

LOWELL MIDDLE SCHOOL HANDBOOK

LOWELL AREA SCHOOLS

THEORY OF ACTION

If we establish systemic collaboration of all stakeholders focusing on the use of data to strengthen and drive teaching and learning, then we will increase student achievement for all students!

DISTRICT MISSION STATEMENT

“The community of Lowell Area Schools, in the spirit of high expectations, assures all students will master essential skills empowering them to become lifelong learners and contributing, responsible members of our global community.”

LOWELL MIDDLE SCHOOL MISSION STATEMENT

The Lowell Middle School community will assure all students an education by providing a safe, positive environment. The students will acquire life-long intellectual, social, emotional, and physical skills through critical thinking, problem solving, and group interaction. This will enhance self-worth and a desire for learning and will enable students to become productive citizens in a changing society.

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Lowell, MI 49331

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[Lowell Area Schools Website](#)

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Dear students:

This handbook will provide you with the guidelines necessary to have a successful experience here at Lowell Middle School. We can provide you with the teachers, materials, and curriculum, but your commitment to learn is necessary in order to make your time here successful.

We have made some changes to past policies, and it is very important that you read this handbook very carefully to avoid any misunderstanding about what we expect of you as a student at Lowell Middle School. With your promise to do this, we promise to give you the best possible education the Lowell Middle School has to offer.

Good luck in the upcoming school year. If we can be of any assistance to you throughout the year, please come talk to us.

With Pride and Respect,
Lowell Middle School Administration

STATEMENT OF NON-DISCRIMINATION AND EQUAL EDUCATION OPPORTUNITY

The Lowell Area Schools District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

In addition, the District is an Equal Opportunity Employer for all employees and applicants for employment without regard to race, religion, color, gender, age, national origin, ethnicity, height, weight, marital status, veteran status, disability, or any other legally protected category as required by state and federal law.

The following individual has been designated to handle inquiries regarding the Nondiscrimination and Equal Education Opportunity Policies.

Nate Fowler - Superintendent
Lowell Area Schools
300 High St.
Lowell, MI 49331
616-987-2500

EMERGENCY ASSISTANCE

Where to find services/referral Agencies:

Network 180: 336-3090

Juvenile Court/Crisis Intervention: 774-3749

United Way First Call for Help: 211 or 459-2255 or 1-800-887-1107

Ionia County 211: 211 or 522-0339

Bridge for Runaways and Homeless Youth: 451-3001

Runaway Assistance Program (RAP): 1-800-292-4517

Emergency Units: 911

Children's Assessment Center: 336-5160

Pine Rest: 455-9200

Forest View: 1-800-949-8439 or 942-9610

Wedgewood: 942-2110

Housing Assistance Program (HAP): 454-5840

Child Abuse:

Michigan Dept. of Protective Services: 1-855-444-3911

Counseling Services:

Arbor Circle: 475-8300

4 Health Wellness Center: 616-642-6466

Child and Family Resource Council: 454-HOPE

Substance Abuse:

Project Rehab: 776-0891

Al-Anon, Ala-teen: 257-8089

Franciscan Life Process Center: 897-7842

HEALTH

201 – ACCIDENTS

For your own safety, any accidents or serious illnesses which occur in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report should be completed for all occurrences. **Lowell Area Schools does not provide insurance or assume any liability for accidents at school.**

202 - PRESCRIPTIVE AND NON-PRESCRIPTIVE MEDICATIONS:

Parents are urged to give medication at home and on schedule other than school hours.

PLEASE NOTE: "Medication" refers to prescription and/or non prescription. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. State law requires that written permission be given to the school before medication administration can begin. The medication/treatment consent form must be completed and signed by the parent/guardian along with the physician or other licensed provider if the medication is a prescription or a prescribed non-prescription medication (is. Cough

- drops, Tylenol, Midol, antacids, allergy medications, nasal sprays, eye drops, ect.).
2. A form must be completed in the office whenever there is a medication change, change in dosage or frequency. The form must be completed in the office for non-prescription medication as well as prescription medication.
 3. Non-prescription medication must be in the original unopened container. Any medication that does not meet this criteria will not meet this criteria will be returned.
 4. Medication (whether prescription or non-prescription) must be brought to the school office in the original pharmaceutical container with the current label showing the name of the medication, student's name, dose, and frequency. Only a parent/guardian or other responsible adult may deliver medicine to school. Students are not allowed to bring their own medication to school. In all cases it is expected that the parent/guardian has confirmed the appropriateness of the medication and instructions with a licensed physician.
 5. Students are responsible for reporting to the office for their medication.
 6. The use of inhalers and EpiPens is covered under School Code #1179. Students may have them if they have permission from a physician and documentation in the office regarding the medication.

203 - HEAD LICE:

In the event of a reported case of head lice, the office will notify the parents of the infected student. The infected student may not be permitted to return to school until he/she has been successfully treated and there is no active lice.

204 - STUDENT ACCIDENT INSURANCE

Lowell Area Schools does not pay for any type of health or accident insurance for injuries incurred by your child at school. As a service to our students and families, Lowell Area Schools makes a student accident insurance policy available for you to purchase for your child at a very nominal cost. Information and an application form will be provided to each family at the beginning of the school year from your building principal.

EMERGENCY PROCEDURES

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures. These instructions are posted in each classroom and on bulletin boards in the hallways. Lowell Middle School will conduct 6 fire drills, 2 tornado drills, and 3 lock down drills during the school year

301 - FIRE

- A. The alarm will sound.
- B. All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
- C. Students are not to go to their lockers or to the restroom.
- D. While outside, students must stay at least 200 feet from the building.
- E. While outside, students are to remain outside until the "all clear" is announced.
- F. If a fire alarm occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

302 - SEVERE WEATHER

Tornado Watches and Warnings:

The Board of Education, being deeply concerned for the safety of our students, realizes the importance of pre-planning to ensure the protection of students and staff when the potential for violent weather exists. Therefore, the following procedures are in effect:

1. If students are in school when a tornado watch is issued, they will remain in school until the regular dismissal time.
2. If students are in school when a tornado WARNING is issued for our vicinity, they will be escorted to pre-defined areas of safety within each building and remain there until the warning is lifted.
3. It is the policy of Lowell Area Schools to not dismiss students to parents during a tornado WARNING, even if it means holding students beyond the normal dismissal time due to a tornado WARNING. Elementary students will be bussed home after the warning is lifted, and secondary students will need to be picked up by parents or guardians.
4. In the event of early morning tornado watches or WARNINGS, school may be delayed. Check the radio or television for information.
5. After-school activities underway when a WARNING is issued will cease and participants and spectators will be instructed to take cover.
6. Parents must assume responsibility for making certain their children understand where they are to go in the event school is canceled for any emergency.
7. Any provision of the above policy may be waived, if the opinion of the Superintendent of Schools or designee, special measures are necessary to ensure the safety of students.

303 – LOCKDOWN

In the event of an emergency where the school needs to be locked down, an announcement will be made over the public address system that will contain the following: “Code Red”. Students will be directed to the nearest classroom to take shelter. Students who are in class will remain in the classroom until directed otherwise.

Soft Lockdown

In the event of a potential threat, administration may deem to issue what’s known as a soft lockdown. In that case, students will be held in place until further notification to issue an all clear communication. Classes will continue but students will not be allowed to transfer classes or be in the hallway during a soft lockdown.

