

# **Lakeshore Public Schools**



**2025-2026  
Family Handbook**

**Hollywood Elementary  
Roosevelt Elementary  
Stewart Elementary**

We in Lakeshore Public Schools are proud of our strong traditions and unwavering commitment to excellence. We take pride in the accomplishments of our students in the classroom, on stage, and on the field of competition. The Lakeshore staff is of the highest caliber and is committed to helping each and every student discover and reach their goals with character and integrity. There's something special about being a Lancer.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures. Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **DISTRICT MISSION**

The mission of Lakeshore Public Schools, in partnership with families and the community, is to guide students toward achieving educational excellence by engaging, inspiring and empowering them to think, learn and pursue their individual passions with knowledge, confidence and integrity – the foundation of their future.

## **DISTRICT VISION**

Lakeshore Public Schools is committed to sustaining a tradition of educational excellence within a safe, stimulating learning environment. As leaders in their own lives, students will achieve their greatest potential by setting their own goals and pursuing them with the guidance of dedicated faculty and staff.

## **PROGRAMS**

Lakeshore Public Schools is committed to the future of our students by offering many pathways to success. With highly acclaimed academics and a broad offering in Career Technical Education (CTE) programs, Lakeshore High School is consistently ranked among the top high schools in Michigan by U.S. News and World Reports.

- **STEM** – Lakeshore Public Schools introduced Project Lead the Way, a nationally recognized program in STEM education, in 2016 at the middle school level and 2017 at our high school. Lakeshore also offers advanced students an opportunity to attend our Math & Science Center. Additionally, Lakeshore Public Schools offers First Robotics opportunities at all three levels.
- **VISUAL AND PERFORMING ARTS** – Lakeshore Public Schools offers exceptional opportunities in the Visual and Performing Arts. Lakeshore High School boasts a marching band that has won several state championships, an award winning vocal music program, and a visual arts program that has garnered local and state-wide awards. Additionally, Lakeshore High School hosts the Berrien County Dance Program.
- **EXTRACURRICULAR OPPORTUNITIES** – From elementary school through high school, Lakeshore Public Schools offers a robust array of extracurricular opportunities for our students. Options include Theater and Productions, First Robotics, DECA (marketing and entrepreneurship), Electric Car Club, and Engine Build Teams, to name just a few. Lakeshore also has a rich tradition of Athletics, fielding teams that consistently compete for league, regional, and state titles.
- **COMMUNITY SUPPORT** – Lakeshore Public Schools is supported by the Lakeshore Excellence Foundation (LEF) that raises money to fund programs and grants that support innovative teaching and learning in technology rich learning spaces.

Lakeshore Public Schools is committed to providing a safe and orderly environment which is rich in multiple learning opportunities. Through a broad spectrum of course selections and a vast array of co-curricular and extracurricular activities, Lakeshore strives to develop responsible citizens, who will be well prepared for a variety of post-high school experiences. Standards for student behavior are outlined in this handbook and should be reviewed by students, parents and staff. A collaborative effort is essential to nurture a positive and cooperative learning atmosphere where everyone is treated with dignity and respect.

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## IMPORTANT INFORMATION

### District Website

<http://www.lakeshorepublicschools.net>

### Board Policies

Board Policies are available at: <https://go.boarddocs.com/mi/lakesh/Board.nsf/Public>

### Building Contact Information

Hollywood Elementary  
Ben McIntyre, Principal  
143 E John Beers Rd.  
Stevensville, MI 49127  
(269) 428-1414  
[bmcintyre@lpslancer.net](mailto:bmcintyre@lpslancer.net)

Roosevelt Elementary  
Rachel Kyncl, Principal  
2000 El Dorado Dr.  
Stevensville, MI 49127  
(269) 428-1416  
[rkyncl@lpslancer.net](mailto:rkyncl@lpslancer.net)

Stewart Elementary  
Carole Fetke, Principal  
2750 Orchard Ln.  
Stevensville, MI 49127  
(269) 428-1418  
[cfetke@lpslancer.net](mailto:cfetke@lpslancer.net)

### District Central Office

Central Office  
Lakeshore Public Schools  
5771 Cleveland Rd.  
Stevensville, MI 49127  
(269) 428-1400 (main)  
(269) 428-1574 (fax)

