

**LAKE SHORE HIGH SCHOOL
22980 THIRTEEN MILE ROAD
ST. CLAIR SHORES, MICHIGAN 48082**

WELCOME

To New and Returning Students and Parents/Guardians:

Welcome to Lake Shore High School. The staff and administration look forward to making the upcoming school year successful and memorable for each and every student.

This handbook contains important information that will help to ensure the success of every student; students and parents/guardians should become familiar with its content. For your convenience, this handbook has been divided into four sections: Important Contact Information, State and Federal Guidelines, General School Information, and Student Code of Conduct.

You are invited to visit our website at *lakeshoreschools.org* for additional information about Lake Shore High School.

**Lake Shore High School Mission
is to ensure the lifelong academic,
social, and career development of all students
in becoming responsible and valued citizens.**

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SECTION I
IMPORTANT CONTACT INFORMATION

**Lake Shore Public School
Administrative Center
28850 Harper
St. Clair Shores, Michigan 48081
(586) 285-8480**

Board of Education

Sharon Bartl
Mark Beghin
James A. Graver
Shannon Harvey
Susan D. Jamieson
Gerrit J.E. Ketelhut
Kurt Ziegler

Central Administration

Christopher Loria, Superintendent of Schools
cloria@lsps.org 285-8480
Tesha Thomas, Executive Director of Educational Services
tthomas@lsps.org 285-8460
Frank Thomas, Executive Director of Finance and Human Resources
ftomas@lsps.org Finance 285-8470
Human Resources 285-8491

**Lake Shore High School
22980 Thirteen Mile Road
St. Clair Shores, Michigan 48082
(586) 285-8900**

Richard Bowers, Principal
rbowers@lsps.org 285-8900
Donna Imbrunnone, Secretary
John Hartley, Asst. Principal/ Athletic Director
jhartley@lsps.org 285-8908
Sylvia Srebernak, A.P. Secretary
Robin Gill, A.D. Secretary 285-8920
Janelle Bross, Asst. Principal..
jbross@lsps.org 285-8909
Jane Lenk, Secretary

Counseling and Guidance Department

Ann Lewis.....	alewis@lsps.org	285-8913
A – G All grades		
Julie Weiss.....	jweiss@lsps.org	285-8914
H – O All Grades		
Jeff Lip.....	jlip@lsps.org	285-8915
P – Z All Grades		
Donna Bates, Secretary...	dbates@lsps.org	285-8912

Attendance

Attendance phone lines- 285-8910, 285-8902 (automated line)

SECTION II
STATE AND FEDERAL GUIDELINES

AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the State of Michigan MCL380.11a; MSA 15.2011a, the Board of Education has the right to make reasonable rules and regulations in the interest of public education in the school district. This includes, but is not limited to, regulations relative to student conduct in order to provide for the safety and welfare of students at school or while attending school-sponsored activities.

The Board of Education has approved the policies, rules and regulations contained in this publication. The Board may adopt others.

GENERAL LIMITATIONS OF FREEDOMS

Because educational institutions must be orderly, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. No communication of a commercial, obscene, or defamatory nature, nor any communication advocating racial or religious intolerance, is permitted.

IMMUNIZATION RECORDS

To be legally enrolled in school, a student's immunization record must be current and on file in the office.

MANDATORY REPORTING

One of our first concerns is always for our students' safety and well being. For this reason, staff members are required to report to counselors or administration any observation that suggests a student may be harmful to herself/himself or to others. In the event that any student discloses such information directly to a staff member, or indirectly through written assignment or communications, this information must be reported to the appropriate authorities. The information is confidential and used exclusively for the purpose of protecting all students and staff.

NCA ACCREDITATION/SCHOOL IMPROVEMENT

In accordance with PA 25, Lake Shore High School has an active school improvement process. As with most high schools, Lake Shore follows the North Central Association (NCA) process and has received NCA accreditation since 1925. Typically, each school improvement cycle lasts for approximately five years. Every staff member is an active member of one of the school improvement committees; students and parents are welcome to join a committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

NON-DISCRIMINATION POLICY

Lake Shore Public Schools does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of race, gender, national origin, creed, religion or disability.

RIGHTS OF EIGHTEEN (18) YEAR OLDS

Students who are 18 years or older, who wish to assert the following rights must register their intent on the appropriate form (located on the school website). Until such time as the eligible student registers this intent, school officials will not apply the following exceptions to school policies and procedures.

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. All school attendance standards continue to apply to students regardless of their age.

A copy of the completed form will be sent to the student's parent/guardian as notification.