Lowell Middle School will conduct three lockdown drills each school year with the assistance of the Lowell Police Department.

304 - SNOW DAYS

In case of excessive snow or other severe weather that may lead to school being closed or delayed, students and parents are asked to tune in to one of the local radio/television stations. Please do not call the school because lines must be kept open for emergencies.

ATTENDANCE

401 - PHILOSOPHY

Regular student attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parent(s)/guardian, and the school share the responsibility for student attendance.

Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. Students who have good attendance generally achieve higher grades and enjoy school. **Students who are habitually absent/and or tardy must be reported to the ISD Truancy Office by law.**

402 - RESIDENCY

Students attending Lowell Middle School must meet certain residency requirements.

1. The student must reside within the Lowell Area School District and must be living with his/her parent(s) or legal guardian
2. The student is entitled under state law or mandate to attend school in the Lowell School District
3. Non-resident students wishing to attend Lowell Middle School must obtain permission from the Lowell School Board or administration.

403 - ABSENCE REPORTING PROCEDURE

State law requires regular school attendance. Frequent absences cause more failure in school than any other factor. If an early dismissal is necessary, please call the office at 987-2800. If a family has no phone, a written note should be sent to the office upon the student's return to school. Parents are required to notify the school of their child's absence as soon as possible. After 3 days without a note or call, the absence will be unexcused. It is important that the school and the parent are both aware when a student is missing. If the parent can't be reached, the student will be considered unexcused until the parent verifies the absence. If a student is absent for more than 3 consecutive days, the school may ask for a doctor's statement verifying the illness.

404 - SIGN IN / SIGN OUT PROCEDURES

- Students who enter the building after 7:50 a.m. are to sign in at the office.
- Students who need to leave the building during school hours are to sign out at the office.
 - Students may leave the building with permission from **either** of the parents (guardians) and the attendance office. Failure to sign out or get permission **first** will result in an unexcused absence.

405 - ABSENCES

Excused Absence: is an absence which is excused by **BOTH** the parent/guardian and a building administrator. The school reserves the right to determine how an absence will be classified. Any excused absence entitles the student to make up the work missed and receive full credit upon completion.

An excused absence falls into one of the following categories:

- Illness
- Death in the family
- Prior permission to leave school by parents and administrator
- Approved family vacation
- Required court appearances

- Family emergencies
- Medical/dental appointments

Unexcused Absence: is attendance behavior which falls into one of the following categories:

- Skipping classes
- More than 15 minutes late for class for 1st hour and five minutes for other classes
- Parental failure to excuse a student's absence after 3 days
- Leaving class early without permission from the teacher
- Missing a class due to illness without reporting to the office

The administrator in charge will handle violations of these attendance policies.

The Michigan Compulsory Attendance Law requires students between the ages of 6 and 16 to attend school on a regular basis. Regular attendance at school is vitally important to each student. While we expect that all students make up work they miss when they are gone, it is often difficult for students to do this independently, without teacher support. **In Kent County, truancy is defined as 10 days of unexcused absences; chronic absenteeism is more than 10% of scheduled school time that is missed.** Chronic absenteeism measures excessive excused absences as well as unexcused absences. We work with families and the Kent ISD to monitor attendance. Per school policy, letters of concern about attendance will be sent home after 5 and 10 days of absence (excused or unexcused). It is the school's responsibility to report truanancies to county truancy officer; additional absences after 10 days may result in truancy reporting to the Kent Intermediate School District's Truancy Office. Exceptions will be made for unique documented health issues.

Chronic Absenteeism: is when students miss **10% or more** of scheduled school days (to date). This includes excused and unexcused absences.

Truancy: is ten unexcused absences in a school year.

If a student is chronically absent/truant, the following steps will be taken.

1. After five absences, a notification will be sent home.
2. If attendance issues persist, a meeting may be called between the parent, student and LMS administrator. An attendance improvement plan may be established (which could include, loss of privileges to attend dances, sporting events and/or other extra-curricular activities).
3. If improvement is not noted, a referral to the Kent County Truancy officer may be made.

406 – TARDY POLICY

Students are expected to be in the classroom on time. Tardiness disrupts the educational environment and detracts from the quality of every student's education. Tardies will accumulate for the trimester and be dealt with in the following manner:

- 1st tardy: Verbal warning from teacher
- 2nd tardy: Verbal warning from teacher

- 3rd tardy: Parent contact home by teacher
- 4th tardy: IC referral and lunch detention
- 5th tardy: IC referral and after school detention
- 6th tardy: Administration will contact parent/guardian for an attendance improvement meeting

Teachers will inform students of consequences for tardies as part of their classroom consequences. Persistent tardiness will be considered insubordination and result in disciplinary action and a referral to the office.

407 – HOMEWORK POLICIES

- **Illness:** If a student is going to be absent a student or parent can access the teacher's Google Classroom sites to find assignments and/or class learning targets for the day. A student has as many days as he or she was absent to make up the work after returning to school.
- **Trips or advance absences:** If a student knows in advance he or she will be absent, he or she may request the work ahead of time. An advance absence homework form is available in the office. Students should also access teacher's Google Classroom sites to keep up with learning activities. The teacher has the discretion to assign work early and expect completed work upon return, or save work for the student to complete upon returning to school.
- **Out of School Suspension:** If a student is suspended out of school, he or she should complete work assigned during the suspension. Students are responsible for all work assigned during the suspension. The student must turn in the work to the teacher when returning to school to receive credit. If it is a one-day suspension and the work is not immediately available, the student will be responsible to get and make up the work when he or she returns. Students and parents may contact teachers or check the teacher websites for work.

408 - FAMILY VACATION

Extended family vacations during regularly scheduled school days are discouraged. While students are able to make up the written work, they frequently are unable to learn the conceptual understanding of the material gained in the classroom. Teachers will be available for a minimum amount of help but will not be able to individually re-teach a week or more worth of material missed during a vacation. Vacations are considered excused absences for students. Teachers have the discretion to assign work before students leave for vacation and expect completed work upon return, or save work for the student to complete upon returning to school.

409 - VISITORS502

Student visitors are not allowed in the building during school hours. Exceptions may be made for special events, but must be pre-approved by the administration.

410 – Google Classroom

Students and parents may get updated due dates and documents via individual teacher Google Classroom pages. Google Classroom is the primary method of communication between teachers and students when absences occur.

GRADE REPORTING

501 - REPORT CARDS

Report cards are viewed through Infinite Campus at the end of each twelve- (12) week marking period. Parents may contact the office for a printed copy of the report card.

502 – ACHIEVEMENT RECOGNITION

- Honor Roll: B or better in all classes
- Outstanding All A's Roll: A or A- in all classes
- Perfect Attendance: No absences of any length
- Student of the Trimester: Teacher recommendation
- SOAR Student of the Month

STUDENT CODE OF CONDUCT

601 - GENERAL POLICY & 602 - PHILOSOPHY

School Discipline Philosophy:

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, contributing member of our society. This includes the learning of not only basic education skills, but also self-understanding and the understanding of others. The school system has a responsibility for maximum learning, which requires an atmosphere of fairness and equity. This handbook contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as positive and of turning unacceptable conduct into a positive pattern of behavior, thus helping the student adjust.

Our discipline philosophy is based on two general goals: to provide a safe, caring and effective learning environment for all students, and to have students show respect for school, student property, and other people. The district supports the utilization of Restorative Practices for community building and conflict resolution. Restorative Practices will be utilized as part of the disciplinary procedures when appropriate.