### District Administration

Superintendent: Greg Eding, [geding@lpslancer.net](mailto:geding@lpslancer.net)

Chief Financial Officer: Tracy Althouse, [talthouse@lpslancer.net](mailto:talthouse@lpslancer.net)

Director of Human Resources & Communications: Susan Toothman, [stoothman@lpslancer.net](mailto:stoothman@lpslancer.net)

Director of Curriculum & Instruction: Natalie Macerata, [nmacerata@lpslancer.net](mailto:nmacerata@lpslancer.net)

Director of Student Services: Jeron Blood, [jblood@lpslancer.net](mailto:jblood@lpslancer.net)

Director of Operations: Nick White, [nwhite@lpslancer.net](mailto:nwhite@lpslancer.net)

Director of Technology: Chris Quartermaine, [cquartermaine@lpslancer.net](mailto:cquartermaine@lpslancer.net)

Director of Food Service: Pam Greiffendorf, [pgreiffendorf@lpslancer.net](mailto:pgreiffendorf@lpslancer.net)

High School Principal: Jerry Holtgren, [jholtgren@lpslancer.net](mailto:jholtgren@lpslancer.net)

High School Assistant Principal: Mike Vota, [mvota@lpslancer.net](mailto:mvota@lpslancer.net)

Director of Athletics: Greg Younger, [gyounger@lpslancer.net](mailto:gyounger@lpslancer.net)

Middle School Principal: Allison Arend, [aarend@lpslancer.net](mailto:aarend@lpslancer.net)

Middle School Assistant Principal: Tim Keathley, [tkeathley@lpslancer.net](mailto:tkeathley@lpslancer.net)

Hollywood Elementary Principal: Ben McIntyre, [bmcintyre@lpslancer.net](mailto:bmcintyre@lpslancer.net)

Roosevelt Elementary Principal: Rachel Kyncl, [rkyncl@lpslancer.net](mailto:rkyncl@lpslancer.net)

Stewart Elementary Principal: Carole Fetke, [cfetke@lpslancer.net](mailto:cfetke@lpslancer.net)

## DISTRICT CALENDAR & DAILY SCHEDULE

### District Calendar

Lakeshore's District Calendar can be found on the District website at <insert link>

### Elementary Daily Schedule

- Mon-Tue-Thu-Fri: School Begins at 8:25am. Doors Open / Breakfast at 8:10am
- Late Start Wednesday (begins Sept. 4): School begins at 9:10am / Breakfast at 8:55am
- Dismissal is 3:35pm, Half Day is 12:00pm

### Middle School Daily Schedule

Mon-Tue-Thu-Fri: School Begins at 7:40am. Doors Open / Breakfast at 7:25am.

Late Start Wednesday (begins Sept. 4): School begins at 8:15am / Breakfast at 8:00am.

Dismissal is 2:43pm, Half Day is 11:00am

### High School Daily Schedule

Mon-Tue-Thu-Fri: School Begins at 7:35am. Doors Open / Breakfast at 7:20am.

Late Start Wednesday (begins Sept. 4): School begins at 8:10am / Breakfast at 7:55am.

Dismissal is 2:38pm, Half Day is 10:53am

School staff will supervise students on school grounds 15 minutes before the school day begins.

**Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

On days when it becomes necessary to close schools or impose a two-hour delay because of adverse weather conditions, Parents/guardians will receive a phone call and/or text message from School Messenger. Information will also be available online at [lakeshorepublicschools.net](http://lakeshorepublicschools.net) and the district's social media outlets.

When the weather requires the district administration to delay the start of school by two hours because of fog, snow, ice, or other conditions, buses will pick students up at their regular bus stop two hours after their normal, scheduled time. On Late Start Wednesdays, buses will run on a two-hour delay based on a normal (Monday, Tuesday, Thursday, Friday) schedule. Dismissal time will be at regularly scheduled times.



## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law. The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy [po5517](#).

