will be recorded as a field trip and will not be counted as days absent for the final exam incentive program. If verification is not received, the day will be recorded as an excused school day (provided parent did call in the absence).

## TESTING OUT OF CLASSES

Students who wish to test out of prerequisite courses and go to a higher level course may do so by successfully completing the final exam for the given course with a 77%. (State Revised School Code Section 1279b.) The credit will count toward graduation; and the grade will not be included in the student's final GPA calculation. Students wishing to attempt this method must make arrangements through the high school principal. Some areas of the curriculum may not apply. Testing out is not available to students if they are enrolled in the course for which they are requesting testing.



# **ATTENDANCE**

## **ARRIVAL AND DISMISSAL TIMES**

Students should plan to arrive no earlier than 6:45 AM each morning. Upon arriving to school, students will be permitted to wait in the designated area until being dismissed to attend class. Upon dismissal, students are expected to go directly to their buses or walk home unless they are staying after for an extra-curricular activity or meeting with a teacher.

## **ATTENDANCE**

Regular attendance is essential for success in school. In compliance with law (MCL 380.1561), "the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." A violation of this law occurs "if a child is repeatedly absent from school without valid excuse." This can include a pattern of tardiness or a pattern of absences (e.g., late every Monday, or absent 1 day per week).

Under Oakland County's truancy protocol, Oakland Schools and the Prosecutor's Office consider 20 days absent and/or tardy a potential truancy concern (If a student has 10 days absent and/or tardy, the school administrator will review the student's history of school attendance, grades, academic progress and contact the parent/guardian and student.)

Please note, that your child will not be permitted to participate in extracurricular events or evening activities on a day in which she/he was absent or went home due to illness or suspension.

## **DESCRIPTIONS FOR ABSENCES:**

Student absences will be recorded on the student's attendance history in MiStar, the district's student management system. Listed below are the types of absences and the appropriate codes for each. For example: If the student has an unexcused absence, it will be coded with a 'U' on the student's attendance history in the MiStar system. Parents are able to view their child's attendance history using the MiStar ParentPortal.

### **Unexcused Absences: (A)**

- Parents and guardians must call the main office to report an absence. All calls must be made within 48 hours of the absence. If a student's parent or guardian does not call within 48 hours of the student's absence from class, or if the absence is not due to participation in a school related activity, then the absence will be deemed unexcused.

### **Excused Absences: (X)**

- Are absences where a parent or guardian has called the school either prior or within 48 hours of the absence.
- Please note: Excused absences still count toward a student's total for the school year.

### **Documented Absences: (D)**

- Absences that are documented including a doctor's note, court papers, and/or a funeral. Proof/Verification is required.
- **These absences do not count toward the total for the school year.**

### **Tardy more than five minutes: (M)**

- If a student is tardy more than five minutes to a class, they are considered absent.
- **These absences count toward students total for the school year.**

## **PROCEDURES FOR ABSENCES**

Parents are to notify the school by calling the main office by 8:00 a.m. when a student is absent. Please include your name, your child's name, his/her grade, the nature of the absence, and how long you expect your student to be out. Parents will be notified by School Messenger, an automated system, if the child is absent and no message has been received.

## Excessive Absences

It is the student's responsibility to keep track of their attendance. Parents / Guardians will be notified after their student has accumulated five (5), eight (8), and ten (10) absences. Staff and administration recommend students use their planner to document their absences. In addition, parents are also encouraged to monitor their student's attendance by contacting the main office or by reviewing attendance information reported on Parent Connect. A link to Parent Connect may be found on Lamphere High Schools web page.

Attending dances and other extra-curricular events are a privilege. LHS administration reserves the right to exclude students from attending school dances and/or other extra-curricular events due to excessive absences and/or disciplinary issues.

Lamphere High School will utilize a progressive discipline chart for unexcused student absences. In addition, Parents / Guardians will be notified after their student has accumulated five (5), eight (8), and ten (10) excused or unexcused absences as indicated below:

- Five **excused or unexcused** absences will generate a meeting with student and communication with parent regarding the possibility of an attendance contract for the student. Five **excused or unexcused** absences will generate a letter indicating possible contract.
- Eight absences will generate a communication from an administrator explaining a possible attendance contract, and possible referral to Madison Heights Youth Assistance.
- Ten absences may generate an attendance contract.
- Breach of the attendance contract will result in a forfeiture of a passing grade.

**Please note: Both unexcused and excused absences count toward the total absences for each semester. Only documented absences such as a doctor's note, court papers, and/or a funeral, will not count toward the total absences for the school year.**

### Skipping Single Class

Miss one class  
Miss one class second offense  
Miss one class third offense  
Miss one class fourth and subsequent absences

### Action taken by school

Detention  
Saturday School  
In-school Suspension  
In-school suspension for one or multiple days.  
Parent meeting required with administration.  
May include referral to Madison Heights Youth Assistance

### Skipping Multiple Classes

Miss two or more classes in one day  
Miss two or more classes in one day second offense  
Miss two or more classes in one day third offense  
Miss two or more classes in one day fourth and subsequent offense

### Action taken by school

Two hour Saturday detention  
Four hour Saturday detention  
1 day In-school suspension  
2 day In-school suspension. Parent meeting required with administration. May include referral to Madison Heights Youth Assistance  
In-school suspension for one or multiple days.

Skipping school for 50% or more of the day.

## Failure to report an absence

Failure to report an absence will result in an unexcused absence. Parents will be notified in writing when excessive absences occur. It is the student's responsibility to make up missed school work.

## Make-Up Work Due to Absences

All work missed, due to an excused absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for the make-up of all work missed. For excused absences, student will be given one day for each day absent to make up work. If a student is unable to attend school for more than two days, schoolwork should be requested through the assistant principal's secretary in the Main Office. The homework will be available to be picked up within 24 hours of the request.

## Pre-Arranged Absences of Extended Length

Although pre-arranged absences are discouraged by staff and administration because they can detract from the educational process, parents may arrange for their child to accompany them on a family trip. **Parents and students must be aware that these absences count as part of the twenty (20) absences permitted during the school year.**

- Students who will be absent from school for an extended period of time for the purpose of traveling must bring a note from the parent(s) or guardian(s) to the main office to obtain a travel form to be signed by all the student's teachers.
- The completed form must be submitted to the main office for approval a minimum of two days BEFORE the first day the absence is to begin.
- Students who will miss school for the purpose of traveling are responsible for all schoolwork as per teacher instruction.

### **Signing Out During the School Day**

Once the student has arrived at school, he/she is not allowed to leave the school premises without permission from the main office. Any violation of this rule will be treated the same as skipping school. If you find it necessary to leave school during the school day, the procedure is as follows:

- Report to your teacher and ask for a pass to the main office.
- Talk with the secretary in the main office and have your parents contacted.
- If you return before the school day is over, report back to the main office to sign in.

Permission to leave school during the school day may be granted under the following conditions:

- Personal illness of the student
- Prearranged appointments authorized by parents
- Emergency requests by parents
- Other situations or conditions approved by the principal.

### **Tardiness**

Being on time to school and classes is very important. It is the student's responsibility to arrive at school on time. **Whenever a student arrives to school more than 5 minutes late, he/she is to report to the office for an admit slip before going to class. Students who exhibit habitual tardiness will be referred to the office for further disciplinary action.**

- A student is tardy if they enter class any time after the bell.
- Upon the third tardy (of less than 5 minutes), the student will receive a "before" school detention. An additional detention will result for every second tardy thereafter.
- Student will also receive an administration referral on the 5th and subsequent tardies.
- Students that are tardy more than five (5) minutes will be considered absent and subject to disciplinary action according to the school code of conduct.
- Students arriving late to school will be marked as tardy or absent if late more than 5 minutes.
- Tardiness to first period will not be excused

# **BEHAVIORAL EXPECTATIONS & CODE OF CONDUCT**

## **EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS**

Students are expected to behave in a manner that will be a credit to the school and themselves at all times. Courtesy to other students, faculty, and all school employees is of utmost importance, both in and out of the classroom.

In order for the school to run most effectively, every student is expected to:

- Attend school regularly, on time and prepared to learn.
- Bring appropriate supplies to class
- Devote one's energies toward realizing his/her potential.
- Cooperate with school personnel so there is a school climate favorable to learning.
- Demonstrate a positive, friendly, respectful attitude toward other students and school personnel.
- Respect the rights and property of others.
- Use proper language and etiquette.
- Meet reasonable standards of health, cleanliness and safety.
- Take pride in, and to help maintain, a pleasant, neat and clean school environment.

The Code of Student Conduct is in effect:

- When a student is "at school." "At school" means 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.
- While a student is en route to or from school.
- When a student is using school telecommunications networks, accounts, or other district services.

Lamphere Schools will enforce school policies during school attendance days in the Civic Center Park and adjoining areas. "School attendance days" shall mean the days during which students are in attendance at classes at Lamphere High School, and days and/or evenings during which students are in attendance at Lamphere High School for extra-curricular activities, including, but not limited sporting events.

## **Intervention Strategies**

In dealing with individual cases, the administrator may also utilize appropriate intervention strategies, restorative practices and/or disciplinary actions such as:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class/program schedule;
- Conflict Resolution/Peer Mediation;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before school, after-school and/or Saturday detention;
- Denial of participation in commencement exercises or other school activities;
- Denial of driving/parking privileges;
- In-school suspension;
- Law enforcement agency notification.
- Attending dances and other extra-curricular events are a privilege. LHS administration reserves the right to exclude students from attending school dances and/or other extra-curricular events due to excessive absences and/or disciplinary issues.

## **Levels of Misconduct**

Student misconduct is classified into four levels:

- Level 1:** Detention and/or up to five (5) days suspension;
- Level 2:** Mid-term suspensions from six (6) to ten (10) days;
- Level 3:** Long-term suspensions - longer than ten 10 days and fewer than 60;
- Level 4:** Expulsions: over 60 days or permanent removal from school.

Administrators may order the immediate removal of a student whose conduct disrupts the educational environment of the school; endangers fellow students, teachers, school officials, or others; or damages property.

The principal or assistant principal may impose level one or two disciplinary action. The Lamphere Board of Education may issue long term suspensions or expulsions. A long term suspension or expulsion occurs

when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is 60 or more days of school or for an indefinite time, unless otherwise specified by the school board or state law. In the event of a long term suspension or expulsion the student's parents or student may petition the school board to request the student's reinstatement to school, as permitted by state law and/or district policy.

## **ASSAULTS**

The Lamphere Schools take a strong position against school violence, acts of fighting, and threats of violence against the safety of any individuals. Students who feel threatened should immediately discuss the situation with a teacher, counselor or administrator. Students have the right to protect themselves by holding the arms, or by blocking the blows, of the aggressor. However, once a student takes the offensive and begins to fight, the student becomes an equal party to the fight and will be subject to disciplinary penalties. Students who commit the following category of offenses (assaults) are subject to discipline, including the possible suspension or expulsion from school.

Specifically, the Lamphere Schools will take swift and serious action in regard to any student that commits a physical or verbal assault against a student or a district employee, a volunteer (as defined by board policy), or contractor for the district on school property, while at school. Consistent with any rights or obligations under state law, student may face suspension or expulsion for any act of physical or verbal assault while at school. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

For the purposes of this policy:

"At school" includes any time a student is on school grounds (whether or not school is in session), on the way to or from school, on a school bus or other school related vehicle, or at school sponsored activity or event.

"Physical Assault" is when a student intentionally causes or attempts to cause physical harm to another through force or violence.

"Verbal assault" includes any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

## **BULLYING/CYBERBULLYING**

Lamphere Schools intends to protect all students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The District also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential.

"**Bullying**," for purposes of this Policy, means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following:

- (i) substantially interfering with educational opportunities, benefits or programs;
  - (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
  - (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or,
  - (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying may include, but is not limited to, the following:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging a person's belongings; extorting money; blocking or impeding student movement; unwelcome physical contact; punching, shoving, poking, choking, pulling hair, beating, biting, throwing objects, etc.
- Verbal – taunting, malicious teasing, insulting, hurtful name-calling, making threats, gossiping, etc.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation.

"**At school**," for purposes of this Policy, means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" includes the offpremises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

"**Cyberbullying**" means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) substantially interfering with educational opportunities, benefits or programs;

- (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**Accountability** - Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise and acceptance of differences among other students and staff.