Discipline procedures include student/teacher discussion, parent contact, lunch, before school, and after school. In-school and/or out-of-school suspension may be assigned. Discipline and consequences are designed to motivate students to make better choices and decisions. If it becomes apparent one mode of discipline is not effective, others will be tried. The first step is, of course, teacher contact with the parent(s) involving misbehavior of a minor nature. Major discipline problems will be dealt with immediately and contact with the parent/guardian made after the fact. All employees are responsible for the regulation of student conduct. (Board Policy 8190)

The Lowell Board of Education does hereby establish the following categories of misbehavior that may result in some form of consequence including suspension or expulsion from school of any student regardless of age under its jurisdiction. This list is offered as an example of unacceptable behavior (but is not limited to), and it is not intended to be all-inclusive. These policies are applicable to all school-related activities, including student dances, athletic contests

and practices, school-sponsored activities and trips, and also apply while the student is on school property, before or after school, at bus stops, en route to and from school on district-provided transportation. Additionally, when appropriate, school administration reserves the right to deny any student that receives disciplinary action the privilege of attending social activities, such as dances, athletic contests, extra-curricular events, etc.

Although possible consequences are listed, the final decision of disciplinary measures in a particular situation is up to the discretion of the administration. The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school’s responsibility and, therefore, the school’s authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students. The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense.

Certain types of behavior are never appropriate in the Lowell Area Public School District and are considered to be serious violations. The following are the most common examples of disciplinary violations. The listed penalties are “suggested guidelines.” It is understood that a lesser/greater penalty may be imposed if, in the judgment of the administration, the situation warrants. The severity of the punishment will depend upon the circumstances, intent, and the severity of the offense. The administration has the right to invoke any disciplinary measure necessary to insure the safe and positive operation of the school.

603 - PROCEDURES FOR STUDENTS/PARENTS/GUARDIANS WHEN ADDRESSING CONCERNS WITH STAFF

Procedures for Addressing Concerns (Student/Parent/Guardian)	
Student	Parent/Guardian
Students - Do you have a concern with a teacher?	Parents - Do you have a concern about one of your child's classes?
1. Discuss the concern with that person respectfully and privately. If the issue is not resolved proceed to the next step.	1. A classroom concern is to be discussed with the teacher first. If you feel this did not resolve the issue, proceed to the next step.
2. Involve your parents in the discussion with your teacher. next step.	2. Involve one of the building administrators in the discussion. If you feel this did not resolve the issue, you may choose to proceed to the next step.
3. Involve a building administrator in the discussion.	3. If you first discussed the concern with the teacher, involved one of the administrators, and you still have a concern, you may direct your concerns to the superintendent of schools.

Requests for schedule changes made within the first two weeks of the school year will be considered and accommodated when possible. After this two-week period, changes will only be made in cases of extenuating circumstances.

604 - Infractions and Consequences

TYPES OF INFRACTIONS

Level 1 Offenses: These offenses are in violation of school rules, disrupt the educational process or interfere with the student's own learning, and result in disciplinary action taken by an administrator. Depending upon severity or repetition, a **Level 1 violation may be reclassified as a Level 2 or 3 violation**. These infractions include, but are not limited to:

1. **Academic dishonesty** - cheating, plagiarism, gaining unauthorized access to, tampering with educational materials, copying and/or allowing use for copying of homework, including use of wireless communication devices to capture, transmit and/or receive test information; using cell phone or other wireless device to cheat in classroom.
2. **Cell phone/electronic device/camera** – use of cell phone or other wireless device between 7:40 - 2:40 p.m. * See specific level 1,2,3 violations for cell phones misuse on page 20.
3. **Dress code violation/inappropriate clothing** – inappropriate, revealing clothing, sagging pants, headwear, etc.
4. **Failure to Serve Detention** – failure to appear for scheduled lunch or after school detention.
5. **Rough Housing/Horse Play** - behaviors or activities that are inappropriate in the school setting, including hallway or classroom incidents of throwing, minor hitting, pushing, tripping, shoving, possessing or using any item that is disruptive to the educational process, could injure others and/or damage property. A student will refrain from any activity that is potentially harmful or destructive to others or their property, including games, tackling, or horseplay that is likely to lead to injury.
6. **Classroom Disturbance/Disruptive Behavior:** Continually disrupting the classroom learning environment even after contact with home and teacher/student conferencing.
7. **Computer Misuse:** Students engage in inappropriate (as defined by school) use of technology. Playing games, going to sites not related to curriculum specific content, etc. Using a device to record and post pictures/videos without permission.
8. **Leaving class without permission/skipping** – leaving assigned classroom area or being absent from classroom area for longer than 10 minutes without teacher permission, without permission from school personnel or being in the hallway/other areas of the school without an appropriate pass. Including, but not limited to, leaving the building.
9. **Public Displays of Affection (PDA)/Inappropriate PDA** – actions that are deemed inappropriate ways to show affection in a school setting, such as kissing or long embraces.
10. **Sexual Harassment** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 1 Range of Consequences. (See page 19 for current definition)

Level 1 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Any of the following intervention strategies and disciplinary actions may be used and any behavior(s) *may result in more than one of the below*

consequences as decided by the Administration. These are examples and not intended as an exhaustive list.

- Lunch detention
- After school detention
- Up to a 1-3 day ISS or OSS suspension
- Behavior Improvement Plan
- Bus consequences
- Change in student schedule
- Classroom consequences
- Community service
- Student/Teacher Conference
- Student/Parent/Administrator Conference
- Social Probation
- No credit on assignment, test, etc.
- Removal from class
- Restorative Conference
- Replacement costs/restitution
- Confiscation of item
- Contact Parent
- Student/Administrator Conference

Level 2 Offenses:

These offenses are in violation of school rules, seriously disrupt the educational process or interfere with teaching and learning, and result in disciplinary action taken by an administrator. In most cases, Level 2 violations disrupt or interfere with another person's right to an appropriate learning environment. **Depending upon severity or repetition, a Level 2 violation may be reclassified as a Level 3 violation and law enforcement may be notified.** These infractions include, but are not limited to:

1. **Bullying/Harassment** – see definitions of bullying and harassment that are included immediately after the Code of Conduct section;
2. **Computer Misuse/Tampering** – having possession of and/or use of unauthorized software that was copied, downloaded, transferred, or transmitted from a legal source, also circumventing security software, destruction of files (deletion and modification), unauthorized access (network, network modems, and computer stations), physical destruction of computer equipment, disassembling of computer, peripherals or network cables.
3. **Chronic Classroom Disturbance/Persistent Disruptive Behavior** - repeated offenses and multiple referrals for disturbing class or educational environment; accumulating Level 1 violations or reclassification of a serious Level 1 violation.
4. **Destruction of School, Student and/or other Personal Property/Vandalism** – Defacing, damaging or destroying school property or staff/student personal property; malicious mischief to school and/or staff/student property; damage under \$100; and/or causing any other situation that disrupts the educational process.
5. **Disorderly Conduct/Gross Misbehavior/Indecency** – deliberate or willful conduct detrimental to the normal functioning of any school activity, behaving in a violent or grossly inappropriate manner. Engaging in conduct that is contrary to commonly recognized standards of decency and behavior (as interpreted by this building's administration), which includes inappropriate use of social media, obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, social media, caricatures or gestures, which are offensive to the general standards of propriety; including pornography.
6. **Disruption of the Educational Process/Student Protest** – leading or supporting the gathering of a student group that disrupts the school environment or a breach of public peace.
7. **Endangerment** – any conduct that jeopardizes the health or safety of other persons by means of an intentional act. (See also Disorderly Conduct)
8. **False Fire Alarm** - intentionally making a false report of a fire; falsely activating a fire alarm; intentionally causing fire alarm to sound.
9. **Fighting/Instigating a Fight** - engaging in or threatening to engage in, physical action upon another student; participating in a fight or physical contact with another student, or in a confrontation with another student, that may/does lead to physical contact. **Self-defense is not considered justifiable grounds for being involved in a fight.** If a student is having difficulties

with another student, that student should share their information with a counselor or an administrator.