SCHOOL AND STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parent(s) or legal guardian and to the student. Arrangements for review may be made through the Principal or through the Guidance and Counseling Office.

No personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parents, legal guardian or student more than eighteen (18) years of age. FERPA allows the release of certain student information without prior consent unless and until written objection is received by the Principal.

Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent, Lake Shore Public Schools, 28850 Harper, St. Clair Shores, MI 48081.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities have the right to search a student and/or their belongings, student lockers and desks and may seize any illegal or unauthorized materials discovered on the search.

Further, student lockers and desks are school property and, under the "reasonable suspicion" provision of the law, are subject to a search at any time by a school official without student or parent consent. In addition, the school administration may deem it necessary to search student vehicles in the school parking lots under reasonable suspicion that the student is in violation of the law or school rules.

A student's failure to permit searches and seizures will be considered grounds for disciplinary action. Professional and ethical standards will be maintained when such searches are conducted.

SEXUAL HARASSMENT POLICY

The District prohibits sexual or other types of harassment. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the Building Administrator and/or the Superintendent. The privacy of the charging party and of the person accused will be kept strictly confidential.

Superintendent
28850 Harper
St. Clair Shores, MI 48081
Phone: 285- 8490
cloria@lsp.org

TITLE VI, TITLE IX, SECTION 504, ADA, IDEIA INFORMATION

Lake Shore Public Schools is obligated under the law to make reasonable accommodations for individuals with handicaps. Certain due process procedures are in place to protect the rights of students and parents. If any person believes that the District has violated the law in regard to its compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act, he/she may file a complaint with the Compliance Coordinator.

The school provides a variety of special education programs and services for students identified as having a disability under the Individuals with Disabilities Education Improvement Act (IDEIA). A student may be eligible for educational programs and services through an evaluation process. A special education evaluation is offered when a student has demonstrated an inability to perform educationally based on an identified handicap as listed in the Michigan Rules for Special Education. Parents are encouraged to become active participants in this process.

For more information or questions concerning any of the above information, please contact:

Director of Special Education,
21601 L'Anse
St. Clair Shores, MI 48081
Phone: 285-8610
mkliebert@lsp.org

SECTION III
GENERAL SCHOOL INFORMATION

APPLICATION OF SCHOOL RULES

Student handbook rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

ATHLETICS

John Hartley, Director, jhartley@lsp.org
Robin Gill, Secretary, 285-8920, rgill@lsp.org

Please refer to the Lake Shore High School Athletic Handbook

ATTENDANCE POLICY

Philosophy

Good attendance is vital for success of students at Lake Shore High School. In order to develop habits of punctuality, responsibility, and self-discipline as well as establishing a framework for academic success; it is the expectation that students attend school on a regular basis. The high school student and parent are primarily responsible for school attendance. Michigan Law places responsibility on each student to attend school on a daily basis and on each parent or guardian to send their student to school on a daily basis.

Absence and Failure to Earn a Letter Grade

A student may fail to earn a letter grade if he/she is absent more than 6 times during a trimester. This will not apply on any absence due to the following **documented** reasons: administrative, school-related, suspension, medical absences of 3 consecutive days or more, family bereavement (father, mother, siblings, grandparents, aunts, uncles), court appearance, and college visits (Junior and Senior only, limit 3 per year).

Students are in attendance violation if they accumulate more than six (6) absences in any of their classes. A student will be given Credit (CR) for their trimester grade in those classes they have exceeded the attendance policy, if they are earning a passing grade. Students in violation of the attendance policy will only be allowed to appeal for their letter grade if they have a C+ or better on the final exam.

Excused Absence

A parent/guardian must notify the attendance office the day a student is absent or by 7:00 a.m. the following day (586-285-8902). Excused absences include illness, religious holidays, and professional appointments. Any medical note must indicate the date(s) the student was unable to attend school and be presented upon the date of the student's return to school. **It is the student's responsibility to receive and complete all missed work.** Students have one day for each day of absence to make up work.

Unexcused Absence

An unexcused absence is: one that has not been excused by a parent/guardian; shows up for class more than 5 minutes after the tardy bell without a verified note; voluntarily chooses to leave class without permission. **Students will not receive credit for missed work.**

Arriving and Leaving School Premises

Loitering in the area surrounding school property is prohibited. Once in school, all students are to report to their designated areas. Students are not to leave the building during school hours without permission from an administrator. Leaving the premises before dismissal time is prohibited.