**Retaliation** - Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of the Board policy and independent of whether a complaint is found to have been 5 of 8 substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying 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.

## **WEAPONS: DANGEROUS INSTRUMENTS AND WEAPONS**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters. A student will not use any object, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A "firearm" as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

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

State law requires the school board or its designee to permanently expel, from the school district, any student who possesses a "firearm" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

Any student possessing a dangerous instrument or dangerous weapon or using an object as a dangerous instrument at school may face suspension or expulsion. Any suspension or expulsion under this provision will be given consistent with any rights or obligations under state law. Moreover, this policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

In addition, if a dangerous weapon is found in the possession of a student while at school, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

"Weapon-free school zone" means any school property, including a vehicle used by a school to transport students to or from school property.

"At school" includes any time a student is on school grounds (whether or not school is in session), on the way to or from school, on a school bus or other school related vehicle, or at school sponsored activity or event.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

## THE LAMPHERE SCHOOLS - STUDENT CODE OF CONDUCT CHART

The Student Code of Conduct Chart lists and defines certain violations that disrupt the school environment and/or the instructional process, and specifies disciplinary actions which are to be taken by the school principal. The list of violations is not necessarily all inclusive, but is only representative and illustrative. A student committing an act of misconduct which does not happen to be specifically listed may still be subject to disciplinary action. Depending on the severity of the infraction or in the event of repeated violations, any violation may be reclassified in a higher category. Students who habitually violate school rules, resulting in a disruption to the educational function of the school, will be subject to increasingly serious consequences. These consequences, based upon the accumulated weight, seriousness, and nature of the offenses, may lead to a recommendation for expulsion. These consequences, based upon the accumulated weight, seriousness, and nature of the offenses, may lead to a recommendation for expulsion. **This policy does not diminish the due process rights of a student with a disability who has an Individualized Education Program under federal law (34 CRF §300.530).**

Category of Misconduct	Description	Levels of Disciplinary Action	
		Grades 6 - 8	Grades 9 - 12
Additional Misconduct	Conduct not specifically listed in chart below.	1-4	1-4
Alcoholic Beverages	Use, sale or possession of alcoholic beverages - may include substitute beverages with alcoholic aroma. Students found in violation of this code may have their discipline reduced, at the discretion of the administration, if the student shows proof that he/she has enrolled in a drug/alcohol counseling program within five days of the infraction and successfully completes the program as designed. Failure to complete the chosen drug/alcohol program will result in the full length of the original suspension. The cost of the counseling program will be the sole responsibility of the family.	2-4	2-4
Arson	Intentional setting of fire to cause harm to any property or person, or participation in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311 (2)).	2-4	2-4
Assault/Fighting	"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310, MCL 380.1311). If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee may suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310). If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311). Students have the right to protect themselves by holding the arms, or by blocking the blows, of the aggressor. However, once a student takes the offensive and begins to fight, the student becomes an equal party to the fight and will be subject to disciplinary penalties.	1-4 Including \$50 fine for 1st offense; \$75 fine for additional offenses	1-4 Including \$100 fine for 1st offense; \$175 fine for additional offenses
Assault/Verbal	Any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.	1-4	1-4
Assault/Sexual	If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to the Michigan School Code. "Criminal sexual conduct" means a violation pursuant to the Michigan Penal Code.	3-4	3-4
Bullying/ Cyberbullying	<i>Bullying</i> means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly.  <i>Cyberbullying</i> means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly.	1-4	1-4
Bus/Driving Violations	Violations of the rules set forth for bus riding and personal safety for bus transportation and/or Driving Rules.	1-4	1-4
Cell Phones and Electronic Devices	In classrooms, students may use a personal electronic device for educational purposes with teacher permission. At all other times, cell phones must be turned off and maintained out of sight. Such devices used or in sight during school or at events without teacher permission will be confiscated and returned to the parent after school hours. Failure to turn over an electronic device at the request of a district employee will be viewed as insubordination. If at any time an electronic device is being used for inappropriate purposes, for example, unauthorized texts/pictures/videos, the device will be confiscated and appropriate disciplinary action as dictated by the Student Code of Conduct will be imposed.	1-4	1-4

Category of Misconduct	Description	Levels of Disciplinary Action	
		Grades 6 - 8	Grades 9 - 12
Cheating/Academic Misconduct	Tampering with information or school records; Intentionally using tricks, theft, impersonation, copying or other means of obtaining improper access to answers or questions. Plagiarism, a form of cheating, is defined as stealing and using ideas or writings of another as one's own. Any case of cheating will result in the student's failure (0%) for that particular assignment, quiz, or examination. Parent/guardian and a building administrator may be notified by the teacher for possible disciplinary action.	1-2	1-4
Computer Misuse	Obtaining and, using another person's password, intentional or by "playing around" causing damage to any electronic equipment, loading games or unauthorized programs onto the network; attempting to access the network management files; using profanity or language that is deemed inappropriate; accessing or sending inappropriate sites; any violation of the acceptable use policy (see Appendix A and B).	1-3	1-4
Dishonesty	Willfully making false statements to accuse or defend others, or to benefit oneself; causing misrepresentation to benefit oneself or others by falsification of documents.	1	1
Disrespect	Gross misdemeanor, or persistent disobedience, abnormal or disorderly behavior, and habits or behaviors detrimental or harmful to the school, students or staff.	1-2	1-2
Disruption/Disorderly Conduct	Creating any noise, diversion, or other disorderly conduct which disturbs the school environment, classroom or event. A student exhibits disorderly conduct if, with intent to cause public inconvenience, annoyance, alarm or recklessly creates a risk thereof, the student; engages in fighting, inciting, provoking, threatening or violent or tumultuous behavior; makes unreasonable noise; uses obscene language, gesture or drawing; engages in indecent exposure; creates a hazardous or physically offensive condition by any act which serves no legitimate purpose; causes substantial harm or serious inconvenience; persists in conduct after reasonable warning or request to desist.	1-3	1-4
Explosives/Incendiary Devices	Possession or use of matches, explosives, lighters, propane projectiles or any other flammable or explosive device or bringing and placing such on school property.	1-4	1-4
Extortion	Obtaining money, property or favors through the use of threats, force or intimidation.	1-3	1-3
False Representation of an Emergency/ False Alarms/Bomb Threats, etc.	Bomb threats, false alarms, false 911 calls etc. Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Michigan State Law prohibits anyone from sounding false fire alarms and/or tampering with fire alarms. In addition to being subject to discipline pursuant to the code of conduct, violations are punishable by fines and/or imprisonment pursuant to State Law.	2-4	2-4
Forgery	The unauthorized use of another individual's signature, initial or stamp.	1-2	1-2
Gangs and Secret Organizations	Students attending public schools are prohibited by state law from holding membership in gangs and secret organizations. To provide a safe environment for all students in the Lamphere School District, ALL gang identifying clothing, items and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property and at all school related events. Students violating the above regulation will be subject to disciplinary action, up to and including expulsion and referral to police. Non-students may be refused entry to school and school events and asked to leave.	1-4	1-4



Category of Misconduct	Description	Levels of Disciplinary Action	
		Grades 6 - 8	Grades 9 - 12
Harassment	Any unwelcome touching or physical act, any offensive words or comments said privately to a person or loud enough to be overheard. Any offensive gestures, displays of offensive materials or written comments with regard to race, national origin, gender, sexual orientation, age, religion, height, weight, handicap, or disability.	1-4	1-4
Hazing	Hazing is defined as the intentional, knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the person of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Pursuant to Public Act 111 of 1994, if the violation results in injury or death it is considered a felony crime and is subject serious criminal sanctions.	1-4	1-4
Improper Dress or Appearance	Dressing or appearing in a manner that is disruptive to the educational environment, offensive or hazardous in nature, wearing clothing or other items that represent gang affiliation or any other violation of the rules for appropriate dress.	1	1
Improper Identification	Failure to correctly or properly identify oneself upon request of school personnel.	1	1
Insubordination/ Misconduct	Refusal to comply with reasonable requests made by school staff; failure to comply with classroom rules; an act which can clearly be interpreted to be in defiance of authority. Providing false or misleading information will be interpreted to be in defiance of authority and considered insubordination.	1-3	1-4
Intimidation	To force another into action or deter another from some action by inducing fear or through the use of threats.	1-3	1-3
Laser Lights	Use or possession of a laser light is prohibited.	1	1
Loitering	Loitering is not allowed on the school grounds at any time. Only those picking up and dropping off students may be on school grounds.	1-2	1-2
Missed Detention	Failure to attend an assigned detention	1	1
Narcotics, Drugs, and Drug Paraphernalia	Use, sale or possession of any and all narcotics, drugs, or substances which may, or do, interfere with the normal thought process or result in erratic, disorderly, abnormal and/or irresponsible behavior are prohibited (City Ordinance Number 563). Possession of drug paraphernalia or any object related to possession of narcotics, drugs or illegal substances or use of such object is strictly prohibited. These items will be confiscated by school officials and not returned, and will be turned over to police authorities. Examples include but are not limited to any drugs, pipes, bong, including look alike substances or devices. Students found in violation of this code may have their discipline reduced, at the discretion of the administration, if the student shows proof that he/she has enrolled in a drug/alcohol counseling program within five days of the infraction and successfully completes the program as designed. Failure to complete the chosen drug/alcohol program will result in the full length of the original suspension. The cost of the counseling program will be the sole responsibility of the family.	2-4	2-4
Pornography	Possession, creation, distribution of obscene, indecent or pornographic material.	1-4	1-4
Posting of Unauthorized Material/Publications	Unauthorized distribution or posting of communicative materials. Students will seek administrative approval for the distribution of publications or the posting of materials from school-related groups. Materials from non-school related groups or individuals will require approval by the Superintendent of Schools.	1-2	1-2

Category of Misconduct	Description	Levels of Disciplinary Action	
		Grades 6 - 8	Grades 9 - 12
Profanity	Use of profane, indecent, suggestive, immoral language or gesture. Includes spoken, written, or printed on clothing, buttons, walls, books, binders, etc.	1-4	1-4
Public Display of Personal Relationships	Public display of affection is discouraged and lack of cooperation will be defined as insubordination. Parent/Guardian may be notified.	1	1
Sexting	The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.	1-4	1-4
Skipping	Unauthorized absence from class or school.	1	1
Smoking/Tobacco Products	Smoking, possession, or use of tobacco products, in any form, to or from school, during school, in school vehicles, on school property or at school events is strictly prohibited. In accordance with Madison Heights City Ordinance, smoking is also a violation for people under the age of 18 to possess or smoke cigarettes, e-cigarettes, vaporizers, cigars; or chew, suck or inhale chewing tobacco or tobacco snuff, or to possess or use tobacco in any other form on a public street, highway, alley, park or other land used for public purpose of business or amusement, and providing a fine of the violation therefore. The violator may be subject to a fine of up to \$50.	1-2	1-2
Telephone or Internet Harassment (affecting the educational environment)	Making calls containing or making or transmitting any comment, request, suggestion, proposal, image or text which is lewd or obscene remarks which affects the educational environment. Making or transmitting calls, whether or not conversation ensues, or any comment, request, suggestion, proposal, image or text with intent to substantially interfere with another person's educational opportunity or physical security. Transmission of comments, requests, suggestions, proposal, images, or texts may include any transmission utilizing electronic means, including but not limited to sending text, picture, video, or audio messages over social media websites, social media applications, instant messenger or chat services, message boards or any other electronic format.		
Theft	Taking/possession of property not belonging to the student; breaking and entering, burglary.	1-4	1-4
Tardies in excess of 5 minutes	Arriving to class less than five minutes late without teacher or staff permission.	1	1
Trespassing	Being present in an unauthorized place or refusing to leave when directed to do so. Students must be involved in a supervised activity or have the permission of a staff member to be on school grounds after school hours. Violations may result in disciplinary actions and/or involvement with the police.	1-4	1-4
Truancy	Unexcused or an abnormal number of tardies or absences that become disruptive or have a detrimental effect on a student's academic success. Excessive absences may result in referral to the Youth Assistance Program and/or the Juvenile Court system.	1-2	1-2
Unlawful Interference	Unlawful interference with school authorities and programs; interfering with administrators, teachers, and other school personnel by force, violence, intimidation, boycott, or riot or any other method.	1-4	1-4
Vandalism	Willfully destroying, damaging or defacing of school property. Students identified as having vandalized school property will be required to pay for any damages as well as being subject to suspension/expulsion. Students are responsible for the cost of damaged or lost school issued materials (See also, debts, fines and obligations).	1-4	1-4

Category of Misconduct	Description	Levels of Disciplinary Action	
		Grades 6 - 8	Grades 9 - 12
Weapons	Students are forbidden to possess, handle, transmit or use any instrument in school or on school grounds that is generally considered a weapon. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. Examples, though not all inclusive, of instruments ordinarily or generally considered weapons are knives, guns, pipes, chains (includes wallet chains), chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, ex-plosives or other chemicals, such as mace, pepper gas or other related substances, etc. The term weapon shall also include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person. A police report will be made.	2-4	2-4

## **DUE PROCESS**

Students charged with a violation of the code of conduct have a right to due process. A student will have an opportunity to explain his or her actions or status regarding the allegations. If the administrator then determines that the allegation/charge against the student should stand, disciplinary action will be imposed.