10. **Forgery/Fraudulent Action** - fraudulent use of school-related documents or equipment, including false phone calls to the attendance office; signing another person's (parent, staff, student, employer, etc) name to any writing without permission or falsifying student identification pictures.
11. **Gambling** - playing a game for money, property, or other contingent reward, unless authorized as official school functions; betting on the outcome of a contest or game.
12. **Improper Use of Digital Technology** – Using a device to record and post pictures, videos, or other images without the permission of student or staff member.
13. **Insubordination** - Failing to respond to, or carry out, a reasonable request by school personnel. Profanity/verbal inappropriateness directed at any staff member or adult are acts of insubordination. Insubordination may include, but is not limited to: refusing to heed warnings, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed here, refusing to leave a hallway or any other location when directed by a school staff member, or running away from school staff when told to stop.
14. **Intimidation** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
15. **Interference with School Authorities** - interfering with or encouraging others to interfere with administration or teachers by lying, misguiding, providing false information and/or through intimidation with threat, inducing fear, force or violence.
16. **Loitering** – remaining or lingering on school property without a legitimate purpose and/or without proper authority. The school day ends at 2:40 pm and any student needing to remain at school with a valid purpose must be in the main cafeteria or other designated area.
17. **Obscene Language/Profanity** - verbally, in writing, electronic media or with photographs or drawings, directing profanity or insulting, obscene gestures toward any other student or staff member, or adult volunteers..
18. **Sexual Harassment (Level 2)** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 2 Range of Consequences.
19. **Threat (Verbal)** - any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury.
20. **Tobacco/e-Cigarettes/Vapes** - possessing or using tobacco/e-Cigarettes/Vapes in any form is prohibited on school property or at any school-sponsored event, regardless of location. *It should be noted that possession of tobacco on school property is against the law.*

Level 2 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Intervention strategies and/or consequences are not limited to those listed here. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any of the following intervention strategies and disciplinary actions may be used and any behavior(s) may result in more than one of the below consequences as decided by the Administration.

- Any school response listed in the Level 1 consequences
- Out-of-school suspension (short-term) from one (1) school day up to and including nine (9) school days
- *Chemical assessment and follow-up of counselor recommendation
- Recommendation to the Board of Education for long-term suspension or expulsion
- Suspension from bus transportation
- Law enforcement agency notification

****At the Principal's discretion:***

A portion of the suspension for alcohol/drug/e-cigarettes/vapes and other drug paraphernalia related infractions may be withheld if the student agrees to seek and receive professional intervention. The student and parent(s) will be encouraged to enlist the aid of a counselor for rehabilitative purposes. The school has a sincere interest in the outcome of the counseling and requests that a release be signed by the student and his/her parent/guardian allowing the school to have contact with the counselor in an effort to support the rehabilitation.

Level 3 Offenses:

A Level 3 violation is a behavior of an aggravated nature which seriously disrupts or interferes with teaching, learning, or the effective functioning of the school. **The following offenses are those which are not only punishable by law, but will also result in an out of school suspension up to nine (9) days and/or a recommendation for expulsion from Lowell Middle School.** The Michigan legislature requires school districts to report certain incidents to the police. These infractions include, but are not limited to:

1. **Aggressive Behavior** - 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.
2. **Aggravated/Felonious Assault** - using a weapon or other dangerous instrument to threaten another person with bodily injury and/or causing harm with such a weapon or device.
3. **Alcohol, Drugs, e-Cigarettes/Vapes and other Drug Paraphernalia** - possessing, using, being under the influence of, offering to buy or sell, or purporting to buy or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, look alike drug or what is represented as a drug, intoxicating substance, alcohol or e-cigarette/vape or other paraphernalia whether:
 - a. on school grounds before, during or after school;
 - b. off school grounds at school activity, function or event;
 - c. on school buses or rented carriers.
4. **Over-the-counter Drugs** – A student in possession of over the counter medication will not be in violation of this section as long as his/her use and possession of the medication is authorized at school per the District's Medication Policy (see page 5) and the proper form has been filed with the middle school office. Unauthorized possession, or transferring, of Tylenol or similar over the counter medication, including caffeine pills and other look-alike or what is represented as over the counter medication will result in disciplinary action.
5. **Prescription Drugs** - A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school per the District's Medication Policy (see page 5) and the proper form has been filed with the middle school office. Failure to comply will result in disciplinary action.
6. **Arson** - intentionally starting a fire or participating in the burning of any property or person.
7. **Bomb Threat** - intentionally making a false report of a bomb or making a bomb threat.
8. **Bullying/Harassment**- see definitions of bullying and harassment that are included immediately after the Code of Conduct section; a third reported offense of this nature.
9. **Chronic Classroom Disturbance/Persistent Misbehavior** - repeated offenses and multiple referrals for disturbing class or educational environment; accumulating Level 2 violations or reclassification of a serious violation.
10. **Destruction of School, Student and/or other Personal Property/Vandalism** – Defacing, damaging or destroying school property or staff/student personal property; malicious mischief to school and/or staff/student property; damage over \$100.
11. **Explosives/Pyrotechnics** - possessing, using, and/or selling fireworks, including, but not limited to, recreational fireworks such as smoke and stink bombs.

12. **Extortion/Blackmail/Coercion** – taking money or items of value through “strong arm” tactics; obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
13. **Forgery/Counterfeiting** – including, but not limited to, counterfeiting of documents or money, and/or falsifying school records.
14. **Intimidation/Interference with School Authorities** - interfering with or encouraging others to interfere with administration or teachers by lying, misguiding, providing false information and/or through intimidation with threat, inducing fear, force or violence; threatening and/or profane and/or obscene language/actions directed towards staff.
15. **Intimidation/Threat (verbal)**– includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
16. **Physical Assault Against Staff Member** - intentionally causing or attempting to cause physical harm to another through force or violence at school, at a school activity or on a school-related vehicle against a person employed by or engaged as a volunteer or contractor by the School District. This offense is an immediate referral for expulsion.
17. **Robbery** - attempting to take from another person any item or property, by force or threat of force, either expressed or implied.
18. **Pornography/Sexting** - the act of sending sexually explicit text messages, photographs, and/or videos to another person electronically, or possessing sexually explicit messages, photographs and/or watching videos electronically during the instructional day. Sexting is defined as taking nude, obscene, or pornographic photos and sending them by electronic means. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal pictures or photographs will be punished under the Student Code of Conduct and will be reported to the appropriate law enforcement agency. “Sexting” is not only an inappropriate and forbidden behavior, it also violates many state and federal laws.
19. **Sexual Assault** - engaging in unwelcome physical conduct of a sexual nature with another person, including non-consensual and intentional touching of another person's genital area, groin, thigh, buttock or breast.
20. **Sexual Misconduct** – engaging in consensual, non-consensual or mutual acts of sexually inappropriate behavior, including but not limited to, touching, tampering with clothing, making obscene gestures, etc.
21. **Sexual Harassment** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 3 Range of Consequences.
22. **Stealing/Theft/Possession or Transfer of Property of Others** - taking, without permission of the owner or custodian of the property, or having in his/her possession property valued at more than \$100 that does not belong to the student.
23. **Trespassing** - unauthorized entry to Lowell Area School's grounds, buildings, classrooms, and other property, and/or a repeated Loitering offense.
24. **Weapons** – possession, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by school administration (e.g., tasers). Includes look-alike weapons. Certain weapons as defined under state law, require mandatory expulsion (see detailed information listed after this Code of Conduct section).

