

# The Lamphere Schools Student Handbook Lamphere Center



# **LAMPHERE CENTER STUDENT/PARENT HANDBOOK**

**Welcome to the Lamphere Center.**

**Our Address is:**

**LAMPHERE CENTER  
29685 TAWAS  
MADISON HEIGHTS, MI 48071**

**Main Office – (248) 589-3155**

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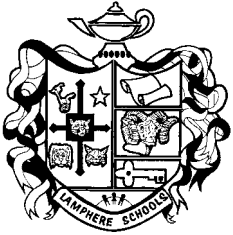
# **A Handbook For The Parents and Students of Lamphere Center**

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

*Lamphere Center offers an exemplary Grade 6 through Age 26 program for students who require an environment that will not only address their academic needs, but will also provide opportunities for behavioral support and preparing students for adult living options. 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 Center

*The Lamphere Center Community strives to prepare our students for active participation in daily life.*

# 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**

## **GRADING PRACTICES**

Reporting pupil progress to parents for our students in grades 6-12 is very important to the faculty and administration of Lamphere Center. Marking period grades will be based on the student's progress with the curriculum of the program.

## **REPORT CARDS**

Report Cards are issued four times each year for students in grades 6-12. They indicate academic achievement, individual effort, social and work habits. Student report cards are available online via the MiStar ParentPortal.

## **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.

# **ATTENDANCE**

## **ARRIVAL AND DISMISSAL TIMES**

Instruction begins at 8:20 AM. Students should plan to arrive no earlier than 8:05 AM each morning. Student dismissal is at 2:48 PM. Dismissal on half-days is at 11:35 AM.

## **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 in grades 6-10 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.

## **PROCEDURES FOR ABSENCES**

If your student is going to be absent from school, you are asked to contact both:

- **Your District's Transportation Office, AND**
- **Lamphere Center's School Office - 248- 589-3155 by 8:00 AM**

Please include your name, your child's name, your child's teacher's name, the nature of the absence, and estimated length of absence.

If your student arrives late, leaves early or is to be absent for part of the day, the caregiver must sign the student in or out from our office and notify the secretary.

### **Excessive Absences**

Parent/guardians will be notified after student has accumulated ten (10), fifteen (15), and twenty (20) absences.

### **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.

## **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 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.

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

- Absences that are documented including a doctor's note, court papers, and/or a funeral. Proof/Verification is required.

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

# LAMPHERE CENTER STUDENT CODE OF CONDUCT

## *Strategies for Student Success*

### **INTRODUCTION**

The Lamphere Schools is dedicated to creating and maintaining a safe and positive learning environment for all students. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

Many people share the responsibility for student conduct. Each student is primarily accountable for his/her own conduct and this obligation increases as the student becomes older and matures. With the cooperation of students, parents and others, the staff seeks to maintain an environment that is safe, orderly and conducive to the student's education.

The Student Code of Conduct sets forth the consequences for violating school rules, as well as student rights and responsibilities while at school and school-related activities. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct toward others in the school community, and any other relevant factors. The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination.

### **Student Responsibilities**

Students are expected to attend school regularly, punctually and to devote their energies to learning under the direction of the total school staff. We suggest you review the following recommendations and make them a part of your expectations:

- Behave appropriately (actions, language and noise level). Show respect for all school personnel, fellow students and for school property.
- Bring a positive, friendly, respectful attitude to school. (A good attitude promotes success and positive self-esteem.)
- Be on time for school and follow the teacher's instructions.
- Bring your school supplies.

### **Parent Responsibilities**

Parents are partners in their child's education. They can best support their students if they:

- Establish and maintain appropriate communications with the school and classroom teacher.
- Provide positive encouragement to students. Assist in resolving behavioral and academic problems.
- Read the Lamphere Center Handbook and discuss appropriate behavior with your child, clearly emphasizing consequences of both appropriate and inappropriate behavior.
- Insist your child attend school unless ill.
- Contact the school as soon as you have concerns about your child's progress at school. Early intervention is the key to gaining positive results.
- Attend Open Houses and Conferences.
- Talk to your child about his/her school day and provide a quiet place for your child to do his/her homework.
- Provide up-to-date information for office personnel in MiStar ParentPortal, and return all materials requiring signatures promptly.
- Respect school personnel and work together to help provide the best possible education for your child.

Lamphere Center Code of Conduct 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.

### **STUDENT CODE OF CONDUCT**

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.

## 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;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before school, after-school or lunch detention;
- In-school suspension;
- Law enforcement agency notification.
- Attending dances and other extra-curricular events are a privilege. Lamphere Center 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:** Short-term suspensions 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 Lamphere Center.