A student has the right to:

- Be informed of categories of misconduct and penalties or corrective actions which may be used, through printed materials made available to him/her (this handbook).
- Be informed of the charges against him/her and resulting penalties or other actions which may be imposed. In cases involving exclusion from school, written notice will be sent to adult students or to parents/guardians of minor students.
- Have a meeting regarding the charges, view available documents regarding the charge, and be provided an opportunity to offer an explanation or defense.
- Appeal to another authority in accordance with the appeal procedure for disciplinary action. Disciplinary or corrective action originally imposed may remain in effect during appeal activities until/if changed through the appeal process.

## **APPEAL PROCEDURE FOR DISCIPLINARY ACTION**

### **Appeal Procedure: Up to and including 5 Days of Suspension**

- The student or parents of a minor student may request a hearing. Such a request will be made in writing presented to the building principal within five (5) school days of the date of the suspension.
- The building principal will meet with the student and parent/guardian to review the matter.
- The decision of the building principal will be issued within three (3) school days. The decision of the principal is final.

### **Appeal Procedure: 6 to 10 Day Suspension**

- The student or parents of a minor student may request a hearing.
- Such a request will be made in writing and presented to the building principal within five (5) school days of the date of the suspension.
- The building principal will meet with the student and parent/guardian to review the matter.
- The building principal will schedule the hearing at the school and notify appropriate persons involved in the case of the time and date of the meeting.
- When a building administrator has invoked a suspension of 6 to 10 days, and it is sustained after a hearing with the principal, the decision may be appealed in writing to the Assistant Superintendent for Human Resources within five (5) school days of the date of the decision.
- The Assistant Superintendent for Human Resources will convene a Review Committee composed of three administrators who have no involvement in the matter. The Director of Human Resources will be chairperson of the appeal committee.
- The Review Committee will examine the case and will affirm or modify the terms of the suspension or other disciplinary action.
- The Assistant Superintendent for Human Resources will notify all concerned of the Committee's action in writing.
- The decision of the Review Committee will be **final**.

### **Appeal Procedure: Expulsion or Suspensions Over 10 Days**

A meeting/hearing with the Board of Education will be scheduled whenever there is a recommendation for expulsion or suspension of over 10 days. The Board of Education will vote upon the decision following the presentation of evidence and an opportunity for the student or his/her representative to address the Board. The hearing is not a court proceeding and court rules of evidence will not be enforced at such hearing. The hearing will be conducted under the rules and procedures listed below.

- The Superintendent or designee will arrange for the hearing.
- Written notice will be provided to the parent/guardian of the time, date and place of the hearing.
- An advisor of their choice may represent the student or parent/guardian, if desired.
- The adult student or parents of a minor child will notify the Superintendent in writing as to whether or not they desire a private or public meeting with the Board of Education.
- Witnesses or other relevant information may be presented at the hearing.
- The student or his representative may question or disagree with information presented or make a request of the Board.

- The Board of Education attorney, and such other resource persons as the President of the Board of Education deems essential to the proper disposition of the case, will be present at the hearing.
- In the case of minor students making an appeal, the parent or legal guardian will be expected to be present.
- A written notice of the Board's decision after the hearing will be sent to all parties concerned.
- In the absence of an appeal, the Director of Human Resources will function to assure school policies and procedures have been adhered to and will prepare a recommendation to the Superintendent and Board of Education.

### **Student Found Innocent Of Misconduct**

In the event, at any level, a student is found to be innocent of misconduct charges, all disciplinary action will end and the student will be fully reinstated. No report of the matter will exist in the official school record of the student. The student will be given reasonable opportunity and assistance to make up class work as is necessary and will be given appropriate credit for academic time lost due to any action ordered regarding the incident.

## **DETENTIONS/SUSPENSIONS/EXPULSIONS**

### **Detentions**

Detentions may be assigned to students as a consequence for violating school rules or standards. If a student fails to serve an assigned detention or arrives late without a parent excuse, the detention will be reassigned with additional time. Failure to report for the second detention will result in a Saturday Detention. Refusal to attend or tardiness to Saturday detention may result in additional time in Saturday Detention or suspension from school.

A student will be provided with a detention slip notifying them of when the detention will be served.

- Students are to bring study materials to occupy them during the assigned detention unless specifically directed otherwise.
- Any student causing a disturbance or exhibiting a lack of cooperation will be sent home and further disciplinary action will be assigned.

At the high school level, a maximum of ten (10) detentions will be allowed for any one student for the school year. At this point, alternative disciplinary action, such as suspension(s), will be assigned as necessary.

### **Saturday Detention**

Saturday Detention is a disciplinary option in our Progressive Disciplinary System. Refusal to attend or tardiness to Saturday detention may result in additional time in Saturday Detention or suspension from school.

Hours of operation are:

Session 1: 8-10 am

Session 2: 10-12 pm

- Students are required to report on the appropriate Saturday with all textbooks, paper, pencil and other appropriate materials to be used for productive school work.
- Students will be assigned a seat or work area.
- Talking, food consumption, resting head on desk, and sleeping are not permitted.
- Electronic devices are not permitted.
- Magazines and books not related to school work are not permitted.
- Students are to be sitting in chairs with their feet on the floor without leaning back in the chairs.
- Any student leaving the program area will be considered unruly and an out-of-school suspension will result.
- Failure to complete the prescribed Saturday School schedule due to illness or emergency will result in the students making up the remaining time during the next possible Saturday School session.
- All regular school rules apply during Saturday School.
- Parents must provide transportation for all Saturday Detentions.

### **In-School Suspension**

- Arrive to main office at designated time.
- Students will bring all homework and/or reading materials necessary for the full day.

- All school rules will apply.
- Students will not be permitted to leave the classroom once the suspension period has begun.
- There will be scheduled restroom breaks.
- Talking, sleeping, etc. will not be tolerated under any circumstances.
  - a.) Students may not have any electronic devices in the in-school suspension room.
  - b.) Cell phones must be checked in with the supervisor upon entrance.
- Students will bring lunch to the suspension room upon arrival and will eat during the designated lunchtime.
- Students will be released from In-School Suspension (I.S.S.) at the designated time.
- Students will be permitted to return to regularly scheduled classes upon the satisfactory completion of in-school suspension.

## **Out-of-School Suspension**

A suspension is a serious disciplinary consequence for inappropriate student behavior.

- Students receiving a suspension will have the opportunity to receive credit for assigned homework. Students will receive one day for each day of suspension to make up missed assignments. For example, if a student is suspended for three (3) days he/she will have three (3) days to turn in the work.
- It is the responsibility of the suspended student/parent/guardian to obtain homework assignments from the school office or classroom teacher.
- Homework may be obtained upon return to the classroom for suspensions of one day. For suspensions exceeding one day, parents/guardians may contact the school and arrange for pick-up of home work from the main office.
- While suspended from school, the student is prohibited from participating in any school activities, such as athletics, clubs, field trips, etc. and being on school property
- Lamphere High School students may not attend an educational partnership institution during the suspension time. Additionally, a student who attends an educational partnership institution and is suspended from that institution will also be suspended from Lamphere.

## **Teacher Suspension Rights**

A teacher, under contract with the Lamphere Schools, may suspend a student from the teacher's class, subject or activity for up to one full school day in accordance with state law and the board policy if the student engages in any of the following types of conduct during the class, subject or activity:

- physically fighting
- engaging in conduct that threatens to incite violence or seriously threaten the safety of students and/or school personnel.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy and handle the matter in accordance with the standard disciplinary process used in the school building.

The teacher must have good reason to believe that the student's conduct in the class, subject or activity constitutes one of the types of conduct listed above. Unless the student's conduct would require expulsion by law or board policy, the teacher must first warn the student that if the conduct continues, the teacher will suspend the student from class, subject or activity before the teacher imposes the suspension.

If the teacher suspends the student, the teacher must immediately report the suspension and the reason for the suspension to the school principal in writing. The teacher must send the student to the school principal or the principal's designee for appropriate action. The administrator may adjust the suspension pursuant to the Student Code of Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject or activity from which he or she was suspended without the concurrence of the suspending teacher and the school principal.

As soon as possible after the teacher imposed suspension, but not later than the end of the current school day, the teacher must contact the student's parent or guardian and schedule a parent-teacher conference to discuss the suspension. The parent-teacher conference must be scheduled during the teacher's non-instructional time. The teacher must document that a parent-teacher conference was held, or that attempts were made to hold a conference, before the teacher can suspend the student

again for classroom misconduct. The teacher must report the outcome of the parent-teacher conference to the principal in writing within twenty-four (24) hours of the conference. Whenever practical, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference at the teacher's or the parent's or guardian's request.

A record of the teacher-imposed suspension will be maintained. Any student suspended from the same class, subject or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by board policy for suspensions of ten days or more.

This policy does not diminish the due process rights under federal law of a student who has been determined to be eligible for special education programs and services. Substitute teachers do not have the authority to suspend under this policy.

### **Reinstatement**

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may initiate a petition to the board for reinstatement following the expiration of 150 school days after the date of expulsion. The board shall provide due process rights to reinstatement as outlined in state law. The individual shall not be reinstated before the expiration of 180 days after the date of expulsion.

## **ADDITIONAL BEHAVIOR EXPECTATIONS**

### **BUS/TRANSPORTATION**

Good behavior while riding the bus is essential; disruptive behavior interferes with a driver's ability to drive safely. Riding the bus is a privilege, not a right. Students are expected to behave in an appropriate manner or face the loss of their bus riding privileges.

- All students will obey the driver at all times and any student requested to do so shall report promptly to the principal when instructed by the driver.
- Only students who are authorized through the Lamphere Schools Transportation Department may board a Lamphere bus.
- Students may board only the bus assigned to them by the Lamphere Schools' Transportation Department.
- Each student shall occupy the seat assigned by the driver and stay seated while the bus is in motion.
- Each student shall be at designated bus stops ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
- Students must keep hands, head and belongings inside the windows at all times.
- All students must report to the driver at once if any damage to the bus is observed.
- All students must help keep the bus clean, sanitary and orderly.
- While waiting for a bus, students must stay off the roadway at all times.
- Student riders must wait until the bus has come to a stop before attempting to get on or off.
- Students are to leave the bus only at the consent of the driver.
- Students are to enter or leave the bus only at the front door after the bus has come to a complete stop.
- If it becomes necessary to cross a street after leaving a bus, the student shall observe the following before making a crossing:
  - Make certain the bus has stopped
  - Go to the front of the bus within the sight of the driver and wait for the proper signal for crossing.
  - Upon receiving the signal from the driver or adult escort, look both to the right and left and proceed across the street at the front of the bus. Do not cross behind the bus.
  - Walk (not run) in front of the bus when crossing the street.

### **CAFETERIA CONDUCT**

Students at the high school level may leave the building during lunchtime, however, it is the student's responsibility to return to school on time and ready to learn. Failure to do so will result in disciplinary action.

Students remaining at school for lunch are expected to conduct themselves in an adult-like manner and follow established guidelines. Food and drink is to remain in the cafeteria and students are expected to clean up after themselves.