Level 3 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Intervention strategies and/or consequences are not limited to those listed here. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any of the following intervention strategies and disciplinary actions may be used and any behavior(s) may result in more than one of the below consequences as decided by the Administration.

- Any school response listed in the Level 1 or 2 consequences
- Out-of-school suspension (short-term) from five (5) school days up to and including nine (9) school days
- *Chemical assessment and follow-up of counselor recommendation
- Recommendation to the Board of Education for long-term suspension or expulsion
- Suspension from bus transportation
- Law enforcement agency notification

***At the Principal's discretion:**

A portion of the suspension for alcohol/drug/e-cigarettes/vapes and other drug paraphernalia related infractions may be withheld if the student agrees to seek and receive professional intervention. The student and parent(s) will be encouraged to enlist the aid of a counselor for rehabilitative purposes. The school has a sincere interest in the outcome of the counseling and requests that a release be signed by the student and his/her parent/guardian allowing the school to have contact with the counselor in an effort to support the rehabilitation.

605- BULLYING

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.

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or wireless handheld 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 or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- 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.
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- 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:

- Physical—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- Verbal—taunting, malicious teasing, insulting, name calling, making threats.
- 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.

Initial reports of bullying will be addressed in a manner to allow an offending student an opportunity to rehabilitate the behavior. Continued reports of bullying behavior by the same student will result in progressive penalties up to and including suspension and/or expulsion.

Consequences for bullying include but are not limited to notification of parents, detention, or suspension.

606- ETHNIC/GENDER/SEXUAL/SOCIAL INTIMIDATION/HARASSMENT

Students may not engage in harassment, which 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.)

This may also include name calling, ethnic or racial slurs, wearing or displaying symbols or signs that are associated with intolerance, or derogatory statements based upon another student's race, color, national origin, sexual orientation or ethnic background. Because such comments, symbols, or signs (examples may include the confederate flag, racist symbols such as those involving the Ku Klux Klan or swastika or other NAZI symbols) might risk an interruption or disruption of the school program, incite violence, or otherwise detract from the educational mission of the district, they are subject to disciplinary consequences, including, but not limited to, short- or long-term suspension, or a recommendation for expulsion.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by other students or by employees, volunteers or contractors of the District is prohibited by Board Policy, unlawful under Michigan and Federal law and is contrary to the commitment of this District to provide a safe and effective learning environment. The District will not tolerate conduct or communication that satisfies the definition of sexual harassment under Board Policy, and/or, false reports of sexual harassment. Sexual harassment is defined by Board Policy and the District will follow its Title IX Grievance Procedures when investigating a sexual harassment complaint.

All employees, students, volunteers and contractors of the District are required to comply with the Board Policy prohibiting sexual harassment. Appropriate disciplinary action and/or remedial measures designed to stop sexual harassment and to prevent its recurrence will be implemented against persons who violate the Board's policy.

Sexual Harassment

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

- H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

607 - Cell Phone

Students will not be allowed to carry or use cell phones during the school day. Phones are available in our office should a student need to contact their parent/guardian. Additionally, if you need to get a message to your child, you can do that by calling the main office. If a student brings a cell phone to school for after school use, it will be the student's responsibility to ensure that their phone remains off and stored in their locker (or backpack if the student is choosing to not use their assigned locker) during the school day.

Expectations for Storage of Cell Phones (If brought to LMS):

- Devices are **REQUIRED** to be powered off and stored inside your locker upon arrival to school and must stay powered off and in your locker/school bag until the end of the school
- LMS is not responsible for any lost, damaged, or stolen devices.

1st Offense: Staff member secures the device and turns it into the Main Office. The student may pick up the device from the Main Office at the end of the school day. A notification will be emailed home by the staff member who took the phone.

2nd Offense: Staff member secures the device and turns it into the Main Office. A parent/guardian will be required to pick up the device from the Main Office.

3rd Offense: Staff member secures the device and turns it into the Main Office. The student will receive disciplinary action which may include detention(s), social probation, or other consequences. A parent/guardian will be required to pick up the device from the Main Office. Note: Additional offenses may result in loss of privilege of bringing a cell phone to school, additional school level consequences such as but not limited to detentions, and a parent/guardian meeting.

608 - DETENTION

The purpose of detention is to change negative behaviors of students. Detention is designed as a tool for teachers and administrators to use for minor infractions. Students may be assigned to lunch, after school, or before school detention.

1. Disturbances in the classroom that are disruptive to the learning environment and not in the category of gross misconduct or general misconduct should be initially dealt with by the classroom teacher. Some examples of class disturbances are:
 - a. 52544
2. Lunch detention will meet daily. Students will report to the detention room at the beginning of the lunch period. Students will have an opportunity to eat lunch during detention.
3. A student who receives multiple detentions for the same offense will be subject to further disciplinary action including, but not limited to after school detention, in school suspension, or out of school suspension from school.

609 - SUSPENSION FROM SCHOOL

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve any of the following:

- Out-of-school suspension for a period often (10) days or less
- Suspension pending expulsion
- Expulsion – Expulsion is defined as removal of the student from school attendance in the district and approved by the board of education.

610 – OUT-OF-SCHOOL SUSPENSION

1. A building principal or his/her assistant may suspend a student for a period not to exceed ten (10) consecutive school days for violation of school rules or regulations or persistent disobedience as defined in the handbook. Under some circumstances a longer term suspension may be assigned.
2. Prior to making a decision to suspend, the administrator shall thoroughly investigate the situation and assure the student's right to due process by:
 - a. Conducting an informal hearing with the accused at which time the accused is presented with the exact charges against him/her and with the supporting evidence. The student shall also be made aware that the charges could be the basis for disciplinary action.
 - b. Accepting information from all persons having knowledge of the situation and from the accused, in support of his/her defense.

Note: The administrator is not required to release the names of individuals who witness the event out of regard for the safety of the witness or witnesses.

Having made the decision to suspend, the administrator shall make every attempt to notify the parent/guardian verbally of the suspension and confirm the action in writing. **(It is the parents' responsibility to leave a telephone number with the school where a parent or guardian can be contacted during school hours.)** This notification shall include:

1. A complete description of the school regulation(s) violated by the student.
2. A full statement of the full facts and findings leading to the decision to suspend.
3. Students suspended out of school are not allowed to participate in any curricular or extracurricular activities the day of the suspension.
4. Students suspended (out-of-school) may appear on grounds only with the permission of the building administrator or his/her designee.
5. A parent/guardian conference may be required as a condition of readmission.