Notification Process

Parents/guardians may call 285-8910 or 285-8902 between the hours of 7:00 a.m. and 2:00 p.m., or call the recorded answering service between 3:00 p.m. and 7:00 a.m. We will notify parents on the day after an absence if a student has an absence that is unexcused. **To avoid unnecessary calls, it is important to notify the attendance office about your student's absence prior to 2:00 p.m. on the day of the absence.**

Parents may check their son or daughter's attendance at any time through the PowerSchool Parent Portal. The school will also notify parents of students who reach 7 absences.

Out Slips

Students must have parental/guardian permission by a phone call to the attendance office prior to leaving campus at any time during the school day. Students must pick up out slips in the office. Out slips will not be issued for off-campus lunch. The student is responsible for signing out in the office prior to leaving, and sign back in to school upon return. Requests for out slips can be made by calling the office during school hours (586-285-8910).

TARDINESS

The staff of Lake Shore High school believes in the importance of staff and students being on time for all classes. Punctuality is a characteristic that we want Lake Shore students to exhibit. Students tardy to class miss important directions, announcements and learning opportunities. Late arrival has a disruptive effect on a class, which jeopardizes the learning environment for other students.

A student who fails to be in his/her classroom when the tardy bell rings and does not have an excused pass will be regarded as tardy for that class period. Students may also lose the opportunity to earn points (introductory/warm-up, assignments, participation, etc.) as a result of tardiness. Excessive tardiness will result in a warning up to possible suspension.

Tardy more than five (5) minutes (T + 5)

A student tardy to class more than five minutes, but less than 20 minutes, will earn a T + 5 (unexcused absence). A student who has earned a T + 5 may still receive credit for the remaining class work as long as the student attends class. A student tardy to class 20 minutes or more will earn an unexcused absence and will not be allowed to make up class work.

BELL SCHEDULES

	REGULAR	HALF DAY	PLC DAY
1st hour	7:56-9:06	7:56-8:30	7:56-8:47
2nd hour	9:11-10:21	8:35-9:09	8:52-9:43
Homeroom	10:21-10:33		
3rd hour A	10:38-11:13	9:14-9:48	9:48-10:38
B	11:17-11:52		
C	11:56-12:31		
4th hour A	12:36-1:46	9:53-10:27	10:43-11:18
B			11:22-11:57
C			12:01-12:36
5th hour	1:51-3:01	10:32-11:03	
	12:41-1:28		
Announcements		11:03-11:06	
	1:28-1:31		

BOOKS

Students should take extreme care and caution regarding their assigned textbooks. Students will be responsible for all fines accrued for lost or damaged books. Students will be billed for lost or damaged books at the end of each term. Student report cards may be held until fines are paid. Each student upon enrollment requires a \$35.00 refundable book deposit.

BUILDING AFTER SCHOOL HOURS

Students may not be in the building after 3:15 p.m., unless they are in the company of a teacher, coach or activity sponsor. Students waiting for a ride must wait in the front lobby and conduct themselves in an orderly fashion.

CLASSROOM RULES

Students are expected to follow the classroom rules established by their teachers. Classroom rules will be discussed at the start of each trimester and will be posted in all classrooms.

MONITORING AND RECORDING SYSTEMS

The use of closed circuit television (CCTV) cameras is to monitor and record public areas for the purpose of safety and security. Information obtained through video monitoring and recording will be exclusively used for enforcement and disciplinary purposes; this information cannot be released and is protected by FERPA (see "School and Student Records") unless subpoenaed by law enforcement.

COUNSELING AND GUIDANCE DEPARTMENT

The Counseling Department is prepared to give assistance to the students in every phase of their school life, including information about course selections, state endorsements, graduation requirements, college scholarships, vocational training, etc.

Ann Lewis , 285-8913	A – G All Grades alewis@lsp.org
Julie Weiss, 285-8914	H – O All Grades jweiss@lsp.org
Jeff Lip, 285-8915	P – Z All Grades jlip@lsp.org
Donna Bates, 285-8912	Counseling Secretary dbates@lsp.org

DUAL ENROLLMENT

Students can receive college credit and/or Lake Shore credit for attending a college or university course. Students and courses must meet criteria as outlined in the Academic Offerings Guide. Applications are available in the counseling office. Your counselor is available to answer questions you may have.

EMERGENCY CARDS

All students must have an emergency card on file. Parents/guardians are responsible to notify the main office if any changes must be made to the card during the course of the school year.