## **COMPUTER & INTERNET ACCEPTABLE USE POLICY**

Lamphere Schools provides students the opportunity to use educational technology to help support and enhance their learning. With access to the district's computer network students can reach other networks and people around the world. As a result, Lamphere Schools cannot control all the information available to students or other people's actions or the quality or content of information accessed. With the privilege of using the computer network and technology students have responsibilities and rules that must be followed which are explained in the Lamphere Schools Computer and Internet Acceptable Use Policy. (See Appendix A) Students who fail to follow the Computer and Internet Acceptable Use Policy will result in having their access to the computer network and technology withdrawn and possible disciplinary action as defined by the student code of conduct.

## **DRESS CODE**

Appropriate student dress and good grooming affect the efficient and orderly operation of the school as well as the ability of students to interact appropriately and participate in school activities. All students must wear age-appropriate clothing that is not disruptive to the educational process.

- Shirts must cover the area of the body from the shoulders to the waist and cover the midriff.
- Clothing must be practical and not be offensive while the student is standing, walking or sitting;
- Shorts, skirts and dresses must extend past a student's finger-tips while standing upright.
- Low cut tops, midriff tops, tops with large arm holes or tank tops with spaghetti straps are not permitted.
- Pants must be worn at the hips or higher.
- Undergarments must not be showing.
- Shoes must be worn at all times.
- Snap pants or pajamas are prohibited.
- Dress, hairstyles or make-up that disrupt the school teaching/learning atmosphere are not permitted.
- Any type of clothing or apparel which represents affiliation with a gang is prohibited.
- Hats, hair wraps (unless for religious purposes), jackets, coats and backpacks are not to be worn in the building during school hours. (They are to be stored in student lockers.)
- Wallet chains or chains of any type/sort or length are prohibited.
- Spiked apparel or accessories are prohibited.
- Students may not wear any clothing or apparel, jewelry or objects saying inappropriate words for the school setting, promoting violence, alcoholic beverages, tobacco products, drugs and drug paraphernalia, or representing an affiliation with a gang (or any other inappropriate dress as defined by the administration).
- Athletic cleats or shoes with spikes on the bottom are prohibited.

## **SCHOOL SEARCHES**

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **SEARCH OF LOCKERS**

All lockers assigned to students are the property of the school district. At no times does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing personal locks on any locker without the advance approval of the principal or his/her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.



## **PERSONAL SEARCHES**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Lamphere Schools will enforce school policies during school attendance days in the Civic Center Park and adjoining areas. "School attendance days" shall mean the days during which students are in attendance at classes at Lamphere High School, and days and/or evenings during which students are in attendance at Lamphere High School for extra-curricular activities, including, but not limited sporting events.

## **USE OF CANINES**

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband had been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

## **SEIZURE OF PROPERTY**

When conducting searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the principal or his/her designee of items confiscated.

# **DISTRICT POLICIES**

## **GRIEVANCE/COMPLAINT PROCEDURES**

A grievance or complaint is a charge by a student or staff member that there has been a violation, misinterpretation or inequitable application of an established school policy or regulation such as harassment or discrimination.

### **Informal Procedure**

The person who believes he/she has a valid basis for complaint shall immediately report the incident to the building administrator. The administrator will request that the nature of the complaint be put in writing and signed by the complainant. The building administrator will investigate the complaint and reply to the complainant within three (3) school days. If this reply is not acceptable to the complainant, he/ she may initiate formal procedures according to the steps listed.

### **Formal Procedure**

Step 1 - A written statement of the grievance shall be presented to the Assistant Superintendent for Human Resources, within five (5) business days of receipt of the principal's reply. He/she will further investigate the matters of the 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 Assistant Superintendent for Human Resources, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent for Human Resources' response to the grievance. The Superintendent will investigate to formulate a conclusion, and respond in writing to the grievance within ten (10) business days.

Step 3 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education will meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. The Board Secretary shall send a copy of the Board's disposition of the appeal to each concerned party within ten (10) business days of this meeting by certified mail.

The above grievance procedure is intended to comply with the requirements of Title IX, Section 504, Title VI, and any other federal and/or state civil rights statute which requires the appointment of a compliance coordinator and the adoption of a grievance procedure to resolve discrimination complaints.

## **HARASSMENT/ANTI-DISCRIMINATION POLICY AND PROCEDURE**

The Lamphere School District will not tolerate illegal discrimination or harassment. Any student who believes that he/she has been discriminated against, denied a benefit, or been excluded from participation in any district educational program or activity on the basis of sex (including sexual harassment, as discussed below), race, color, religion, national origin, age, height, weight, marital status or handicap shall immediately report his or her complaint to the school principal or Assistant Superintendent for Human Resources. The complaint will be promptly investigated.

Sexual harassment of students by other students or by employees of the district is unlawful and strictly prohibited. It is the policy of this school district that all contact between students, teachers and other adult employees of this district reflect respect for the individual student, and be conducive to creating a stable and positive learning environment.

Sexual harassment includes unwelcome sexual flirtations, advances or propositions, improper sexual comments, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or otherwise creating an intimidating, hostile or offensive educational learning environment.

If a student has concerns about the nature of any conduct or physical contact by a fellow student, member of the public or adult employed by the school district, the student should immediately report this concern to a building principal, as well as to the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable, positive learning environment.

The district shall investigate all such reports immediately. Retaliation by a student or employee against a student for filing a complaint of harassment or discrimination is strictly prohibited. Anyone found to have engaged in harassment or discrimination or retaliation in violation of this policy will be subject to disciplinary action including suspension of up to ten days and possible expulsion.

All such complaints will be handled as confidentially as is possible to protect the student making the report. Complaints constituting child abuse shall be reported to the Department of Social Services as required by law.

## **NO CHILD LEFT BEHIND**

All teachers in Lamphere meet or exceed the Michigan Department of Education's requirements for teaching in their assigned areas. Pursuant to the No Child Left Behind Act of 2001 parents may ask for certain information regarding the qualifications of their child's classroom teacher(s). Parents may request whether the state department of education has licensed or qualified the teacher for the grades and subjects he/she teaches, whether the state department of education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances, the teacher's college major, whether the teacher has any advanced degrees and the subject of the degrees, and whether any paraprofessional provides services to your child and, if they do, their qualifications.

## **NON-DISCRIMINATION IN EDUCATIONAL OPPORTUNITY**

It shall be the policy of The Lamphere Schools not to discriminate on the basis of religion, race, color, marital status, age, national origin, ancestry, sex, disability, height or weight in educational programs, activities, or services. All students and staff will have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services. Inquiries concerning equal opportunity on the basis of religion, race, color, marital status, age, national origin, ancestry, sex, disability, height or weight should be directed to:

Greg Fuller  
Assistant Superintendent for Human Resources  
31201 Dorchester  
Madison Heights, MI 48071  
(248) 589-1990

## **RIGHT TO ACCESS RECORDS/PRIVACY OF RECORDS**

Student records are any written materials concerning individual students kept by the school district, except for general directory information and personal notes of school personnel intended for their use only. In accordance with the Family Education Rights and Privacy Act (FERPA), information obtained by school employees acting as an agent of the school district may be shared with other district employees and with persons or companies the district has outsourced district work to who have a legitimate educational need in providing educational services to your child. Student records are maintained in accordance with State/Federal law to provide information which can be used to develop the best possible educational program for each student. Care is exercised by the school staff and others with access to student records to ensure that student records are treated confidentially.

Parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to FERPA, to examine the official records, files, and date of school entrance directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examinations and challenge, including hearings on a challenge, are established by the Board of Education and will be made available upon request.

The Michigan Freedom of Information Act requires state and local agencies, including school districts, to make certain information available to the public. Examples of directory information available to the public includes: student's name, address, telephone listing, picture, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and other similar information. The district does not permit the release of directory information to commercial firms. Parents have the ability to opt-out of the disclosure of student information by annually completing the "Student Directory Information and Permissions" form in the "Back-to-School Registration" process in MiStar. Parents may also modify their selections by contacting the main office.

Student records may also be made available if there has been a Federal request for submission of student records in connection with the student's application for financial aid; the school is notified by another school that the student has been enrolled, a court has ordered access to such records or the record is subject to an audit on behalf of regional, state or federal agencies.

# **GENERAL INFORMATION**

## **ADDRESS, PHONE NUMBER, AND EMAIL CHANGES**

Change of address must be reported to the main office. Changes to home, cellular, and work telephone numbers and email addresses must be updated online in MiStar ParentPortal or in the main office in order to maintain effective communication. Accurate up-to-date information is essential in case of illness or emergency. Students will be released to those indicated on the student's profile in MiStar ParentPortal.

## **ARRIVAL AND DISMISSAL TIMES**

Students should plan to arrive no earlier than 6:45 AM each morning. Upon arriving to school, students will be permitted to wait in the designated area until being dismissed to attend class. Upon dismissal, students are expected to go directly to their buses or walk home unless they are staying after for an extra -curricular activity or meeting with a teacher.

## **CHAPERONES**

During the school year, there will be many student events and activities that are school sponsored. Whether these activities are planned to be for educational enrichment or for fun, it is important to maintain an environment that is safe and orderly. We welcome and encourage parents, guardians or authorized caregivers to help the school staff supervise students at these events. Please consult the school calendar, sponsoring staff, or the Main Office for event dates and information about specific events. As required by law, a criminal background check will be conducted on volunteers and chaperones working with students.

## **CONFERENCES**

### **Parent-Teacher Conferences**

Conferences take place, each semester, following the first and third marking periods. These conferences are scheduled during evening hours to ensure parents/guardians the opportunity to meet with staff members to discuss their student's progress. We strongly encourage each parent to attend these conferences. Parents who would like an individual conference with a staff member can do so by calling the high school main office to arrange a meeting time.

### **Student Conferences**

From time to time during the school year, a student may wish to schedule a conference with a teacher or administrator. Students may make an appointment to meet with an administrator with one of the secretaries in the main office. Conferences with teachers may be held prior to the beginning of the school day, during the teacher's preparation period, or immediately after school. Students may arrange these conferences by meeting with the teacher to establish a mutually agreeable time.

## **DEBTS, FINES AND OBLIGATIONS**

Students are responsible for the care and return of all school materials and fund-raising monies. Students are responsible for any loss of or damage to materials. All student debts, fines, and obligations must be cleared prior to opening day of the new school year.

Seniors must have all obligations and fines cleared prior to graduation rehearsal. Failure to resolve any obligation may result in the restriction of school related activities, letters of recommendation from the Counseling Office and driving privileges until such obligations are cleared. Seniors who are not cleared will not receive their cap and gown and will not be allowed to participate in Commencement exercises.

## **EDUCATION CLASSES OUTSIDE THE DISTRICT**

Students who attend educational classes outside Lamphere High School for either morning or afternoon sessions are required to ride to and from those classes on Lamphere buses, unless a parent/guardian-signed waiver is on file in the principal's office. Students are required to attend classes as outlined by the school's calendar. Students incurring disciplinary action at an institution with which LHS has an educational partnership will also receive disciplinary action at Lamphere High School, consistent with the policies contained in this handbook. Students suspended by LHS may not attend classes where LHS has an educational partnership during the term of the suspension. This includes, but is not limited to, Oakland Technical Center (OTC) and the Center for Advanced Studies in the Arts (CASA).

Students should refer to the Course Description Booklet for information related to Adult Education, Summer School and Dual Enrollment classes.

## **ENROLLMENT**

All students enrolling in The Lamphere Schools for the first time will pre-register online via the district's student management system, MiStar. First time enrollees will follow-up with an appointment with the office staff. Students will attend their classes with a copy of their schedules on the first day of school.

### **Late Enrollment from Another School**

Students entering from another school before the sixteenth week of the semester will be awarded credit for all classes that can be matched with classes taken at the previous school. Classes that cannot be matched will be treated as if the student were not enrolled in that specific class before attending Lamphere.

### **Students Enrolling Late But Before the Fifth Friday**

Students entering school late, but before the fifth Friday, are required to make up all work for days missed before the end of the semester. Arrangements must be made with the individual instructors to complete the make-up work. It is the student's responsibility to make sure that the missed work is obtained and completed. Failure to make up the work will result in lower grades, or total loss of credit. Students entering school after the fifth Friday will earn credit only if all the missed work is made up by the end of the first marking period following the end of the semester in which the student started.