611 - APPEALS PROCEDURES – SUSPENSION OF TEN SCHOOL DAYS OR LESS

In the case of suspension of ten (10) days or less, if the suspending official is the assistant principal, the initial appeal should be directed to the building principal or his/her designee. If the suspending official is the building principal, the initial appeal should be directed to the superintendent or his/her designee. The superintendent is by law an agent of the Board of Education. Therefore, the Board's decision shall be final as presented by the superintendent.

612- SUSPENSION PENDING AN EXPULSION HEARING

In the event that an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the superintendent may impose a suspension pending the expulsion hearing before the Board of Education.

613 - EXPULSION FROM SCHOOL

Expulsion of a student by the Board shall require removal of the student from school attendance in the district.

The school administration shall recommend the expulsion of a student or students to the Board of Education. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered to be gross misdemeanors, persistent disobedience, or very serious disciplinary offenses. Only through official action by the Board of Education may a student be expelled from school. The superintendent, after hearing all appeals, may decide to support and convey a recommendation of expulsion to the Board of Education.

614 - EXPULSION PROCEDURES

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student will be supplied to the student and his/her parent/guardians and included with this notice will be a statement of time and the place at which the hearing will be held.
2. Parents/guardians will have the opportunity to be present.
3. Legal counsel may represent the student's parents/guardians.
4. The student will be given an opportunity to give his/her version of the facts and their implication. He/she will be allowed to offer the testimony of other witnesses and other evidence.
5. The student will be allowed to observe all evidence offered against him/her.
6. The hearing will be conducted by the Board of Education who will make its determination solely upon the evidence represented at the hearing.
7. A record will be kept of the hearing.
8. Within ten (10) school days, the Board of Education will issue its decision in writing. The decision will set forth the conclusion and the penalty. The decision will be immediately served upon the student.

RULES OF CONDUCT

701 - SEARCH AND SEIZURE

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

When asked, when a reasonable suspicion of violation occurs, students are required to empty their pockets.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

702 - CONFISCATED PERSONAL MATERIALS

Personal property confiscated by staff for inappropriate use in school either will be returned at the end of the day, or a parent may be required to pick up the property. If the property is not claimed within a month, it will be discarded.

703 - MAJOR DISCIPLINARY OFFENSES OR ILLEGAL ACTS

When disciplinary actions short of suspension fail to work and violations of the rules continue, or when flagrant violation occurs, the following general guidelines for suspension will be used. Factors such as severity of the offense, number of previous occurrences, and parental support will be taken into consideration in the final assignment of a consequence.

*The use of restorative practices will be implemented when applicable. Restorative practices are based on principles and processes that model positive behavior and in addition build and restore relationships when harm has occurred.

704 - ETHNIC/GENDER/SEXUAL/SOCIAL INTIMIDATION/HARASSMENT

ETHNIC/GENDER/SEXUAL/SOCIAL INTIMIDATION/HARASSMENT Students may not engage in harassment, which 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.) This may also include name calling, ethnic or racial slurs, wearing or displaying symbols or signs that are associated with intolerance, or derogatory statements based upon another student's race, color, national origin, sexual orientation or ethnic background. Because such comments, symbols, or signs (**examples may include the confederate flag, racist symbols such as those involving the Ku Klux Klan or swastika or other NAZI symbols**) might risk an-interruption or disruption of the school program, incite violence, or otherwise detract from the educational mission of the district, they are subject to disciplinary consequences, including, but not limited to, short- or long-term suspension, or a recommendation for expulsion.

705 - CRIMINAL ACTS

Any criminal actions taken at or related to the school will be reported to law enforcement officials and students involved also face school discipline. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

706 - INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Students may be recommended for a long-term suspension and/or recommendation to the Board of Education for expulsion from school.

707 – INAPPROPRIATE HALL BEHAVIOR

Students are expected to proceed to class in a calm manner. Inappropriate hall behavior can result in injuries to students and fights even though that result was not intended. Students, who in the opinion of a teacher or administrator are overly aggressive in the hall, will be asked to report to the main office. Repeat aggressive behavior or gross misconduct in the halls or lunchroom will result in disciplinary action.

708 - MISUSE OF SCHOOL TECHNOLOGY

Permission must be given to students to operate or use any school technology. Students who damage school technology through misuse or use without permission may be asked to replace the technology or incur all financial costs for repair of that technology. Students may also face disciplinary action in terms of use or suspensions depending on the severity of the infraction. All students will sign a technology use agreement prior to using school technology.

709 - WEAPONS/EXPLOSIVES

Students shall not carry, possess, or use knives, guns, or other objects that can do bodily harm. Pursuant to section 1311 of the Michigan School Code, school officials who find a pupil in possession of a dangerous weapon must report that finding to the student's parent/guardian and to the local law enforcement agency.

Students in possession of a firearm, explosive device, knife with a blade over 3 inches, switchblade, brass knuckles, or any other weapon deemed dangerous will be suspended for ten (10) school days with a recommendation for expulsion made to the Board of Education.

Students in possession of a weapon not specifically mentioned in the paragraph above may be suspended for five (5) or more days and readmitted upon the completion of a parental contact. It will be up to school officials to interpret this policy and to decide which consequence is the most appropriate. A second violation of this nature will result in a ten (10) day suspension with a recommendation for expulsion made to the Board of Education.

710 - CIGARETTE LIGHTERS

Since the setting of a fire in a public school could result in an expulsion from all Michigan schools, cigarette lighters are not allowed in school or on its property. Lighters found on students will be confiscated. Detentions and suspensions may be issued for continued violations.

BUSING

801 - GENERAL RULES

All students are urged to ride the school bus provided for their convenience. **Riding a bus is a privilege, not a right.** Students are expected to discipline themselves and comply with the orders of the bus driver.

1. Only students eligible for transportation will be permitted to ride the buses.
2. Students should always be at the stop at least five minutes early.
3. Riders should remain seated while the bus is in motion.
4. Riders should not hang out windows nor throw objects out windows.
5. Shouting, smoking, vulgar talk, fighting, and pushing are not permitted.
6. Any damage shall be paid for by the student responsible.
7. No student may get off at another stop without written permission.
8. In case of emergency, listen for the driver's instructions and then exit promptly.
9. Students must never open the emergency door except in an emergency.
10. All school rules and penalties are in effect while on the bus.
11. **Students may not ride an unassigned bus without permission of the bus garage and a parent.**

802 - BUS TICKETS

Violations that deal with misbehavior such as safety violations, inappropriate language, horseplay or disregard for bus rules could result in a suspension from riding the bus or other school consequences including suspension. Administration reserves the right to skip steps for gross violations.

- | | |
|-------------------------|--|
| 1 st Report: | Principal's discipline |
| 2 nd Report | Principal's discipline and phone call/conference with parents and driver |
| 3 rd Report | 1-3 day bus suspension |
| 4 th Report | Suspension and meeting with parents, driver and administration to determine future transportation needs. |

GENERAL INFORMATION AND POLICIES

901 - PUPIL INFORMATION/CHANGE OF ADDRESS

If a student's or parent's last name, street address, or telephone number changes at any time during the school year, please notify the office. This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency.

902 - LOST AND FOUND

The lost and found department is located in the cafeteria. If a student has any lost articles, check with the office.