EMERGENCY PROCEDURES

Fire, tornado, lockdown, and emergency procedures have been established. Appropriate procedures are outlined and posted throughout the school building. Students and staff are informed as to the location of

Emergency procedures continued

fire exits and tornado shelter areas. In addition, there are emergency procedures for threatening and non-threatening situations. There are two situations that would require the building to be in lock down, 'Code Red', which indicates a threatening situation, and 'Code Yellow', indicating a non-threatening situation. When the building is in lock down, no one may leave or enter the building; this is to provide as much security and safety for students and staff as possible. The building principal (or designee) decides when the building is in a 'Code Red' or 'Code Yellow' situation. Unsafe building conditions may warrant an evacuation of the building; students and staff will be directed to a site either on or off campus. In the event an evacuation to an off campus site is necessary, Lake Shore High School students and staff will be transported to Kennedy Middle School (alternative site is Rodgers Elementary School). Drills for all of the above situations are practiced throughout the school year.

Release of Students During an Emergency Situation

During an emergency or crisis situation, students will **only** be released to parents/guardians or persons listed on the student's emergency card. Students will not be allowed to walk or drive home.

School Closing

Out of consideration for the safety and well being of the students and staff, the Superintendent may close school if severe weather conditions or district-wide or single building emergencies warrant such action.

FOOD SERVICE

Christina Morris, Director **285-8926** cmorris@lsp.org

The cafeteria is open to all students five days a week on regular school days; it is open at 7:30 a.m. each morning for students' convenience. Students are provided several choices that include hot and cold lunches. The prices are subject to change; should this occur, ample notification will be given.

Lunch is not served on half days. All food and beverages (with the exception of water in a clear plastic container) must be consumed in the cafeteria only.

GRADING SCALE

The approved grading scale for Lake Shore High School is as follows:

A = 93-100, A- = 90-92

B+ = 87-89, B = 83-86, B- = 80-82

C+ = 77-79, C = 73-76, C- = 70-72

D+ = 67-69, D = 63-66, D- = 60-62

F = 0-59

** Grades are based on percentages **

GRADUATION REQUIREMENTS

SUBJECT	2012	2013	2014	2015
English	4	4	4	4
Math	4	4	4	4
Science	3	3	3	3
Social Studies	3	3	3	3
Physical Education	1	1	1	1
Health	.5	.5	.5	.5
Visual, Performing, Applied Arts	1	1	1	1
Technology	1	1	1	1
Electives	10	10	10	10
Total Credits	27.5	27.5	27.5	27.5

Maximum

30

30

30

30

Opportunity

Additional Credit Opportunities: Dual Enrollment Virtual Classes
Adult & Community Education

ILLNESS, INJURY OR ACCIDENT

Any accidents or serious illness that occur in the school building, on school property, at practice sessions, or at 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. In the case of an accident, the staff member in charge will fill out an accident report; parents will receive a copy of this report.

INSURANCE

The school district **does not provide** an accident insurance policy for students. However, parents may purchase coverage for their child at the beginning of each school year. The cost for insurance is nominal. For further information, please contact the school, 285-8908.

The school district does not profit from the sale of student insurance policies and only offers this as information that may be useful to parents.

LIBRARY

The library is available to all students and is open from 7:30 a.m. to 3:15 p.m. each school day. The library is a quiet area devoted to study and research. All students must sign in and out of the library. All overdue books must be returned and fines paid prior to taking final exams.

LOCKERS

Assignments have been made so that no one locker has more than two student occupants. This has been done with the students' convenience, security and safety in mind. Students are not permitted to change locker assignments. To do so makes it impossible to resolve problems, including stolen articles. Also, it is expected that lockers will be kept in a neat and sanitary condition at all times. Do not keep money or valuables in your locker. Periodic locker clean-outs will be held. All lockers are the property of Lake Shore Public Schools and can be searched at any time.

LOST AND FOUND

A "Lost and Found Box" will be maintained in the Main and Counseling Offices. Students who have lost an article of clothing or other personal possessions should check the box periodically. Lost and found textbooks are located in the attendance office. The unclaimed items at both of these locations are generally disposed of after each semester.

MEDICATION

Parents must make arrangements through the Main Office if they wish to have medication administered to their son/daughter during the school day.

ONLINE COURSES

Lake Shore High School offers online courses through GenNet (Genesee Intermediate School District). If a student is interested in taking an online course, he/she should see their counselor for a permission form. Online courses are also available for remediation as well as credit recovery.

ORGANIZATIONS (PARENT/GUARDIAN)

Parents/guardians are encouraged to join the parent group called the "Very Involved Parents" (VIP). This group meets monthly; its purpose is to provide an avenue for communication between parents and the building principal. Parents of athletes or band students are invited to join the booster clubs associated with each. Parent involvement in the school is extremely important and valuable to the success of programs and continual improvement. To join one of the parent organizations, contact the main office at 285-8900.