### **Late Enrollment After the Sixteenth Week**

Students enrolling after the start of the sixteenth week of the semester will not be issued credit from Lamphere.

### **Senior Transfers**

Students transferring to Lamphere during their senior year have the option of transferring credit back to their previous school in order to graduate and earn a diploma.

## **FOOD AND DRINK**

The consumption or open possession of any edible item or any drink\* is strictly prohibited in ALL classrooms and halls. All candy, food and drink is to be consumed in the cafeteria or main lobby. Consumable items may be purchased only during lunch hours or before or after school (where applicable). Students in violation of this policy will be subject to disciplinary action, which may include suspension. Any violations will also result in the confiscation and disposal of the food or beverage.

\*Students are permitted to have a transparent water bottle containing water only during the school day. However, due to safety and/or equipment concerns, water bottles may be prohibited from some areas.

## **FUNDRAISING**

The selling of any materials or services without approval of a building administrator is prohibited. All fund raising activities must be approved by a building administrator. Sales are not to be conducted during class time. No food items may be sold during school hours. Students are responsible for all ordered or collected payments, even if they withdraw from that activity.

## **LEAVING SCHOOL GROUNDS**

Leaving school grounds during the school day without proper authorization is strictly prohibited. Students are required to obtain permission from the school office and must be signed out.

## **LOCKERS**

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing personal locks on any locker without the advance approval of the principal or his/her designee.

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the principal or his/her designee.

## **Cleanliness and General Maintenance of Lockers**

Lockers are to be kept in a clean and orderly condition. Students may not deface lockers in any way. Students may lose locker privileges and may be subject to full payment for defacing a locker. Students are expected to clean writing off the exterior of their locker and report writing that cannot be removed. At the end of the school year, or if a student withdraws from the school district before the end of the school year, students are expected to clean and remove all items from the locker. A student should report all physical operation problems of the locker to the office. Valuables should be left at home and only sufficient money to meet daily needs should be brought to school. Most losses of personal property result from lack of securing student lockers. Do not leave money or valuable articles in lockers. The school is not responsible for articles that are left in lockers. Students are not permitted to share lockers.

## **LOITERING**

Loitering is not allowed on the school grounds at any time. Only those picking up and dropping off students may be on school grounds. Administrators will designate a time after school that students are required to exit the building unless accompanied by a school official.

## **LOST AND FOUND**

The Lost and Found is located in the Main Office. All items found in and around the building should be turned in to the Main Office. Clothing and other usable items, which are not claimed in a timely manner, will be donated to a charitable organization.

## **LUNCH/BREAKFAST PROGRAM**

### **Free & Reduced Priced Meals**

The Lamphere Schools participates in the Federal Free and Reduced Price Lunch and/or Breakfast Program. This program provides students with free or reduced-price lunches dependent upon income levels. Each fall, parents will receive information regarding the program to help determine eligibility. Questions regarding the program may be directed to The Campus Cafe'.

### **Breakfast Program**

We are pleased to offer a breakfast program to those students who might not otherwise have an opportunity to eat breakfast before arriving to school. The food service lines will open at 7:00 a.m. and the cafeteria is open only to those students who are going to eat. Once in the cafeteria, students are to follow the same lunch guidelines for behavior and are responsible for cleaning up all trash appropriately. Additionally, no food or drink may leave the cafeteria unless permitted by a teacher or administrator.

## **MEDIA CENTER**

The learning center has a variety of printed and audio-visual materials for student use. The borrowing time for material varies from overnight to 10 days. Materials checked out on an overnight basis must be returned before school on the next school day.

## **MEDIA RELEASE**

A Media Release form must be completed online granting or denying parental permission to display student photographs or student work in a variety of published media.

## **MEETINGS AND USE OF THE BUILDING**

Arrangements for before/after school meetings and programs must be made in the Main Office. Building Permit forms must be completed approximately two weeks prior to the scheduled event. Fees may be required depending upon the activity and when it is scheduled.

## **OPEN HOUSE**

Open House affords parents/guardians the opportunity to visit the high school and meet the staff and administrators. The attendance of parents/guardians at Open House helps create a positive working relationship between the school and home, which encourages the continued academic success of the student. Teachers will inform parents/guardians of typical classroom activities, classroom grading procedures, and will answer any general questions applicable to the class.

## **PARKING LOT**

To help ensure a safe environment, parking is allowed only in properly marked parking spaces. Each school may have additional parking lot procedures of which parents and their designees are expected to follow.

## **PERSONAL PROPERTY**

Personal items not necessary to school or student learning should be left at home. Students who bring electronic equipment unrelated to school activities, trading cards, roller blades, music, players/recorders, CDs, laser lights, toys, chains, skateboards, cell phones, or any item determined to be inappropriate for school, do so at their own risk. These items are not to be on the student's person during school hours or during school activities. Any items disrupting the school learning environment will be confiscated. Students are also discouraged from wearing expensive jewelry or having large amounts of money in school. The Lamphere Schools will not be responsible for lost, stolen, or damaged personal property.

Each fall individual pictures of all students are taken. These may be used for the yearbook, records, and identification cards. Students will be given the opportunity to purchase prints for personal use.

For high school students, senior yearbook pictures may be taken at any studio. It is the responsibility of each senior to make arrangements with the studio to have pictures taken.

## **PHOTOGRAPHS**

Each fall individual pictures of all students are taken. These may be used for the yearbook, records, and identification cards. Students will be given the opportunity to purchase prints for personal use.

For high school students, senior yearbook pictures may be taken at any studio. It is the responsibility of each senior to make arrangements with the studio to have pictures taken.

## **PLAGIARISM**

Lamphere respects the ownership of intellectual property. Students must learn the ethical responsibility of documenting the ideas of others. Students will be held accountable for accurately documenting the ideas, facts, statistics, and words of others. Students are instructed to use all research materials ethically, and students must submit research work that is documented accurately. Plagiarism includes:

- Direct copying of someone else's work.
- Absence of documentation within a project or text.
- Documentation which does not match a Bibliography or Works Cited page.

### **Teacher Responsibility:**

- Provide written directions with specific requirements for research based assignments.
- Establish calendars and/or due dates to help students with time management.
- Make assistance available for students in note taking, documenting, or formatting procedure.
- Give clear directions about degree of help from others that is acceptable.

### **Student Responsibility:**

- Read directions carefully and ask questions for understanding.
- Meet deadlines.
- Follow the MLA or APA format according to the teacher's directions.
- Use appropriate and accurate documentation within projects and texts.
- Include Works Cited or Bibliography pages with all research based work.
- Submit only his/her own work.

### **Consequences:**

Once plagiarism has been identified, the student earns a zero for the assignment or project. Depending upon the severity of the plagiarism, teachers have the following options:

- No second opportunity.
- Redoing the project or paper for a lower grade.
- Accepting appropriate documentation that was missing from the assignment for a lower grade.
- Sending a referral to the main office.

## **PLANNERS/AGENDAS**

Lamphere Schools provides every student with a bound educational planner or agenda for each school year. The student planner contains a study guide section, maps, and reference materials. The student agenda may also serve as a hall pass. Therefore, students should carry their planner with them at all times. The purpose of the planner is to help students begin to organize themselves so they remember what homework was assigned and when it is due. Each student is requested to write their assignments in their planner on a daily basis and take the planner home for a parent's signature. It is the responsibility of students, parents and teachers to make certain this educational tool is being used effectively. Communication between the home and school can be a powerful tool. Parents should read and sign the planner daily. Replacement planners are available at a cost of \$5.00.

## **POLICE COOPERATION**

State law requires that school officials and law enforcement agencies share appropriate information regarding student behavior that violates local, state or federal laws on or off campus 7 days per week, 24 hours per day.

## **POSTINGS**

Permission from a school administrator or faculty members required before posters, flyers, and campaign banners, etc. may be placed on school bulletin boards. All posted materials should be placed on bulletin boards.

## **SKATEBOARDS, ROLLER BLADES & BIKES**

The use of skateboards, roller blades, or bicycles in the building is strictly prohibited. Failure to comply with this rule will result in confiscation. Further disciplinary action may take place. Students may store their roller blades or skate boards in their locker. Students who ride bicycles to school are to lock them in the designated areas outside the building.

## **SPECTATOR COURTESY**

Positive support from fans will encourage our teams to play well against opponents. All fans can support Lamphere teams with cheers and applause to show appreciation for outstanding effort. The wearing of school colors is encouraged. Displays of banners and/or posters require the Principal's or Athletic Director's approval. Everyone is expected to respect officials, opposing players, spectators and coaches. True fans value modesty in victory and dignity in defeat. All noise-makers (air horns, cow bells, etc.,) are strictly prohibited by athletic association rules.

## **STUDENT PARKING**

All vehicles driven to school by a student must be registered. A parking sticker will be issued for a fee; and the sticker must be placed in a designated area of the vehicle. Students must use the student parking lot north of the building. The following rules will govern the use of the student parking facilities. Non-compliance will result in the loss of the parking privilege, ticketing, towing/suspension from school.

1. Students violating any parking regulation are subject to tickets issued by the Madison Heights Police Department. The west drive and south side of the building are areas for staff and visitor parking only.
2. All cars must be locked while parked in the lot.
3. Unauthorized entry into a car during school hours by any student is prohibited. This includes lunch periods. The driver is responsible for the vehicle, its passengers and litter at all times.
4. Speed limits in the lot are 10 m.p.h. Vehicles must be operated in a reasonable and proper manner on school property.
5. Permission to drive may be revoked upon recommendation of the local police authorities, the court, or parental complaint.
6. The school cannot be held responsible for damage or theft that may result from the use of the school parking facility.
7. Owners of mopeds, motorbikes and motorcycles must be registered and have a permit.
8. Reckless driving, speeding, riding on hoods, or driving/riding in a manner that may be dangerous to one self or others may result in suspension and the cancellation of driving privileges.
9. If reasonable cause exists, automobiles will be searched to maintain school discipline and enforce school rules.
10. Students in the parking lot during regular school hours, other than lunch, must have a proper authorized pass from the Main Office. Failure to do so may result in disciplinary action.



## **TRANSFERRING TO ANOTHER SCHOOL**

A student transferring to another school should notify the Main Office or Counseling Office several days in advance. A checkout form is issued. Financial obligations must be satisfied. School records will be forwarded to the new school.

## **VISITORS**

All visitors must report immediately to the Main Office. No visitor(s) may accompany a student during the school day without permission from the office. Visitors must wear the visitor identification pass issued in the Main Office.

## **WORK PERMITS**

Michigan Law requires that persons under 18 years of age have a work permit. The minimum age for employment is 14 years EXCEPT those minors 11 years of age and over who may be employed as a caddie. Work Permit forms are available in the Main Office. Students may lose their work permits for a poor school attendance record. For further information about work permits, contact a secretary in the main office. For information about the Michigan Youth Employment Standards Act (P.A. 90 of 1978) contact Michigan Department of Labor, Bureau of Employment Standards, 7150 Harris Drive, Box 30015, Lansing, MI 48909.

# **MEDICAL & SAFETY INFORMATION**

## **ABSENCE DUE TO ILLNESS**

Health services for all schools are coordinated through the Oakland County Health Department. The health department accepts referrals of suspected health problems which may affect a child's education. Please note - the Oakland County Health Department recommends that students be "fever free" for 24 hours before returning to school. (See Appendix B for a listing of communicable diseases and exclusion periods.) Further, in an effort to prevent the spread of illness, we also encourage you to keep your child(ren) home if they have vomited or experienced diarrhea within the prior 24 hours.

## **CONCUSSION AWARENESS**

Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the organizing entity to keep on record. (See Appendix C)

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

## **DIETARY RESTRICTIONS**

Should a child require a change in the school lunch due to medical conditions, the parent/guardian must have their physician complete the "Medical Statement for Student without a Disability" form which may be located in the main office.

## **EMERGENCY INFORMATION**

Each school maintains emergency information for all students. Parents must update the emergency information online in MiStar ParentPortal at the beginning of each school year and whenever information changes. The emergency information provides the school with vital information in the event a student becomes ill or is involved in an accident while at school. Additionally, the information provides the appropriate contact number which School Messenger will use to notify you of your child's absence. The parent's electronic signature on the emergency information authorizes the school to take appropriate action on behalf of the child if a parent cannot be reached.