903 - LOCKERS

School personnel will assign lockers. There will be no changes without approval of staff. It is the student's responsibility to see that his/her locker is kept clean. **All lockers are to be**

considered property of the school and open to inspection at any time. Locker insides may be decorated with appropriate and non-permanent items. Decorations on the outside of lockers are prohibited. Students will be responsible for any damage done to their locker. Lockers should be in the same condition as received at the beginning of the school year.

904 - LIBRARY/MEDIA CENTER

Books and materials in the media center must be checked out. Taking books or materials from the media center without checking them out is considered theft. Students are responsible for paying late fines and/or for lost materials.

905- LUNCHROOM

The LMS Cafeteria has a wide assortment of food available for students. Students may choose from a salad bar, pizza, burgers/chicken sandwiches, subs, cafeteria style Type "A" lunch (meat, vegetable, salad and/or dessert), fruits (in season), juices, cookies, etc. The Food Service staff does an outstanding job of preparing a variety of lunches for students. Courtesy and politeness help ensure continued quality and good service.

Lowell Middle School has 3 scheduled lunch periods. Students may purchase lunch or bring a sack lunch. All food is to be eaten in the cafeteria. Students may not cut in line and are expected to bus their own trays. **In an effort to provide a sanitary environment in which to eat, students are expected to clean their own area and the area around them after using the cafeteria regardless of who made the mess.** Students who refuse to help do their part or who refuse to cooperate with staff may be given alternative seating assignments or other disciplinary actions, including lunch detention or work to assist lunchroom personnel in cafeteria clean up.

Those students who qualify for the free/reduced meal program must complete the form available in the main office.

All students will be issued ID Cards with lunch account numbers. Students without an ID card will be served at the end of the line. Students may put extra money in their accounts before school or during lunch. The money will be deducted from the account each time the student purchases a lunch. Students must remain in the cafeteria or other designated areas during their lunch period. **Students will not be allowed to charge lunch after May 1st.**

906 - FOOD SERVICE CHARGE POLICY

The food service department works on a debit system. If there is not enough money in a student's account to cover a Type A breakfast or lunch account, the following charge policy has been adopted:

Students will be allowed to charge up to two (2) meals (includes Type A breakfast and/or lunch). A Type A breakfast consists of four components: two breads or one bread and one protein, fruit/vegetable or juice, and milk. A Type A lunch consists of five components (protein, bread, fruit, vegetable, and milk). To be eligible for a free, reduced, or paid Type A breakfast or lunch, students must take a minimum of three components at breakfast and three components at lunch. **April 30 of each school year will be the final date any student may charge a Type A meal.**

907 - CLOSED CAMPUS

With regard to our being in town, respect for our neighbors, and a deep concern for student safety, Lowell Middle School will be a closed campus. **Students, who leave the school or its grounds during regular school hours or leave school grounds once they have been on the grounds before school, will be subject to suspension.** The campus is also closed to all who are not staff or students of LMS. Anyone who wishes to enter the school or its grounds for legitimate purposes must enter the building through the front doors and gain permission to enter the building from the office.

Our campus is also closed for specified extracurricular activities. Activities like, but not limited to Fun Night and the Eighth Grade Dance are restricted to LMS students and their parents only. **Students who leave these closed activities without permission during the activity will not be allowed to return to the building.**

908- SALES AND SOLICITATIONS

All sales and solicitations within the school by individuals or groups must have the approval of an administrator. All school club or group fundraisers must have previously completed the fundraising request form and received administrative approval.

A student may not sell any item(s) to any school personnel or another student for individual profit without administrative approval.

909 - MONEY AND VALUABLE ARTICLES

Students are discouraged from bringing a large amount of money or other valuable items to school. All valuable articles should be in possession of the owner at all times. The school will not accept responsibility for stolen money or other articles.

910 - TEXTBOOKS

Students will be issued textbooks at the start of the school year. Textbooks will be collected at the end of the year. **Students are responsible for all damages or lost books.**

911 - ASSEMBLIES, SPECIAL PROGRAMS, AND ATHLETIC EVENTS

During the year there will be several student assemblies and special programs scheduled. Assemblies are considered scheduled school time and all students are expected to be present. We are proud of Lowell Middle School and expect our students to act in a courteous way when at school events either home or away. When students come to school functions, it is expected that they will take part in or watch the function and not roam the school. Students who refuse to follow rules, act discourteously, or are not there acting as a spectator or participant will be refused future entrance to school events.

912 - LOITERING IN SCHOOL OR ON SCHOOL GROUNDS

Students may not loiter in the building after school. Students are not allowed to wait for other students to finish practices or detentions. **Students who have no school related business will be asked to leave the school and its property within 15 minutes after school ends.** Loitering also

includes loitering in areas of the building that are not part of athletic events while athletic events are going on.

913 - SCHOOL SPONSORED TRIPS AND ACTIVITIES

When school sponsored trips or activities are scheduled, students may be denied the opportunity to attend if their social behavior has been disruptive. All students participating in field trips must conform their behavior to the Rules of Student Conduct. Any students violating any school rules will be subject to school discipline including being sent home from the field trip at parent's expense.

914 - FUN NIGHT AND SPECIAL PARTY REGULATIONS

Only Lowell Middle School students are allowed to attend Fun Nights and special parties. Students who leave these events will not be allowed back in the building. End of year special events and parties may be terminated for students with multiple disciplinary actions and/or persistent misbehavior throughout the course of the year.

915 - DRESS CODE

In order to maximize the educational opportunities, general safety, and health for Lowell Middle School students, the following dress code regulations apply: Individual grooming and dress shall not be so extreme as to interfere with personal safety or the safety of others or shall they disrupt the learning process of either the individual, teacher, or other students. While fashion changes with the times, the reason for being in school does not. Students attend school to learn.

Any student in violation of the dress code will be sent to the main office to change into appropriate clothes.

To expedite the code, the Principal or Assistant Principal shall make any necessary interpretations.

Recognizing that students and parents have a need and right to know what is considered appropriate by the school, the following guidelines shall be used in matters of dress and grooming:

1. Students shall be allowed to dress and groom themselves in a manner which is reflective of the individual values and attitudes – except in particular areas where the manner of dress and grooming is too casual or sensational to be in keeping with the seriousness or purpose of the student and the school. Exceptions will be made for approved “Spirit Days.”
2. Dress or grooming that is detrimental to the personal health or safety will not be allowed.
3. Inappropriately lettered shirts, midriff blouses and shirts, tank tops with spaghetti straps, clothes that reveal undergarments, pajamas, and slippers are specific articles of clothing not to be worn in school.
4. Footwear must be worn at all times.
5. Hats and hoods are not to be worn during the school day.
6. Clothing advocating drugs, alcohol, use of tobacco, or clothing that is sexually suggestive is not allowed.

7. Clothing worn to intimidate other students, or to denote a group that does, is forbidden.
8. Shorts and skirts must be school appropriate in length.
9. No spike or chain belts, wallets, wrist bracelets or necklaces.

916- BACKPACKS AND BOOKBAGS

Recognizing the need for and the popularity of backpacks and bookbags, students are reminded that bags should only contain those items necessary for class. Students should use care when carrying bags in the hallways and if storing them in lockers.

917 - USE OF SCHOOL PHONES

Students may not use school phones without permission.