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy. If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Susan Toothman  
Director of Human Relations & Communications  
Lakeshore Public Schools  
5771 Cleveland Avenue  
Stevensville, MI 49127  
Phone: 269-428-1400  
Email: [stoothman@lpslancer.net](mailto:stoothman@lpslancer.net)

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Jeron Blood  
Director of Student Services  
Lakeshore Public Schools  
5771 Cleveland Avenue  
Stevensville, MI 49127  
Phone: 269-428-1400  
Email: [jblood@lpslancer.net](mailto:jblood@lpslancer.net)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Susan Toothman  
Director of Human Relations & Communications  
Lakeshore Public Schools  
5771 Cleveland Avenue  
Stevensville, MI 49127  
Phone: 269-428-1400  
Email: [stoothman@lpslancer.net](mailto:stoothman@lpslancer.net)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy [po5610](#).

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend or will arrive late to school, the parent must report that absence to the school's main office by 9:00 am:

- Hollywood: 269-428-1414
- Roosevelt: 269-428-1416
- Stewart: 269-428-1418

If a student arrives late, the student must be signed in at the office by an adult. A student may only leave school early if the student's parent notifies the office. Time beyond 30 minutes is considered an absence.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- Student illness/injury with doctor's note;
  - On the fourth consecutive day with the same illness a doctor's note is required for an excused absence.
- Medical appointments with note from medical office;
- Observance of religious holiday;
- Funeral/death in the immediate family;
- Mandated and documented court appointments for the child;
- Placement by juvenile court in detention, shelter care, foster care, or residential placement;
- Educational opportunities approved by school officials;
- Travel with school approval (under five days) or
- Other reasons as approved by the student's administrator.

Students who miss up to 30 minutes of the school day are considered tardy. After this time, the student would be considered absent for the morning. All students who are tardy must report to the office to sign in upon arrival. Students in pk-5 must be accompanied by a parent/guardian to sign in.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences. After 15 absences all absences related to illness will remain unexcused unless a note is provided by a healthcare professional, specifying the date(s) the student will be unable to attend school. Absences not related to illness or injury may be approved by building administration in special circumstances. If your child has accumulated 10 or more unexcused absences we are required to begin the truancy protocol. This may include being reported to the Berrien RESA Truancy Officer.

**Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. Children who are ill should stay home to recover. If a student has had a fever, they may return to school after being fever free for 24 hours with no medication. If a student has vomited twice or more, they may return after being vomit free for 24 hours with no medication. On the fourth consecutive day with the same illness a doctor's note is required for an excused absence.

**Planned absences**

Parents who know in advance that a student will be absent must contact the school at least 5 days prior to the absence. Absences 5 days or longer require an extended absence form to be completed. The student must accept full responsibility for contacting teachers before or immediately on return in order to get assignments, make-up work, tests, projects, etc that are missed. Students who are preapproved for extended absence, must be back in school within 30 calendar days to maintain enrollment. Parents should make every attempt to schedule medical and other appointments outside of school hours.

**Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

**Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in [Board Policy 5722](#).

**Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy can be found in [Board Policy 5517](#).

**Cell Phone and Personal Communication/Electronic Device Use**

Elementary School students may use personal communication devices (PCDs) before and after school. The use of PCDs, except those approved by a teacher or administrator, at any other time

is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach.

The District is not responsible for the loss, theft, damage or vandalism to student cell phones, ECD's or any other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or

- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school, in writing, if this contact information changes.

### **Food Services**

#### **ELEMENTARY SNACKS**

Snacks: Elementary students may bring a snack to school each day. Families are encouraged to provide healthy options for their child's snack (fruits, vegetables, applesauce, cheese, yogurt, crackers or pretzels). Individual classrooms may have additional food restrictions to address specific health issues.

#### **ELEMENTARY SCHOOL LUNCHES**

It is preferred that students bring lunch from home or purchase lunch from the cafeteria. Lunches from outside sources, such as fast food restaurants, are discouraged. Food deliveries to the office from outside vendors are not permitted and will not be accepted. Lakeshore provides a variety of nutritious breakfast and lunch options at school each day. For menu and payment information please refer to the district website at: <http://www.lakeshorepublicschools.net>. Students who continue to maintain an unpaid balance on their food accounts may be subject to limited menu options.

Lunchtime is an important time for students to interact with each other and learn important socialization and independence skills. Accordingly, parents and/or visitors are not permitted to accompany their children in the cafeteria during lunchtime unless prior permission has been granted by the building administrator.