## **EMERGENCY PROCEDURES AT SCHOOL**

We hope that we never have an emergency that develops to the extent that the following procedures must be implemented, but as a precaution, please become familiar with the following procedures. In all emergency situations, students should follow the direction of their teacher and walk quickly, quietly, and in an orderly manner when directed to do so. Class groups must stay together to enable teachers to check rosters. An administrator will indicate when students may return to class.

### **Bomb Threats**

The Lamphere Schools has an emergency plan for bomb threats. Lamphere considers ALL threats of this nature serious. As such, we will take appropriate action so as not to compromise the safety, welfare and security of the students and staff. Lamphere will require restitution and take severe disciplinary action against any student who is in any way involved in a bomb threat. Students will also be prosecuted to the fullest extent of the law.

### **Fire Procedures**

All schools in the Lamphere District have been built to comply with the fire code prescribed by the State Fire Marshall. Each school holds a minimum of five fire drills each school year. These drills serve to train our students so they will know exactly what to do in the event a fire should occur. Fire exits are indicated in each room and there is an assigned route for leaving the building. When the fire alarm rings, students should follow the assigned route, which will take them 200 feet from the building to prevent interference with fire safety personnel. The Madison Heights Fire Department established the standards for all safety procedures used in our schools.

## **School Lockdown Drills**

The Michigan Legislature passed a statute requiring K12 schools to conduct at least three drills per year in which the building is secured and the occupants are restricted to the interior. Such drills must include security measures appropriate to a HAZMAT spill or the presence of an armed individual and one drill must take place during recess, lunch and/or passing time in the hallways. The Lamphere Schools works in partnership with both the Madison Heights Police and Fire Departments to conduct these required drills to prepare our students in the event of an emergency.

## **MEDICATION FOR STUDENTS**

If it is necessary for a student to take prescription medication or over the counter medication during the school day, a signed physician/parent/guardian statement is required. The forms are available online and in the Main Office, and must be kept on file in the Main Office. Office personnel will dispense medication. The medication must be in its original container and clearly labeled with the student's name, the name of the medication, and times to be taken. Students with asthma are allowed to carry appropriate medication (inhalers and Epi-Pens) and self-administer medication if they have written approval of a parent/guardian and a physician on file in the main office. Parents or guardians shall supply the ordered medication and shall be responsible for picking up any unused portions at the end of the time interval. School personnel shall dispose of any ordered medication not picked up by the parent at the end of the time interval.

## **SCHOOL CANCELLATION DUE TO EMERGENCIES**

Notification of all school closings will be communicated via School Messenger, an automated calling system, using the number provided on the student's record in MiStar ParentPortal. You may tune in to the major television or radio stations, or check the Lamphere Website ([www.lamphereschools.org](http://www.lamphereschools.org)) in the event of severe weather to determine if school will be cancelled.

## **SEVERE WEATHER PROCEDURES**

### **Tornado Watch**

A tornado watch means current weather conditions are proper for tornados; however, none have been sighted. Students will remain in school during a tornado watch until regular dismissal time.

### **Tornado Warning**

Staff and students will be notified when a tornado warning is in effect. A tornado warning indicates a tornado has been sighted in the general area. Tornado drills will be conducted during the school year to familiarize students with appropriate procedures. Total cooperation during these drills is expected.

- If the tornado is in the immediate area, students will follow school tornado procedures and be kept in secure areas in the school building.
- If tornado sightings occur at a scheduled dismissal time, students will remain in school until the all clear signal is given. Doors will remain secured.
- Teachers will take their classes, quietly and in an orderly fashion, to the predetermined staging areas.

### **Severe Weather At Dismissal Time**

In case of heavy rain, or if severe weather warnings or conditions exist at dismissal time, students will be kept in the school building until the weather permits sending them home. Parents who want their children dismissed during such time must sign their child out at the office. Students will be released to, or excused by, ONLY those persons listed as an emergency contact on the student's profile in MiStar ParentPortal.

# **ATHLETIC /EXTRA-CURRICULAR ACTIVITIES**

## **ATHLETIC PROGRAM PHILOSOPHY**

Lamphere Schools feel that interscholastic athletics is a very important part of our educational program. Many benefits and life- long values may be gained from participation in a sound athletic program. This participation is a privilege granted to young men and women of our school district. Every athlete through their participation is an ambassador of our school and community. The athlete's conduct reflects directly upon their parents, their school and their community. Therefore, it is our desire that our athletes make a favorable impression when representing our school.

Due to the above-mentioned statements the athlete must be expected to adhere to a very high level of personal conduct. The following rules and regulations have been developed and it will be necessary for all athletes to strictly adhere to these said regulations for the entire calendar year.

Best wishes are extended for a very rewarding experience while you participate as a member of the "Ram" teams.

The following are sports in which students may participate according to seasons. Keep in mind that there is no guarantee the sports listed will be offered each year.

### **Fall**

- a. J.V. Football
- b. Varsity Football
- c. J.V. Volleyball
- d. Varsity Volleyball
- e. Girls Swim
- f. Girls Tennis
- g. Co-Ed Cross Country
- h. J.V. Cheerleading\*
- i. Varsity Cheerleading\*
- j. J.V. Dance Team\*
- k. Varsity Dance Team\*
- l. J.V. Girls Golf & Varsity Boys Soccer

### **Winter/Spring**

*\* Tryouts for these teams occur in May of the previous year.*

- a. 9th Grade Boys Basketball
- b. J.V. Boys Basketball
- c. Varsity Boys Basketball
- d. J.V. Girls Basketball
- e. Varsity Girls Basketball
- f. Boys Swim
- g. Wrestling
- h. J.V. Cheerleading
- i. Varsity Cheerleading
- j. J.V. Dance Team\*
- k. Varsity Dance Team\*
- l. Varsity Hockey

- a. 9th Grade Baseball
- b. J.V. Baseball
- c. Varsity Baseball
- d. J.V. Softball
- e. Varsity Softball
- f. Co-Ed Track
- g. Boys Tennis
- h. JV Girls Soccer
- i. Varsity Girls Soccer
- j. Co-Ed Golf

The following rules of eligibility must be observed to participate in the interscholastic athletic program:

## **ACADEMIC ELIGIBILITY**

The eligibility of a student athlete at Lamphere High School will be determined by the academic eligibility standards of the MHSAA and as approved by the Lamphere Board of Education. The following two aspects will be used to determine the eligibility status of all Lamphere High School athletes.

### **Current Semester**

- In order to remain eligible to compete in interscholastic contests, the student athlete must:
- Maintain a minimum 1.5 GPA in his/her current class load. In the event that a student drops below a 1.5 GPA, such student will be considered ineligible on a week-to-week basis, until the GPA is 1.5 or better for the current semester. b. Maintain a passing grade in all classes. A Failing grade in one class may result in the student being placed on probation whereby the student may be declared ineligible on a week-to-week basis, as per the ability to eliminate the failing grade. A student with two failures must show improvement during the probation period or be declared ineligible.
- Any student not passing at least four classes will be declared ineligible and remain ineligible until such student achieves a passing grade in a minimum of four classes.

### **Previous Semester**

- Students must pass a minimum of four semester classes. Failure to receive a passing grade in at least four classes will result in the student being ineligible for the entire current semester.
- Students must have a 1.5 GPA for classes attempted during the previous semester. A student who passes four or more classes, but does not achieve a GPA of 1.5 or better, will be eligible on a week-to-week probationary status with the following requirements:
  - (1) The student must maintain a 2.0 cumulative GPA for the current semester class load.
  - (2) The student must maintain a passing grade in all current semester classes.
  - (3) Failure to fulfill either of these requirements will result in the student being declared ineligible for the remainder of the current semester.

## **RESPONSIBILITIES OF ATHLETES**

There are responsibilities that the student-athlete must impose upon oneself in order for successful and competitive athletic traditions to become a reality. You alone will have to decide if you want to live up to the responsibilities and training rules to become a champion. In the simplest terms, each and every student-athlete must "pay the price" for a championship athletic program.

### **Responsibility To Yourself:**

The student athlete must broaden and develop strength of character. Your studies, participation in other extra- curricular activities, as well as sports, assist you in getting the greatest possible gain from your high school experiences, while at the same time preparing for your life.

### **Responsibility To Your School:**

Lamphere Schools cannot maintain a position as an outstanding high school unless you do your best in whatever you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of Lamphere.

You automatically assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. The spotlight is on, and it is focused on you. Because of this leadership role, you can contribute greatly to our school spirit and pride. Make your school proud of you and your community proud of your school by your performance and devotion to the highest of ideals.

### **Responsibility To Your Home:**

When you know that you have lived up to all of the training rules, that you have practiced to the best of your ability, and that you have played the game "all out", you and your family can be justly proud.

### **Responsibility To Your Team:**

"A house divided cannot stand." The same is true with your team. It takes only one person on the squad not willing to work to his/her fullest ability for the squad to weaken in spirit and actual performance.

# **ATHLETIC GUIDELINES**

## **AGE**

A student in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student's nineteenth birthday occurs on or after September 1 of a current school year, he/she is eligible for participation for the balance of the school year.

## **ATTENDANCE**

### **Practice Sessions**

Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All team members are required to be at all athletic practice sessions and contests at the times designated by the coach. Should situations occur when it is impossible for a participant to attend due to illness, injury or other required school or family commitments; the student shall make prior arrangements with the coach for an excused absence. Participants shall be excused from team practice during regular school vacation periods when taking part in a school sponsored or parent approved trip with the exception that practice may be necessary during Labor Day weekend prior to the first football game to meet state practice requirements for football. Participants will be required to attend those sessions. A participant going on a school sponsored or parent approved trip during a vacation period in season shall notify his or her coach of the trip prior to leaving.

### **Games**

Students must remain in the area designated for athletic events. They may not visit classrooms, go to lockers or wander in hallways. Misuse of school facilities will result in the student being asked to leave. Serious offenses may result in suspension. Phones are not available for student use after the event; therefore it is imperative that arrangements for departure be made in advance.

### **School**

Students are to attend a minimum of 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> hour during the total school day in order to participate in athletics during the same day or evening. Should there be a situation whereby a student cannot attend school and would normally receive an excused absence, the student will be allowed to participate in the contest with approval of the building principal or designee.

## **AWARDS**

Students may not accept from any source, anything for participation in athletics other than an emblematic award. Emblematic awards include, but are not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture or regular letter award.

- No acceptable award shall exceed fifteen (\$15.00) in value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award.
- No one, such as a parent, friend or other person, may accept an award on behalf of the athlete at any time prior to graduation from high school.
- Acceptance of such items as cash, merchandise, memberships, privileges, services, sweaters, athletic equipment, wearing apparel, and watches are a violation.

## **ELIGIBILITY**

A student shall not be eligible to compete in any branch of athletics who has been enrolled in grades nine to twelve for more than four first semesters and four second semesters. Enrollment in a school for a period of three weeks or more, or competing in one or more interscholastic athletic contest, shall be considered as enrollment for a semester under this rule. Eligible students who choose not to participate during a semester must still count that semester as one of the semesters of eligibility. Students in grades seven or eight are not limited in the number of semesters in which they may be eligible. The seventh and eighth semesters must be consecutive. Enrollment in a school for a period of three weeks or more, or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule. Students in grades seven or eight are not limited in the number of semesters in which they may be eligible.

## **ENROLLMENT**

The student must be enrolled in school by the Monday of the fourth week of the semester in which he/ she competes. The student must reside in the school service area in which he/she attends school and must be enrolled in the school for which he/she competes.

## **PARENT/GUARDIAN INFORMED CONSENT AND ATHLETIC MEDICAL CARD**

The student must submit the signed parent/guardian INFORMED consent form and athletic medical application form to the coach (middle school) or to the athletic trainer (high school) prior to participating in tryouts, practice sessions or contests. Students and parents are to read the Code of Conduct for Student Athletes before signing the parent/guardian consent form and the student application form. The completed form will be kept on file in the building athletic director's office during subsequent sports seasons.