ORGANIZATIONS (STUDENT)

The following co-curricular organizations provide opportunities for Lake Shore students to get involved with their school and peers outside of the classroom setting.

Key Club

A school and community service organization sponsored by the Shorewood Kiwanis Club. This is open to all students.

Science Olympiad

This is open to all students interested in competing against other schools on a variety of science topics.

Junior State of America

This club is open to all students, and debates a number of issues in today's society.

Student Congress

Student Government, open to all students

National Honor Society

Lake Shore's National Honor Society (NHS) is an organization dedicated to student excellence in academics, character, community service, and leadership. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the selection committee, which may support their candidacy for membership.

To be eligible for membership in the National Honor Society, the candidate must be a member of the junior or senior class and must have been in attendance at Lake Shore for the equivalent of one semester. Under certain circumstances, the Faculty Council may waive the semester regulation. Candidates must have a cumulative scholastic average of at least 3.4 on a 4.0 scale. Students who are eligible scholastically will be notified in the fall and told that for further consideration for selection to NHS, they must complete the Student Activity Information Form. This form allows the candidate to inform faculty of the student's community service and leadership experiences since entering high school. Faculty who are familiar with the candidate then evaluate the candidate on a 4.0 scale. Since a student must demonstrate superior character, service, and leadership, he or she must average at least a 3.4 in all three areas, in combination with the academic area. The Faculty Council then reviews the faculty evaluation in determining the candidate's admission to NHS. It should be noted that character, service, and leadership are of utmost importance.

Candidates receiving a majority vote of the five appointed members of the Faculty Council will be notified of their selection and be given information regarding the upcoming induction ceremony and the obligations of membership in NHS. The candidates' parents will be notified as well.

If you have questions about these and other organizations, please contact a teacher, your counselor, or the assistant principal's office.

PERSONAL PROPERTY (Loss and Damage)

Lake Shore High School is not responsible for damages to personal property or vehicles on school grounds; in addition, Lake Shore High School is not responsible for lost or stolen articles. Parking lots are no longer monitored by a security guard but rather by a closed circuit television monitoring and recording system, as described under the section entitled "Closed Circuit Television Monitoring and Recording System".

PROGRESS REPORTS

Weekly or daily progress reports for students can be found online using the PowerSchool Parent and/or student portal.

Report Cards

Report cards will be sent to the home address at the end of each term (trimester one, trimester two, and trimester three). Marking period updates should be obtained online by using the PowerSchool Parent Portal.

SCHOOL SONG

Lake Shore High School, Lake Shore High School
We are proud of you
Victory Always
Never Failing
Here's three cheers for you
RAH, RAH, RAH!
Schools are plenty
We are ready
We will not be beat
Here's to thy honor, we will not take defeat

SIGNS, FLYERS AND POSTERS

The administration must approve any materials that are posted or distributed in the school building or on school property.

STUDENT AGENDA BOOK

Students will be issued an agenda book at the beginning of each school year. Like the student ID card, the agenda book must be on the student at all times. The purpose of this book is to encourage the organization and responsibility of all students by recording assignments, important dates and absences, and to be used as the student's pass. Replacement agenda books are available through the main office for a cost of \$3.00.

STUDENT ID

Students will be issued a picture ID at the beginning of each school year. This ID may be required for entrance into school-sponsored activities, for purchases in the cafeteria, and for checking out books from the media center. Students are required to wear their ID cards at all times, including lunch, and must be worn with a breakaway lanyard. The ID is

to face the front, may not be defaced and must be visible. Replacement ID cards and special off-campus IDs are available through the Assistant Principals' Office for a cost of \$3.00/\$5.00.

TESTING OUT

Testing out allows a student to receive credit in a class in which he/she is not enrolled by taking the final exam and earning a grade of C+ or better, or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. This credit may be counted toward the required number of credits for graduation. If a letter grade is awarded, it will be factored into the student's GPA. Students may make a request to test out with their counselor. Students can make an appointment with their counselor regarding the testing out process.

VISITORS

All visitors to the school building, including former students, must first report to the Main Office or security desk, sign in & out, and receive a visitor's pass to be worn throughout their stay in the building.

WITHDRAWAL FROM SCHOOL

When a student is moving out of the Lake Shore School District or withdrawing from Lake Shore for any reason, the student must obtain a "clearance" form from the assistant principal. If the student is leaving for any reason other than moving out of District, a parent or guardian must first confirm the student's withdrawal.