#### **DRINKS (ELEMENTARY SCHOOL)**

Beverages determined not to support the school environment at any time include carbonated, energy, or other enhanced drinks and are not permitted. We appreciate your cooperation in not sending them to school. Please be advised that the USDA Guidelines for Healthy Schools will be followed by the District.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

#### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building staff determine that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

#### **Head Lice**

Lakeshore Public Schools follows the guidance of the local health department and the Michigan Department of Education. [Click here for a link to the Berrien County Health Department guidance.](#)

#### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

**Jeron Blood**  
**Director of Student Services**  
Lakeshore Public Schools  
5771 Cleveland Avenue  
Stevensville, MI 49127  
Phone: 269-428-1400  
Email: [jblood@lpslancer.net](mailto:jblood@lpslancer.net)

For detailed information about Homeless Children and Youth, see Policy [po5111.01](#).

#### **Immunizations**

For a student entering the District for the first time, a parent must provide the building principal or District Registrar with a certificate stating that the student has received at least 1 dose of an



immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the immunization certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy [po5320](#) and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy [po5540](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy [po5771](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students should not decorate their lockers with adhesive materials.

### **Lost and Found**

All lost and found items are to be taken to the designated area in each school. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each marking period.

### Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are damaged, lost, or not returned by the end of the semester, the student/family may be required to pay for the replacement cost.

### Medication

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken by inhaler, those which are injectable, or those applied as drops to the eye or nose, or applied to the skin.

Prescription Medication – If it is necessary for a student to take prescription medication during school hours, a Medication Authorization Form must be completed by a doctor including the doctor's instructions for administering the medication and the dosage, and co-signed by the parent/guardian. This form must be on file in the office prior to the administration of medication by school personnel. All medications must be kept in the original prescription bottle in the office. If the proper form is not on file or the medication is not in the original prescription bottle, the parent/guardian will be required to come in and administer the medication to the student.

Students may not carry any medicines at school unless specifically ordered by the physician and with prior approval by the Building Administrator. Students with appropriate written permission from the physician and parent (Self-Administration Form) may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms as well as an Epinephrine auto-injector. Use of Epinephrine is administered only in accordance with a written medication plan. Students may not share or provide medication of any kind with or to other students. All questions should be directed to the Building Principal. Violation of this policy may result in disciplinary consequences.

Non-Prescription Medication – If a student must take non-prescription/over-the-counter medication (including but not limited to aspirin, herbal medications, supplements, cough drops etc.) during the school day, the parent/guardian ***must complete*** a Medication Authorization Form which provides the school with written permission to administer non-prescription medication to the student. ***Upon entering the school building, the parent must report to the office or designated personnel with the medication.*** The medication must be taken in the presence of designated school personnel and must be in the original packaging. Students may not carry any non-prescription medications at school unless specifically ordered by a physician and with prior approval by the Building Administrator. All questions should be directed to the Building Principal. Violation of this policy may result in disciplinary consequences.

For additional information and requirements, see Policy [po5330](#).

### Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the school or by any school personnel unless approved by LPS Central Office.

**Birthdays/Balloons/Flowers:** Birthday treats can be dropped off at the main office for students and our staff will deliver these items to the classroom. Please do not bring or send flowers and/or balloons for birthdays as they create a distraction and cause hurt feelings. Also, flowers and balloons cannot be taken home on the bus. Delivery of these items to school would need to be picked up in the office.

### **Playground/Recess Rules**

Whenever weather permits, (guidelines for inside recess temperatures here) students have outdoor recess periods supervised by teachers or playground supervisors. The following set of basic rules has been designed to provide for a safe environment for all children.

All students should know that teachers/supervisors wear brightly colored vests while on duty to be easily located for safety issues for help or in the event of an injury.

1. Students should play only on the blacktop and field areas. The front of the building is out of bounds.
2. Students are not permitted to enter the building during recess or the noon hour unless given permission by the supervisor on duty. This will be allowed only on a very limited basis.
3. Outdoor equipment will be shared by all and used in the manner for which it was intended.
4. All types of balls should be used away from the building. Students may not leave school property to retrieve a ball.
5. The following activities are not allowed: throwing snowballs, sliding on ice, piggyback, king on the mountain, tackling, chicken, or other types of rough play.
6. Food may not be brought to the playground.
7. Bats and hard balls brought from home are not permitted. Any other sports equipment from home must be safe and approved by school staff. The school is not responsible for lost or damaged items that are brought from home.
8. We follow the National Weather Service Guidelines as we make indoor/outdoor recess decisions when the “feels like” temperature is 5 degrees or below.