## **PHYSICALS**

A student must have a physical examination completed by a Physician (M.D. or D.O.), Physician's Assistant, or Nurse Practitioner certifying that the student is fully able to compete in interscholastic athletics. The physical must take place after April 15 of the previous school year to be used for the current school year. The Physical must be turned into main office prior to any practice sessions or contests. The completed form will be kept on file in the building athletic director's office during subsequent sports seasons.

## **SEASONS OF COMPETITION**

A student, while enrolled in grades nine through twelve, shall be eligible to compete in no more than (4) four seasons of a sport. A student is eligible for the maximum of four (4) first semesters and (4) second semesters. For example, a student may not compete in more than four (4) seasons of a particular sport: football, soccer, tennis, etc. Students enrolled in grades seven or eight are not limited in the number of seasons of competition. A student shall be limited to participation in only one sport season when that sport leading to a state championship is sponsored twice during the school year.

## **SUMMER AND OFF-SEASON**

A variety of sports camps, schools, clinics and training programs are offered to athletes during the off-season and summer months by individual coaches, parks and recreation, and the district community education program. These programs provide opportunities for aspiring athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

## **TEAM REGULATIONS**

Team regulations can be identified as guidelines that involve infractions that are applicable to a specific sport. The Head Coach, with approval and input from the Director of Athletics, will be responsible for the content of such rules. It is important to recognize the varying nature of each sport, while still maintaining a consistent philosophy of dealing with violations. A copy of individual rules must be published, handed out to team members, signed by the parent and student, and placed on file before participation begins.

## **USE OF EQUIPMENT**

Students are responsible for all equipment issued to them. Uniforms are supplied for the sole purpose of athletic participation. When the season is completed all equipment and uniforms must be returned. There are no exceptions to this policy. All equipment must be returned within one week after the final contest for that sport. A student will be charged full replacement costs for any lost or damaged equipment or uniforms regardless of its age or condition. Any student that does not turn in any Lamphere High School property (ex: uniforms) will be ineligible to participate in another sport until all property is paid for or returned.

## **VIOLATIONS/FAILURE TO COMPLY**

Any student violating any area of the Athletic/Extra-Curricular section will be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If violation occurs after the Monday of the fourth week of a semester, a student is ineligible for the balance of that semester and the succeeding semester.

## **ATHLETIC TRAINING RULES**

Disciplinary action will be taken if any athlete violates any of the following while on or off school grounds or during after school hours:

1. An athlete shall not use, have in his/her possession, buy, sell, or give away a beverage containing alcohol, tobacco in any form, or any other controlled substance. This rule applies at all times during the entire calendar year regardless of the quantity involved.
2. No use of or possession of over-the-counter stimulants, steroids or performance enhancing drugs.
3. Any athlete receiving a level 2 suspension or higher. (See levels of misconduct in Behavior Expectations & Code of Conduct Section)

4. Stealing, destruction of property, acts of dishonesty.
5. Insubordination or misbehavior towards a coach, school employee, game official, or unsportsmanlike conduct or behavior unbecoming of an athlete and representative of Lamphere High School.
6. Any behavior listed in the Student Handbook "Which May Result in Suspensions." (The rules and all disciplinary actions taken under the Lamphere High School Student Handbook are controlling and take precedence over all provisions of the Athletic Training Rules and Disciplinary Action Process contained in the Athletic Handbook. Disciplinary action imposed under the Athletic Handbook may be imposed in addition to any disciplinary action for the same misconduct imposed under the Lamphere High School Student Handbook.)
7. Any illegal activity involving a Lamphere High School athlete will be grounds for disciplinary action to be taken by the coach, athletic director or high school principal.
8. Any athlete receiving multiple level 1 suspensions will be grounds for disciplinary action taken by the coach, athletic director, or high school administrator. (See levels of misconduct in Behavior Expectations & Code of Conduct Section)

## DISCIPLINARY ACTION PROCESS

Any violation of a rule, which would prevent an athlete from competition, will be cause for the coach and/or athletic director to inform the parents or guardian as soon as possible. Complaints regarding a violation must be placed in writing and signed by the person observing the violation and this person must be willing to confront the offender personally in the presence of the Athletic Director and building administrator.

If a violation occurs for rules 1, 2, or 3 listed in Athletic Training Rules, disciplinary action will be as follows:

- **FIRST OFFENSE** - suspension from three (3) playing dates (except football - 2 dates), must attend practices, must attend games, suspension can be reduced to two (2) playing dates (football - 1 date) if the athlete attends a minimum of two (2) Substance Abuse Counseling sessions. They must have attended both sessions prior to the third playing date before being allowed to compete in that game. NOTE: The suspension will be the first three (3) playing dates immediately following the date suspension was invoked. Any infractions occurring at the end of a season will carry over to the athlete's next active sports season.
- **SECOND OFFENSE** - Suspension for the remainder of that sport season or for a minimum of 45 school days of sports participation and loss of the sports award for the sport season that the infraction occurred.
- **THIRD OFFENSE** - Suspension for one (1) calendar year from the date of the offense.
- **FOURTH OFFENSE** - Suspension for the remainder of the athletic sports participation career. All offenses will accumulate throughout the athlete's high school career.

Athletic Training Rules 4 and 5 listed in Athletic Training Rules will be enforced at the discretion of the coach with the guidance of the Athletic Director according to the rules he/she has determined and published for that sport. These rules are on file in the Athletic Director's office.

If a violation occurs for rules 6, 7, or 8 listed in Athletic Training Rules, disciplinary action will be taken in accordance with the severity of the violation. This decision is to be made by the athletic director or high school principal.

The rules and all disciplinary actions taken under the Lamphere High School Student Handbook are controlling and take precedence over all provisions of the Athletic Training Rules and Disciplinary Action Process contained in the Athletic Handbook. Disciplinary action imposed under the Athletic Handbook may be imposed in addition to any disciplinary action for the same misconduct imposed under the Lamphere High School Student Handbook.

**Any athlete, who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to an administrator or coach a need for assistance for alcohol or substance abuse prior to any reports, charges or complaints under the Athletic Code of Conduct, shall be required to seek a formal/state licensed professional counseling assessment and provide proof to the Director of Athletics. Under such circumstances, the athlete will not be charged with a violation of the Athletic Code of Conduct. This self-referral exemption is available to an athlete only once during his/her athletic career.**

## APPEAL PROCESS

Appeals of any section of this Handbook must be submitted in writing, dated and fully signed by the student and/or the student's parents/guardians. The written appeal must state the disciplinary action being appealed, the adjustment of action requested, and all reasons for an adjustment of the disciplinary action. All appeals must be actually delivered, not mailed, to the building principal or his/her designee or the Director of Human Resources according the deadlines set out below:



1. All disciplinary actions imposed by a coach or the athletic director will be reported in a written and dated notice that will be mailed to the student's parent/guardian. A parent's/guardian's appeal from an action imposed by a coach or the athletic director must be actually delivered to the building principal or his/her designee within five (5) school business days of the date stated in the notice of disciplinary action. Unless timely appealed, the disciplinary action of a coach or the athletic director is final.
2. The student and/or the student's parents/guardians and affected teachers or coaches have a right to be present at all review hearings and must be notified in advance of the time and place. Both the affected student and the administration have a right to present witnesses at all review hearings.
3. Following review of the appeal, the building principal or designee will issue a dated, written decision that adjusts, revokes or sustains the disciplinary action, which will be mailed to the parent/ guardian. Unless appeal is in a timely manner, the principal's/designee's written decision is final.
4. The building principal shall decide the activities in which the student shall be permitted to participate pending the outcome of the appeal.
5. In cases where the parent/guardian is dissatisfied with the principal's/designee's written decision in a review hearing, the principal's decision may be appealed to the Director of Human Resources for review by means of personal review meeting conducted between the parent/guardian and the Director. An appeal from the building principal's/designee's written decision must be actually delivered to the Director of Human Resources within five (5) school business days of the date stated in the principal's/designee's written decision.
6. If a violation occurs for rules 1,2, or 3 listed in Athletic Training Rules, disciplinary action will be as follows: The Director of Human Resources will issue a written, dated decision on any appeal under step 5 within five (5) school business days of the date of the review hearing or review meeting. The decision of the Director of Human Resources is final.

### **LIMITED ATHLETIC TRANSPORTATION PROGRAM**

All athletes will be transported to and from athletic events for the following high school sports programs: Football and Track • All sport teams traveling to schools other than on the one-way travel list will be transported to and from the sporting event. These athletic events will be identified on the individual sports schedule prior to the start of each sport season (See one-way travel list below). All sports teams (excluding high school Football and Track) traveling to the following schools will be transported to the athletic event only. Parents have the responsibility to provide return transportation.

**Schedules can be modified at the discretion of the District Administration when it is in the best interest of the athletic team. Parents will be notified of any changes to the transportation schedule as it is deemed necessary. Factors that may require changes to the transportation plan include but are not limited to weather conditions change in event locations, and date of contest.**

### **High Schools – One way travel only**

Avondale	East Detroit	Roseville
Berkley	Ferndale	Royal Oak
Birmingham Groves	Fitzgerald	Shrine Seaholm
Bishop Foley	Fraser	Sterling Heights
Brother Rice	Hazel Park	South Lake
Center Line	Lahser	Troy Athens
Clawson	Lake Shore	Troy
Clintondale	Lakeview	Warren Mott
Country Day	Lincoln	Warren Woods Tower
Cousino	Madison	
Cranbrook	Oak Park	

**Parents must complete the “Parent Permission for an Athletic Trip by Automobile” form giving permission for private transportation for the return trip.**

**All athletes are required to ride the assigned bus when transportation is provided.**

No transportation will be provided for athletic events that occur on weekends with the exception of high school Football and Track. Parents will have the responsibility to transport athletes to and from the athletic event following the completion.

## **NON-SCHOOL ATHLETIC TEAMS**

A student who has participated in any athletic contest as a member of a school team may not participate in the same sport in the same season in any athletic competition outside and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in the maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school.

A student may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year.

A student may participate in only one sport during a given sports season unless league rules are to the contrary.

## **CO-EXTRACURRICULAR, CLUBS AND ORGANIZATIONS**

### **CODE OF CONDUCT**

Participation in co-and extracurricular activities at Lamphere High School is a privilege. High standards of conduct are expected for students participating in these activities. Co-and extracurricular activities have a positive effect in the development of constructive attitudes for citizenship and life skills. Co-curricular activities are defined as those activities in which a student's participation is a part of his/her grade in a class. Extra-curricular activities are defined as those activities in which a student's participation involves no academic credit. The co-and extracurricular phase of the total education program is an area in which leaders have a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and self-sacrifice. Therefore, participants and their parents or legal guardian must be aware of the philosophy, rules and regulations under which they shall be given the opportunity to participate. Prior to participation students involved in co-and extracurricular activities, along with the student's parent or legal guardian, should read and become familiar with the co-and extracurricular code of conduct rules and regulations that will be enforced throughout the year. All students participating in co-and extracurricular activities shall abide by the co-and extracurricular code of conduct. A student's participation implies consent to follow the code of conduct in all school-sponsored activities, clubs, and societies. Students participating in co-or extra-curricular activities, clubs, and societies will be expected to follow the attendance, eligibility, and training rules as defined in the Athletic Code of Conduct. The disciplinary and appeal process for co and extra-curricular activities will be followed as detailed in the Athletic Code of Conduct.

## **CAMPAIGN AND VOTING PROCEDURES**

### **a. Campaign Materials**

- (1) Approved in Main Office
- (2) No more than four (4) posters or signs of any kind
- (3) Handouts allowed if approved by the activities director
- (4) Attached by masking tape only
- (5) Not in auditorium, cafeteria or gym
- (6) On brick areas only

### **b. Ballots**

- (1) Validated when all campaign materials removed and discarded
- (2) Write-ins are permitted; however, candidates must meet all eligibility requirements.

### **c. Voting Results**

- (1) If there is a tie in the voting, there will be a revote of the tied candidates ONLY on the following day.
- (2) Announced when all ties settled and all campaign materials discarded
- (3) Winners determined by plurality vote
- (4) Vacant office appointed by advisor with administrative approval

## **CLASS OFFICE/MAJOR EVENTS REQUIREMENTS**

In order to run for a class office, nominees must satisfy the following six requirements:

1. Grade point average of no less than a cumulative 2.0
2. Credits to indicate that (s)he will graduate with her/his class
3. Good citizenship record
4. Completed Class Office Nomination Petition
5. Petition and credentials approved by the administration and guidance office.
6. A campaign speech may be given at the class meeting held for that purpose.