The student will be given a "clearance" form to take to all of his/her teachers and librarian for signature, indicating that the student has returned all books, equipment, etc. Students will be reimbursed their book and locker deposit, providing there are no other outstanding books or fees from previous semesters. Transcripts may be obtained from the counseling office. Lake Shore High School will release the student's file upon request from the new school, provided all of the above has been completed.

WORK PERMITS

Work permits are available in the Main Office.

SECTION IV
STUDENT CODE OF CONDUCT

PHILOSOPHY

Lake Shore Public Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students are responsible for promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Code of Conduct sets forth student rights and expectations for student behavior while at school and school-related activities. When determining the appropriate intervention strategies and/or progressive restorative actions, school officials may consider the severity or repetition of misbehavior; age and grade level of the student; circumstances surrounding the misbehavior; impact of student's misbehavior on others in the school community and any other relevant factors. Due process rights will be afforded each student before and/or during disciplinary action. Students have the right to appeal school suspensions in this order: to the party issuing the suspension, to the principal, to the Superintendent (School Board Policy #4500.01 – page 5, section D). The authority of the Board of Education to set reasonable guidelines and regulations regarding discipline is granted in the Michigan School Code.

ELASTIC CLAUSE

The school administration will establish fair and reasonable rules and expectations for circumstances that may arise requiring action that is not covered in the Code of Conduct. In all cases, rules, expectations and consequences shall be as consistent as possible with previously established 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 misbehavior that may not be in the best interest of the safety and welfare of students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school sponsored activity, who is using school telecommunication networks, accounts or other district services and whose behavior at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

EXPECTATIONS FOR STUDENT BEHAVIOR

Student rights, behavior and responsibilities must be seen in relationship to the safety, health and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the freedom and encouragement to express their individuality in school as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction.

There must be a balance between individual freedom and the orderly operation of the school. All students should recognize the consequences of their language, manners, and actions toward each other and school staff.

EXPECTATIONS FOR PARENTS/GUARDIANS

- Ensure punctual and regular school attendance for your son/daughter
- Communicate with school officials regarding attendance, academics, concerns

EXPECTATIONS FOR ADMINISTRATION

- Implement the Code of Conduct to ensure the safety, health and welfare of all students and staff
- Communicate with all stakeholders

EXPECTATIONS FOR TEACHERS

- Implement classroom guidelines to create a positive and supportive learning environment
- Implement the Code of Conduct to create a positive and supportive learning environment
- Communicate with all stakeholders

EXPECTATIONS FOR STUDENT ASSISTANT SPECIALIST

- Support individual students to ensure their academic and social success
- Communicate with all stakeholders

STOPPING DISRESPECT/BULLYING

- Step One: When you witness misbehavior, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs.
- Step Two: If the misbehavior doesn't stop, contact an administrator to initiate a complaint as soon as possible.
- Step Three: If the misbehavior continues, keep a record of further incidents, including description, time, date, place and witness(es). Keep your parents and administrators informed.

DEFINITION OF MISBEHAVIOR

Misbehavior shall be regarded as those actions which do or may interfere with the operation of school, its classes or functions; endangering the health or safety of others; infringing upon the rights of others, including disrespect, or interfering with the learning process; causing loss or destruction of property and/or facilities; and acting in a manner which is otherwise in violation of laws, school district policy or classroom guidelines.

TYPES OF SUSPENSIONS/DETENTIONS

1. **Loss of Activity Privileges**
 - a. Administrators may suspend students from participating in or being present at extra-curricular activities.
 - b. Students under school suspension shall not enter school property without prior permission from school authorities.
 - c. Students under suspension shall not participate in or be present at school functions.
2. **Detention**

Detentions of up to one hour may be issued to students who create minor classroom disruptions or commit minor violations against the *Student Code of Conduct*.
3. **In-School Suspension**

In-school suspension, generally a short-term suspension from class(es), may be used for students who commit minor violations against the Student Code of Conduct. In-school suspension may also be used to keep a student in school until a parent can be notified of a more serious violation against the *Student Code of Conduct*.

4. **Out of School Suspension**

Students will be suspended out of school for all major violations against the *Student Code of Conduct*, especially those involving violence, threats, defiance, extreme misbehavior, safety violations or substance abuse. Students may be suspended indefinitely and/or required to provide documentation that he/she has been assessed and determined not to be a risk to themselves or others.