On many days throughout the year, school personnel must decide if the weather and related conditions make outdoor activities possible. Consideration will be given to the following factors in arriving at the decision: temperature and wind chill, health of children as a whole, and playground conditions. In the winter months, we expect students to come prepared with outerwear suitable to safely play outside: boots, snow pants, jacket, mittens or gloves and a hat. An extra pair of dry socks to be kept in the locker is recommended. Students that do not have boots during wet weather will be required to play on the hard surfaces of the playground to keep their feet dry. Students may not leave playground boundaries.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District’s website or upon request from the District’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to

the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is located on our [website](#).

### **Public Display of Affection**

Students may not engage in public displays of affection.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Screeners**

Lakeshore Public Schools utilizes screening tools of many kinds to identify students who might require additional support other than what they receive from their classroom teacher(s). These screeners occur multiple times a year and can include academic, social skills, and/or health screeners (i.e.-hearing and vision screening). When students are identified through screeners for needing additional support, they may receive general education intervention from academic and social skills intervention teams within their school building. Parents/guardians with questions about screeners are encouraged to reach out to their building principal.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches. A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy [po8330](#) for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy [po8330](#).

#### **Directory Information**

The District designates the following information as directory information:

- A. a student's name
- B. address (except for students participating in the address confidentiality program act)
- C. telephone number
- D. date and place of birth
- E. major field of study
- F. participation in officially recognized activities and sports
- G. height and weight, if member of an athletic team
- H. dates of attendance
- I. date of graduation
- J. awards received
- K. honor rolls
- L. scholarships
- M. school photographs or videos of students participating in school activities, events or programs

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The Directory Information Agreement is a part of the Technology Acceptable Use Form and can be accessed through [this link](#).

### **Address Confidentiality Program**

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the [Acceptable Use Agreement](#) before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

### **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk. Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

### **Transportation Services**

#### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.

9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
13. Students may not vandalize or intentionally cause damage to the vehicle.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and Board Policy. Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a District employee.

### **Visitors / Volunteers**

To ensure the safety of students and staff, all doors are locked during the school day. When coming to school, please use the buzzer system at the main door. This includes any school event that takes place outside on school grounds.

Visitors to classrooms must be pre-approved by the building principal.

All classroom volunteers must complete an annual [background check form](#) and schedule volunteer time with the classroom teacher.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.



## **SECTION II: ACADEMICS**

### **Grades**

Lakeshore Public Schools provides communication regarding academic grades through regular report cards.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

### **Placement**

The District has the discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Mr. Jeron Blood, Director of Student Services.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

Each elementary school offers various student clubs and activities. Information about these clubs and activities can be found on each school's website/shared communications.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

For more information, see Policy [po5510](#) and [po2266](#).

#### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

#### **STUDENT CONDUCT EXPECTATION**

Students are expected to treat others with dignity and respect. We are a community of learners who respect the rights of others. As part of that respect, we ask that students speak and act in a manner that reflects positively on them and their school.

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook. The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

#### **Forms of School Discipline & Applicable Due Process**

##### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

##### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

**Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

**Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student (listed below in the "Student Code of Conduct" Section).

**Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the

appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Except as permitted by law, and only after considering the recommendations of the District's Title IX Coordinator, the District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student is sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## **CLASSROOM RULES**

In addition to the rules and regulations set forth in this handbook, each teacher will also establish rules for his or her own classroom to help ensure maximum learning for everyone. Students are expected to abide by the rules established by the classroom teacher. These typically may include but are not limited to the following:

- To behave in a way that enhances and supports opportunities for students to learn and for the teacher to teach.
- To bring to class all necessary materials and assignments.
- To observe rules of common courtesy and respect in class.
- To make sure that furniture and equipment are not damaged, and that the room is kept clean.
- To observe the teacher's rules regarding food & drink.