## **CLUBS AND ORGANIZATIONS**

The following clubs and organizations are offered at Lamphere High School. Interested students should contact the club sponsor/teacher if they are interested in participating.

1. TV Production
2. Diversity Club
3. Drama/Thespians
4. Earth Smart Club
5. Interact
6. Link Crew
7. Major Events Committee
8. National Honor Society
9. PACT
10. Robotics
11. S.A.D.D.

## **DANCES**

Attending dances and other extra-curricular events are a privilege. LHS administration reserves the right to exclude students from attending school dances and/or other extra-curricular events due to excessive absences and/or disciplinary issues.

Students are responsible for adhering to the following rules:

1. Proper dress for dances will be normal school dress. Exceptions are dances designated as formal dances.
2. Students are expected to enter the building promptly and not loiter outside.
3. Students will not be allowed to leave and re-enter.
4. No one may purchase a ticket after 9:00 p.m. Those with tickets purchased in advance will not be allowed to enter after 9:00 p.m. No refunds will be given once at the event.
5. Drinking, smoking, rowdiness, vandalism, or other disruptive behaviors are not allowed. Misuse of school facilities will result in the student being asked to leave. Serious offenses may end in suspension.
6. Dances are conducted for Lamphere High School students. A limited number of non-Lamphere students may attend. A student may bring a guest, but groups of non-Lamphere students are not permitted. If a student wishes to bring a guest to a dance, the student must obtain a guest permission form from the main office at least one day prior to the dance. Except for the Homecoming or Prom, there will be a limit of 10 guests.
7. Dances generally begin at 8:00 p.m. and end at 11:00 p.m. unless otherwise stated.
8. All students attending any Lamphere High School dance (including Homecoming and Prom) must be in at least 9th grade and no older than 20 years of age.

## **DUTIES AND RESPONSIBILITIES**

The seriousness with which officers perform their jobs determines the success of the organization. They are looked to for leadership. The officers lead the organization in fulfilling its purposes and reaching its goals.

## **GENERAL QUALIFICATIONS OF AN OFFICER**

- a. Knowledge of goals and purposes of the organization
- b. Ability to delegate authority
- c. Ability to utilize talents of members
- d. Knowledge of function of the advisor
- e. Knowledge of school procedures
  - (1) Building use
  - (2) Fundraisers
  - (3) Activity guidelines
  - (4) Activity forms
- f. Acquaintance with administrators
- g. Familiarity with others working in student activities
- h. Understanding of human values
- i. Good attitude toward self
- j. Desire to work with people
- k. Determination to carry through
- l. Ability to listen
- m. Patience

**REMOVAL FROM OFFICE**

A student who, in the opinion of the advisor and administrator(s), does not fulfill the obligations of the office or does not set a good example for the organization, will be replaced as an officer in that organization. The advisor will appoint a replacement subject to administrative approval.

**RESIGNATION FROM OFFICE**

In the event a student resigns from office, the advisor, with administrative approval, will appoint a replacement for the remainder of the school year.



# THE LAMPHERE SCHOOLS

## Computer and Internet Acceptable Use Policy for Grades 6-12

### COMPUTER AND INTERNET RULES

Lamphere Schools invites you to use the school’s network and the Internet and to participate in a variety of activities that support your education and learning. With access to our network you can reach other networks and people around the world. Lamphere Schools cannot control all the information available to you on the Internet or other people’s actions or the quality or content of information available to you. With the privilege of using the network you have responsibilities. We trust you to know what is appropriate and inappropriate and offer the following rules to help you use the Internet safely and to further your academic learning. If you do not follow the rules listed in this policy, your privilege of using the network may be withdrawn.

- ◆ I will use the school and district networks in support of education, research, and the educational goals and objectives of Lamphere Schools. I will use the Internet with my teacher’s guidance on the use of acceptable sites in support of the assignment or activity.
- ◆ I will not send inappropriate material over the network. I will not send anonymous messages or represent a message to have been written by another. This includes material that is not part of an assignment, is hurtful or threatening to another, is copyrighted, racist, sexist, or pornographic. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Be aware that the inappropriate use of electronic information can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws. All correspondence coming from you should be appropriate and clearly identified as coming from you.
- ◆ I will not vandalize any computer, peripheral, network hardware or destroy data of another user on the Lamphere network or any other networks that are connected to the system. Vandalism is any malicious attempt to physically deface, disable, or destroy equipment or data.
- ◆ I will report the misuse of student, teacher, or administrative login ID’s and passwords. If I find I have access to areas of the network other than my own, I will report it to the supervising teacher so the network administrator can correct the problem.
- ◆ I will always log-in to the system under my own ID and Password. I will always log-off properly. I will never tell anyone else my password. I will never use another individual’s account or ask for their password.
- ◆ I will not use the network in anyway that would disrupt the use of the network by others. This includes, but is not limited to, creating or willingly spreading viruses or using the network in such a way as to consume bandwidth and slow down the network for other users.
- ◆ I will not add, remove, or change software that is on a computer.
- ◆ I will never give out my personal information over the Internet. I will not give names, addresses, telephone numbers, social security numbers or credit card information of my family members, my friends, or other people over the Internet.
- ◆ I will not purchase anything, gamble, illegally use copyrighted material, or accept free offers on the Internet.
- ◆ I will not respond to any messages that are mean or that in any way make me feel uncomfortable. If I come across any information that is obscene, hateful, threatening, violent or makes me feel uncomfortable I will immediately report it to the supervising teacher.
- ◆ I will never agree to or initiate getting together with someone I “meet” online.

My son/daughter and I have read these rules and discussed the content. He/she agrees to follow these rules whenever using the school’s computers, school’s network, or the Internet.

Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
(Please Print)

Student’s Signature/Date \_\_\_\_\_ / \_\_\_\_\_  
(I have read this policy and agree to use the district networks appropriately.)

Parent Signature/Date \_\_\_\_\_ / \_\_\_\_\_  
(I have read this policy and approve of my child’s participation in network activities.)






**Please have your child return this signed form to his/her classroom teacher.**

## APPENDIX B

### OAKLAND COUNTY HEALTH DIVISION COMMUNICABLE DISEASE REFERENCE CHART 2017-2018





The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

**Note: Please notify the Health Division immediately at 248-858-1286 or 1-888-350-0900 ext. 81286, if you are aware of an unusual occurrence of a disease or an unusual number of cases of one type of disease on a given day.**

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
 <b>CHICKENPOX</b>	Range 2-3 weeks; commonly 14-16 days.	As long as 5 days, but usually 1-2 days before onset of rash and until all lesions have crusted.	Exclude until all lesions have dried or crusted, usually 5-6 days after the eruption of the first crop of lesions (with or without Zovirax therapy).
<b>CONJUNCTIVITIS (Pink Eye)*</b>	Variable depending on infecting agent, sometimes within 24 hours.	During course of active infection.	Exclude until under medical care and drainage from eyes has cleared.
<b>FIFTH DISEASE (Hungarian Measles)</b>	Variable about 4-20 days.	Prior to onset of rash.	Exclude while fever is present.
<b>HAND, FOOT &amp; MOUTH DISEASE*</b>	Usually 3-5 days.	2-3 days prior to symptoms and while sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
<b>HEPATITIS, TYPE A</b>	Range 15-50 days. Average 28-30 days.	2 weeks before onset of symptoms to a maximum of 1 week after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
 <b>HEPATITIS, TYPE B</b>	Range 45 days-6 months; average is 60-90 days (2-3 months).	Several weeks before onset of symptoms until blood no longer positive for evidence of virus.	No exclusion except for open sores that cannot be contained or if child is biting people.
<b>HEPATITIS, TYPE C</b>	Range 2 weeks to 6 months; commonly 6-9 weeks.	1 or more weeks before onset through acute clinical course.	Only if uncontainable open sores present or if child is biting people.
<b>HERPES SIMPLEX, TYPE I &amp; II</b>	Range 2-12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended unless child cannot control drooling.
<b>IMPETIGO*</b>	Variable, indefinite; commonly 4-10 days.	While sores are draining. After 24-48 hours of antibiotic treatment the person is no longer contagious	Exclude until 24 hours after treatment has started, lesions healing and no new lesions appear.
<b>INFLUENZA/INF. LIKE ILLNESS</b> 	Usually 1-3 days	From 1 day before up to 5-7 days after onset.	Exclude until 24 hours after fever has resolved.
 <b>MEASLES (Rubeola/Hard Measles)</b>	Range 7-18 days; 10-12 days average.	Usually 4 days before to 4 days after onset of rash.	Exclude until 4 days after onset of rash.
<b>MENINGITIS (Aseptic/Viral)</b>	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
 <b>MENINGITIS (Meningococcal, Haemophilus influenzae)</b>	Variable, depends on type of bacteria. Range 2-10 days Commonly 2-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
<b>MONONUCLEOSIS*</b>	Range 4-6 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.



\* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED UNLESS THERE ARE TWO (2) OR MORE CASES IN A WEEK..

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
 <b>MUMPS</b>	Ranges 14-25 days; commonly 16-18 days.	Greatest 3 days before to 5 days after onset of illness.	Exclude until 5 days after onset of swelling.
<b>MRSA (Staphylococcus aureus, methicillin resistant)</b>	Variable	As long as lesions are open or draining.	No exclusion is recommended from attending school or sports if lesion is kept covered and contained and good personal hygiene is maintained.
<b>PEDICULOSIS (Head Lice)*</b>	Eggs hatch in 7-10 days.	Until lice and viable eggs are destroyed.	Exclude at end of day and until 1st treatment and exam for live lice/eggs completed. A 2nd treatment may be necessary 7-10 days after 1st treatment.
 <b>PERTUSSIS (Whooping Cough)</b>	Range 5-21 days. Average 7-10 days.	After onset of cold-like symptoms (first 2 weeks) until 5 days after start of treatment with the appropriate antibiotic.	Exclude until 3 weeks from onset of disease if untreated, or until 5 days after antibiotic treatment started.
<b>PINWORMS (Enterobiasis)</b>	Range 2-6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
<b>RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER</b>	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
<b>RINGWORM*</b>	Range 4-10 days (Trunk or Limbs) 10-14 days (Face or Scalp).	As long as lesions are present.	Exclusion is not necessary unless the nature of contact with others could promote spread. Exclusion from swimming and contact sports is recommended until lesions cleared.
 <b>ROTAVIRUS</b>	Usually 1-3 days	During acute illness. Usually up to 8 days after onset but can be as long as 3 weeks.	Exclude children with diarrhea who use diapers or have toilet accidents. Toilet trained children with no accidents do not need to be excluded.
 <b>RUBELLA (German)</b>	Range of 14-21 days; commonly 16-18 days.	From 1 week before to 1 week after onset of rash.	Exclude until 7 days after onset of rash.
<b>SALMONELLA</b>	Range 6-72 hours; commonly 12-36 hours.	During course of infection and until organism is no longer in feces (Usually several days to several weeks)	Exclude until symptoms have disappeared. Specific activity exclusion will be based on OCHD recommendations.
<b>SCABIES*</b>	First exposure 2-6 weeks; subsequent exp. 1-4 days.	Until mites and eggs are destroyed.	Exclude until 24 hours of treatment completed.
<b>SCARLET FEVER AND STREP THROAT</b>	Usually 1-3 days.	Communicability usually ends within 24 hours if treated, 10-21 days if untreated.	Exclude until under treatment for 24 hours.
<b>SHIGELLA</b>	Range of 12-96 hours; commonly 1-3 days,	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
<b>SHINGLES (Herpes Zoster)</b>	No incubation period - reactivation of dormant virus.	As long as 1 week after lesions appear.	No exclusion if lesions are kept covered and contained. Otherwise, exclude until all lesions have crusted.



### Vaccine preventable disease, required school entry vaccine



\* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED UNLESS THERE ARE TWO (2) OR MORE CASES IN A WEEK.

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

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

**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
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- 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 rests 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](http://www.cdc.gov/concussion).

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



# CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by \_\_\_\_\_

Sponsoring Organization

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.