5. **Expulsion**

Permanent removal of a student due to major infractions of the *Student Code of Conduct*, i.e., arson, sexual misconduct, possession of a weapon, etc. Although the principal and/or superintendent may recommend expulsion, only the Board of Education has the authority to expel a student.

**** Please refer to Board of Education Policy #4500 for full details regarding student conduct. ****

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ACADEMIC CONDUCT

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports and documentation of sources is expected. Academic integrity means representing oneself and one’s work honestly. Academic dishonesty will impact a student’s grade.

Cheating/Plagiarism:

Plagiarism is defined as presenting someone else’s words or ideas as your own. It is a form of stealing and is a serious offense. Students must credit their sources for any ideas that are not common knowledge and are not their own.

Consequence: failing grade on assignment to suspension, see Classroom Behavior

ARSON

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4500 apply. Under MCL.380.1308, local police must be notified.

Setting fire to or attempting to set fire to school/personal property. This includes persuading another to commit such an act.

Consequence: possible recommendation to the Superintendent

ASSAULT (Physical)

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply. Under MCL.380.1308 local police must be notified.

Physical assault means intentionally causing or attempting to cause physical harm to another through pre-meditated force or violence.

Consequence: Given the occurrence of the above, a student that commits physical assault against a district employee, volunteer or another student will be referred to the Superintendent/Board of Education for action. This

action may include suspension or expulsion. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to the students.

ASSAULT (Verbal, Written, Bomb Threat)

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply.

Verbal assault is defined as any intentional threat or offer to do bodily injury to another by force, whether oral or written, under circumstances that create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. This also includes bomb threats and any serious threat to school property or activities. Under MCL.380.1308, local police must be notified of bomb.

Consequence: Warning to referral to the Superintendent. Disabled students under IDEA or Section 504 shall be suspended only in accordance with Board Policy 2461 and Federal law due process rights appropriate to these students.

BEHAVIOR, Endangering

Conduct that threatens the health, life or safety of the school population.

Consequence: suspension and/or referral to superintendent

BEHAVIOR, Extreme

Behavior which is extremely inappropriate for the school setting or detrimental to the functioning of the school or school activities.

Consequence: detention to suspension

BEHAVIOR, Uncooperative

Unwillingness to carry out a reasonable request by school personnel.

Consequence: see Classroom Behavior

CAFETERIA ETIQUETTE

Students are assigned one lunch period. Lunches and all food and beverage items are to be consumed in the cafeteria only. Students may not leave school for lunch. Students are expected to maintain proper etiquette in food service lines and at the lunch tables and are to dispose of their trash in the proper waste receptacles.

Consequence: warning to suspension: loss of lunch room privileges.

CLASSROOM BEHAVIOR (3-Step Teacher Referral)

Students are expected to follow classroom guidelines for academic performance and conduct established by individual teachers. When a student violates these guidelines, the teacher will begin a three-step referral process on the student:

1st step: Teacher/student conference and a consequence may be issued.

2nd step: Teacher will contact the parent and a consequence will be issued. If a parent cannot be contacted, the teacher will document the attempt(s) made.

3rd step: Parent meeting with teacher and student.

* Note: If another violation occurs after parent/teacher meeting, student is referred for further action. (see below).

In addition, food and beverages are prohibited in classrooms. Water in a closed, clear plastic container may be consumed in classrooms at the discretion of the teacher. Beverages may not be consumed at any time in computer labs, auditorium, library, and other special use rooms. Water in a clear plastic container may be consumed in the gymnasium during events.

Consequence: in-school to out of school suspension

CLOSED CAMPUS

A student is not permitted to leave the school building without an out slip or permission from a building administrator. A student is not permitted to leave campus for the purpose of lunch.

Consequence: detention to suspension

DEFIANCE

Bold resistance to authority.

Consequence: detention to suspension

DRESS CODE

Research shows appropriately dressed students create a better learning and teaching environment. We believe that a great majority of students at Lake Shore take pride in good appearance and dress in a manner that reflects favorably upon their school, their class and themselves.

Sometimes, however, we find students improperly dressed for school. Therefore, the following guidelines (developed by a committee of students, parents, teachers, administrators, and Board of Education members) are meant to ensure that a student's attire does not interfere with the learning environment. Because the guidelines may not address all possible situations, the administration reserves the right to make final decisions (refer to Board of Education Policy #4511).

The Michigan School Code allows schools to set the standards for student dress and grooming. In the Lake Shore Public School District, specific applications of the dress code are dependent upon building environment, class requirements, and age and characteristics of the student. As such, specific guidelines may differ between the elementary, middle and high school dress codes.