918 - OPENED CONTAINERS/FOOD ITEMS

Students are not allowed to possess opened beverage containers or food items in the classrooms, halls, or lockers without permission. All beverages or snacks should be consumed in the cafeteria unless permission is granted. **Only water is allowed. No pop, energy drinks, coffee, iced beverages, etc.** Students found in violation may have the beverage or snack confiscated. Students are encouraged to drink water throughout the day. Water bottles are allowed in classrooms and hallways.

919 - PARENTAL MESSAGES TO STUDENTS

The school recognizes the need for parents to contact their children; however, each contact results in a disruption of a class. Parents are requested to limit their messages to emergency messages only that could not have been dealt with before school began that day. Please call in messages to the school office before 10:45 a.m. This allows messages to be delivered during lunch thus alleviating the need to disrupt a class. Messages sent via cell phone can only be received by students before/after school or during the designated lunch time.

920 - STUDENTS IN A GROUP WHERE OTHER STUDENTS OR MINORS ARE SMOKING

It is against the law for minors to smoke. Students attending Lowell Middle School are not allowed to smoke or be in a group where students or other minors are smoking. If a student realizes another student is using tobacco or another drug, he/she is expected to leave the group **immediately**. Students in violation of this policy will be subject to suspension as if they were smoking.

921 – SKATEBOARDS, BASEBALL BATS, AND LACROSSE STICKS

Due to safety and liability concerns, skateboards, baseball bats, and lacrosse sticks are **NOT ALLOWED** at Lowell Middle School. Permission may be granted for students with practice after school. Equipment will be stored in a designated area.

922 - DIRECTORY INFORMATION

Lowell Area Schools maintain many student records including both directory information and confidential information. Parents may refuse to allow the school to disclose any or all directory

information upon written notification to the school. Other than directory information, access to all other student records is protected by FERPA and Michigan law.

SPORTS TRAINING RULES

1001 - PARTICIPATION

- A student must be in school at least half of the day of an athletic event in order to participate. The Dean of Students or Athletic Director must approve exceptions in advance.
- Students must have satisfactory grades and behavior in order to compete in athletics and intramurals.

1002 - CONDUCT

Athletes are admired and respected in our community; thus, their conduct should be such that they warrant admiration.

- Use of profanity will not be tolerated.
- Unruly, disrespectful or uncooperative behavior will not be tolerated.

Violations of any of these rules may result in the player being dropped from the team.

1003 - ELIGIBILITY

Requirements for eligibility:

- **ACADEMIC ELIGIBILITY**
 - Students must pass four of six classes.
 - Students may not fail one class two consecutive weeks.
 - Grades based on a cumulative basis for current marking period (MHSAA guidelines)
- **BEHAVIOR ELIGIBILITY**
 - Students who receive suspension from school will be suspended from games and practice during the week of the suspension
 - Students who receive detention may be suspended from one or more athletic contests

Students and parents will be notified by noon on Monday if a student will be ineligible to compete for that week's competition.

10040 - UNDERSTANDING CONCUSSION

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

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

Some Common Symptoms

Headache
Balance Problems
Sensitive to Noise

Poor Concentration
Not "Feeling Right"
Pressure in the head

Double Vision
Sluggishness
Memory Problems

Feeling Irritable
Nausea/Vomiting
Blurry Vision
Haziness

Confusion
Slow Reaction Time
Dizziness
Sensitive to Light

Fogginess
“Feeling Down”
Sleep Problems
Grogginess

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

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

CONCUSSION DANGER SIGNS:

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

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

GRIEVANCE PROCEDURES

FOR

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Lowell Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act Rights of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: **Administration Building, 300 High St, Lowell MI 49331**

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Dustin Cichocki

Director of Human Resources

(616) 987-2500

300 High Street

Lowell, MI 49331

dcichocki@lowellschools.com

Liz McCall

Special Education Director

(616) 987-2500

300 High Street

Lowell, MI 49331

lmccall@lowellschools.com

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

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

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the conclusion, and respond in writing to the complainant with ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights coordinator's office.

GRIEVANCE PROCEDURE

FOR TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972

Any person believing that the Lowell Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX of the Education Amendments Act of 1972, or any person who wishes to file a complaint of sexual harassment, should contact a Title IX Coordinator of the District. The District will follow its Board Policy prohibiting sexual harassment and Title IX Grievance Procedure when formally investigating a Title IX complaint.

The District's Title IX Coordinators are:

Dustin Cichocki

Director of Human Resources

(616) 987-2500

300 High Street

Lowell, MI 49331

dcichocki@lowellschools.com

Liz McCall

Special Education Director

(616) 987-2500

300 High Street

Lowell, MI 49331

lmccall@lowellschools.com

TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT (For Student Users under Age 18)

All users of the Technology Resources of Lowell Area Schools (the "School District") are required to sign this Technology Resources Acceptable Use Agreement (the "Agreement") in order to obtain access to the School District's Technology Resources. The School District does not authorize any use of the Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures (located on the School District's website) carefully and understand their significance.

Student Acknowledgement

I have read the School District's Technology Resources Acceptable Use Policy and Procedures, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of the School District's Technology Resources in accordance with the School District's Technology Resources Acceptable Use Policy and Procedures, and to assume all responsibility for any liability associated with my use of the Technology Resources in violation of this Agreement. I acknowledge my responsibility to uphold the integrity of the Technology Resources. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, downloaded files and other uses of the Technology Resources of the School District. I understand and agree that the School District assumes no responsibility for my use of the Technology Resources and assume the risks associated with use of the Technology Resources, and the Internet, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that

violating the School District's Technology Resources Acceptable Use Policy and Procedures may result in having my use privileges of the School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct (up to and including loss of class credit or expulsion), or other legal action.

Parent/Guardian Acknowledgement and Release

As the parent(s)/guardian(s) of the student named below, I/we have read the School District's Technology Resources Acceptable Use Policy and Procedures and this Technology Resources Acceptable Use Agreement and discussed them with my/our child. I/We understand that access to and use of the School District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the School District to open an user account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Internet and I/we assume the risks associated with my/our child's use of the Internet. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Technology Resources Acceptable Use Policy and Procedures and/or this Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use performed on School District Technology Resources through school accounts or personal computers.

Middle School Acknowledgment Forms

Student Name _____ Building _____
Grade _____ Date _____

TECHNOLOGY USE AGREEMENT FOR PARENTS/GUARDIANS

As the parent(s)/guardian(s) of the student named below, I/we have read the School District's Technology Resources Acceptable Use Policy and Procedures and this Technology Resources Acceptable Use Agreement and discussed them with my/our child. I/We understand that access to and use of the School District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the School District to open a user account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Internet and I/we assume the risks associated with my/our child's use of the Internet. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Technology Resources Acceptable Use Policy and Procedures and/or this Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use performed on School District Technology Resources through school accounts or personal computers.

_____ I/We agree to the terms and conditions of this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures.

Parent/Guardian Signature

Learners today. Leaders tomorrow.

Red Arrows for life!

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have read and understand all school rules, policies, contracts, and procedures and I agree to support and abide by them.

Parent/Guardian Signature

Student Signature

COMPLETE BELOW

Please Note: Federal legislation requires us to release student information, including addresses and phone numbers to all Armed Forces recruits UNLESS parents request that we do not do so.

You may publish information regarding my son/daughter in all school publications such as **yearbooks, newsletters, sports programs, websites**, etc.

Yes

No

You may publish information regarding my son/daughter to all Armed Forces recruiters.

Yes

No

I specifically acknowledge receipt of the concussion information on page 55-57 and understand its contents.