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 administrators may impose level one or two disciplinary action.

## BEHAVIORAL EXPECTATIONS

### Be Respectful

- Use kind words
- Use quiet voices
- Respect the personal space and personal belongings of others (including wheelchairs)
- Refrain from wearing offensive clothing or clothing that depicts smoking, drugs, alcohol, sexual innuendo, suggestive or offensive language, or ethnic remarks
- Wear clothing that covers the body from the shoulders to no more than 3 inches above the knees
- Follow directions given by any staff member
- Remove hats/bandanas while in school

### Be Safe

- Keep hands and feet to yourself
- Walk in the hallways
- Follow directions/schedules
- Practice healthy hygiene habits
- Stay in assigned area
- Stay seated while on the bus

### Be Responsible

- Ask for help when needed
- Dress appropriately for weather
- Follow/ use daily schedule
- Clean up area after working/eating
- Personal belongings are brought to school at student's own risk. If brought to school these items should remain in homeroom or personal lockers. This includes:
  - Cell phones
  - Purses
  - Headphones/CD players/other electronic devices
  - Food and beverages other than water

**Lamphere Center is not responsible for lost, damaged, or stolen property.**

## **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 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 substantiated. Suspected reprisal or retaliation should be reported in the same manner as 4 of 6 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.

## **PERSONAL SEARCHES**

A student's person and/or personal effects (purse, book bag, backpack), may be searched if there is a suspicion to believe that the student is in possession of illegal or unauthorized items/materials.

## **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. **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	1-4
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 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, explosives 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/guardians 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 parents/guardians 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 Assistant Superintendent for 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 parents/guardians, 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.

## **SUSPENSIONS/EXPULSIONS**

### **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 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 homework 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

### **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.

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 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.
- 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**

Lamphere Center operates a closed campus. Therefore, students are not allowed to leave the school during lunch unless he/she is properly signed out and back into school by a parent or guardian.

Students:

- Will be expected to follow the direction of school personnel.
- Are expected to speak rather than shout while in the cafeteria.
- Are required to eat in the cafeteria, or other designated areas, and may not leave until properly dismissed.
- Will stand in a single file line while waiting to enter the food service areas.
- Will not "take cuts" or hold a place for another in line, push and shove others, or run in the halls or cafeteria.
- Will not throw any food or other objects in the cafeteria, and will not be permitted to pop bags, plastic bags, or milk cartons.
- Are responsible for cleaning up after themselves and maintaining the area where they are sitting.
- Will not take food or drink out of the cafeteria.

## **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.

## **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.

## **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 administrator 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 administrator or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The administrator or his/her designee shall supervise the search. In the course of a locker search, the administrator 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.

## **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 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 student 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 timelines in the above procedure are not binding and may be amended as necessary in the course of the investigation. Should one party to the process feel it necessary to deviate from the timelines within the procedure, that party should notify the other in a timely manner.

## **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 (FOIA) 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**

Instruction begins at 8:20 AM. Students should plan to arrive no earlier than 8:05 AM each morning. Student dismissal is at 2:48 PM. Dismissal on half-days is at 11:35 AM.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

It is very important to maintain communication between home and school. You should always feel welcome to contact the school at 248-589-3155.

Staff Hours: 8:05 AM - 2:58 PM  
Office Hours: 7:30 AM - 4:00 PM

E-mail is one of the most effective ways to connect with staff. E-mail addresses in the Lamphere District are set up as: staff last name ending with staff first initial@lamphereschools.org. For example, staff member John Doe could be contacted at Doej@lamphereschools.org

It is very difficult for staff to access a telephone during instructional time. If e-mail is not an efficient way to contact staff, you may leave a message with the school secretary or on voicemail. Calls will be returned as soon as possible. If your student is reliable about carrying notes, you are always welcome to use that method as well.

It is critical for the school to have reliable contact numbers. It is imperative that you maintain reliable information on your student's profile in MiStar ParentPortal. **If phone numbers, medication or any other information changes need to be made, please update the information on your child's student profile in MiStar ParentPortal and inform the school as necessary.**

## **COMMUNITY BASED INSTRUCTION (CBI)**

Community Based Instruction (CBI) is a very important part of our curriculum and involves 1-6 students at a time with appropriate instructional staffing. Our goal is to teach each student to participate in his or her local community with maximum safety, adult behavior and independence. Instruction includes prevocational experiences, use of community resources, money skills and appropriate social behavior. Each CBI trip is developed with specific instructional goals in mind. Money will be requested from home if personal shopping or meals are involved. CBI trips may be developed by the Home Management Class, Work Skills, the High School and/or Middle School classes or a Therapist. Prevocational experiences are longer term opportunities and specific information will be shared with students and their families/staff through the Work-Site Based Learning staff. Any further questions or concerns should be directed to the staff involved. **We must have a signed Permission Form on file for the student to participate in Community Based Instruction.**