## **CONSEQUENCES FOR INFRACTIONS**

The following list identifies potential administrative responses to infractions of the code of conduct.

### **Range Of Disciplinary Action**

Disciplinary actions include, but are not limited to the following:

- Conference with student
- Problem solving meeting
- Conference with student and parent/guardian
- Restorative Practice
- Intervention conferences
- Behavior plan/contract
- Exclusion from other activities
- Agency referrals\*
- Police involvement
- Before or after school detention
- Lunch detention
- Out-of-school suspension
- Recommendation for expulsion

\* The school district's provision of information or referrals to an outside agency is not an express or implied offer to pay, in full or in part, for any expenses, which the student may incur as a result of his/her participation with the agency.

A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. The suspension period officially concludes at 7 a.m. on the day the student returns to school. **ANY STUDENT ON CAMPUS OR AT A SCHOOL SPONSORED ACTIVITY DURING A SUSPENSION WILL BE CONSIDERED A TRESPASSER.**

## **ELASTIC CLAUSE**

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents still recognizing that each situation is different. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order, provide a safe learning environment for all students. It should be noted that violations are cumulative and that consequences for cumulative violations may be more severe. The severity and frequency of the misbehavior will be considered when determining appropriate disciplinary action.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

## **RESTORATIVE DISCIPLINE PRACTICES**

A major consideration of the Code of Conduct is to identify appropriate disciplinary actions that will bring about positive student behavior. Restorative Discipline focuses on the harms, needs and causes of student behavior, not just the breaking of rules and dispensing of "punishment". Restorative discipline attempts to provide students with an opportunity to be accountable for the harm caused as well as the opportunity to repair the harm. Students are empowered to help resolve conflict and maintain an environment where the work of the school can happen. The goal of restorative discipline is to provide students an opportunity to learn to think differently about harm, to deal with conflict in peaceful and creative ways, to address accountability and responsibility, to focus on one another's humanity and to problem-solve in terms of community and collaboration.

Restorative justice requires an individual to acknowledge that misconduct and conflict can result in harm not only to those directly involved, but also the entire educational community. It focuses on the concepts of healing, respect, accountability and engagement. Individuals who cause injury are encouraged to make things right with those whom they have harmed, thus impacting the entire educational community in a positive way.

By statute, factors considered in applying restorative practices include:

- The student's age
- The student's disciplinary history

- Whether the student has a disability
- The seriousness of the violation or behavior committed by the student
- Whether the violation or behavior committed by the student threatens the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior committed by the student
- Whether a lesser intervention would properly address the violation or behavior committed by the student



## **APPENDIX A: TITLE IX SEX DISCRIMINATION**

### **TITLE IX NOTICE OF NON-DISCRIMINATION BASED ON SEX IN EDUCATION PROGRAMS AND ACTIVITIES**

Lakeshore Public Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Lakeshore Public Schools' Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Lakeshore Public Schools' Title IX Coordinator is: Susan Toothman, Director of Human Resources, 5771 Cleveland Avenue, Stevensville MI 49127, 269.428.1400, [stoothman@lpslancer.net](mailto:stoothman@lpslancer.net).

Lakeshore Public Schools' nondiscrimination policy and grievance procedures are posted below. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the following links:

[Formal Complaint Form](#)

[TITLE IX NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES FOR COMPLAINTS OF SEX DISCRIMINATION](#)

## APPENDIX B: ANTI-BULLYING

### 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also,

under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

## **Prevention/Training/Restorative Practices**

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

## **Definitions**

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

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### **5780 - STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supersede any rights under the Family Educational Rights and Privacy Act.

**APPENDIX D & E: DIRECTORY INFORMATION AND OPT OUT FORM &  
ACCEPTABLE USE AGREEMENT**

**STUDENT TECHNOLOGY ACCEPTABLE USE  
AND SAFETY AGREEMENT**

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct. (See Policy 7540.03)

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_



### Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines (attached), and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

- ☐ To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

#### Please check each that applies:

- ☐ I give permission for the Board to issue an e-mail account to my child.
- ☐ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ☐ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- ☐ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.) cyberbullying and other unlawful or inappropriate activities by students online, and
4. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a

written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### **Concussion Protocol**

The District will comply with the concussion protocol identified by [Board Policy 5340.01](#).