## **COMMUNITY OUTINGS**

These activities are scheduled primarily for the opportunity to practice appropriate social and leisure skills in the community. Community outings involve larger groups of students, up to the entire school, engaging in less structured activities. Outings in the past have included: the Detroit Zoo, Diamond Jack Riverboat, Spencer Park, Universal Lanes, Cinema 16 at Universal Mall and others. Specific information regarding dates, expenses, appropriate dress, etc. will be sent home in advance of the trip.

## **DANCES**

School dances are held two times during each school year. Dances are 1.5 hours long and occur in the evening. Dances are open to current Lamphere Center students and alumni.

Students must remain in the area designated for the dance and stay for the entire duration. 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 dance;

therefore, it is imperative that arrangements for departure be made in advance. An admission fee is charged. Proper dress for dances will be normal school dress. Exceptions are dances designated as "dress up" for special dances. A student may not attend a dance on a day in which he/she was absent for the last three consecutive hours of that day due to illness or suspension.

Attending dances and other extra-curricular events are a privilege. Lamphere Center administration reserves the right to exclude students from attending school dances and/or other extra-curricular events.

All chaperons must follow the school rules and code of conduct.

## **DEBTS, FINES AND OBLIGATIONS**

Students are responsible for the care and return of all school materials and fundraising 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.

## **ENROLLMENT**

All students enrolling in The Lamphere Center for the first time will register online using our registration website. First time enrollees will follow-up with an appointment with the office staff.

## **GRADING PRACTICES**

Reporting pupil progress to parents for our students in grades 6-12 is very important to the faculty and administration of Lamphere Center. Marking period grades will be based on the student's progress with the curriculum of the program.

## **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 care in 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.

## **LOST AND FOUND**

The Lost and Found is located inside of 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.

## **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 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.

## **PARENT-TEACHER CONFERENCES**

Conferences take place, each semester, during 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 their student's teacher to arrange a meeting time.

## **PARKING LOT**

To help ensure a safe environment, parking is allowed only in properly marked parking spaces.

## **PERMISSIONS**

Written authorization from the parent/guardian is required for:

- Work-Site Based Learning Program (Contracts sent home for students who are participating)
- Community based instruction/field trips
- Health screening
- Inviting outside agency representatives to meetings
- Photography of students for use outside of school
- Medication to be given at school - (See Medication form in enrollment packet or contact Lamphere Center office)
- Release of student record information to another party- (Form available from the office as needed)
- Student leaving school with someone other than parent/guardian. (Note from parent/guardian for each scheduled departure.)

## **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.

## **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.

## **PHYSICAL FORMS**

All students who wish to participate in team sports at Lamphere Center must have a completed annual physical. The forms are available in the Main Office.

## **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 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 or roller blades 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.

## **SPECIAL OLYMPICS**

Lamphere Center students are active in a variety of Special Olympics activities:

- Basketball, track and field, bowling, and soccer
- Registration and physical exams are mandatory to participate

Practice activities for Special Olympics are often held during school. Parents may be responsible for transportation for weekend tournaments. Volunteers are greatly needed, particularly for overnight trips. It is lots of fun and very rewarding.

Contact Persons: The Main Office

## **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 Dean'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.

## **TRANSFER TO ANOTHER SCHOOL**

A student transferring to another school should notify the Main Office several days in advance. All financial obligations must be satisfied. School records will be forwarded to the new school.

## **TRANSPORTATION**

Student transportation is provided through the local school district. Some districts transport students to Lamphere Center through their district busing. Other districts choose to contract with a private transportation company such as ServiCar or another district. Questions about your student's transportation should be directed to your local school district. You can contact the transportation office of your district. Your local district special education office may also be of help.

## **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.

# **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 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 CONTACT INFORMATION**

Students will be released to, or excused by, ONLY those persons listed as an emergency contact on the student's profile in MiStar ParentPortal. If there are custody restrictions, custody papers must be copied and submitted to the school office. If there are restrictions by court order, the child shall only be released to the designated parent. All parents, custodial or non-custodial, have the right to see their child's records, confer with the teacher and be a part of educational planning unless a court order is on file that prohibits it.

## **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 canceled.

## **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.





# 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 uncontrollable 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**

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

**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.