- A. Students are expected to dress in a manner that will ensure a proper educational atmosphere and decency.
- B. A student's choice of clothing and accessories should be acceptable and safe for the school setting and activities in which students participate. Exceptions may be made for special events such as formal dances, extra-curricular events and athletic events.
- C. Students will be expected to follow these specific guidelines regarding dress:
 - 1. Head coverings are prohibited in school (hats, visors, hoods and bandanas) with consideration given for religious exceptions.
 - 2. Hairstyles that violate health or safety guidelines or are a distraction to the learning environment are prohibited.
 - 3. All shirts/tops must have sleeves and/or collars. Bottom of shirt must overlap top of pants and be able to be tucked into pants and stay in. (Examples of clothing that are prohibited are: tank tops, halter-tops, tops with spaghetti straps, and tops that expose the midriff.)
 - 4. The length of shorts, skirts, and dresses must be to the top of the knee or longer.
 - 5. Pants must be worn at the waist at all times.

6. Coats (outerwear) are not to be worn in the classroom. Should there be a situation that may warrant the wearing of a coat, the discretion is left with each individual classroom teacher (Outerwear is clothing designed to be worn out of doors).
7. Shoes must be worn on school property. In-line skates, skate shoes, or slippers may not be worn in school
8. Spandex clothing is prohibited.
9. Pajamas are prohibited.
10. Clothing that encourages, supports or emphasizes improper behavior or the use of illegal drugs, alcohol or chemical substances is prohibited.
11. Clothing with sexual connotations or inappropriate language/graphics, including those of an intimidating or hostile nature with respect to race, gender, religion, color, creed, or disability is prohibited.
12. Students will not be permitted to wear gang related clothing.
13. Piercing will be allowed in accordance with health and safety concerns (gym, shop classes, etc.)
14. Accessories that may be a health or safety hazard may not be worn in school. Accessories that may be used as weapons are prohibited. For example, wallet chains are prohibited.
15. Attire must not reveal undergarments or be too revealing. (Examples of clothing that are prohibited are: clothing that is see-through or has holes, contains a low neckline or exposes the midriff.) Jeans that have holes below the knee are allowed. Leggings are considered undergarments and may not be worn as pants.

Consequence:

1st offense: Warning up to detention will be issued and, if necessary, the student will be sent home to change into appropriate

attire after a parent has been notified. If a parent cannot be notified, the student will remain in the office.

2nd offense: In addition to the above, one day in school suspension will be issued.

3rd offense: Two day in school suspension.

ELECTRONIC DEVICES

Students may be in possession of electronic devices. So as not to interfere with the education process, students in possession of a device must adhere to the following guidelines while in the school building or during school hours. Under certain circumstances, teachers may give permission for use of these devices as the classroom curriculum allows. Students who use electronic devices to disrupt the educational process (ex. Bullying, threats, cheating, causing tardiness) will be subject to disciplinary consequences. The only exception to these procedures is in the case of a bona fide health or safety emergency.

Consequence: Confiscation of the device, returned to the student for the 1st offense, parent/guardian notification. Further consequences will require parents/guardian pick-up, with detention to suspension possible for habitual offenders.

EXTORTION

The forcing of a student or staff member to surrender money or property or to pursue a course of action by use of intimidation, threat of physical violence or misuse of authority.

Consequence: suspension to referral to the Superintendent

FAILURE TO SERVE DETENTION

Consequence: referral to assistant principal, possible suspension

FALSE ALARMS (Emergency, Fire)

Consequence: suspension to referral to Superintendent and involvement with the St. Clair Shores Fire Department

FIGHTING (Inciting, Planning, Engaging in)

The act of engaging in hostile physical contact with another individual while on school property and/or at any school sponsored activity.

Consequence: suspension to referral to Superintendent

Inciting/Planning a fight that occurs on school property or at a school sponsored activity.

Consequence: suspension to referral to Superintendent

FIREWORKS/SMOKE BOMBS, ETC.

Possession and/or use of fireworks, smoke bombs, stink bombs, pepper spray, mace, etc., on school property at any time are prohibited.

Consequence: suspension to referral to Superintendent

FORGERY

The act of fraudulently using, in writing or verbally, the name of another person or falsifying times, dates, grade, address, absences, or other data pertaining to school.

Consequence: warning to suspension

GAMBLING

Games of chance for money or sports betting on school property.

Consequence: warning to suspension

GANG ACTIVITIES

Use of gang signs, wearing of gang clothing or symbols and recruiting of gang members.

Consequence: warning to suspension and/or referral to Superintendent

HABITUAL DISREGARD OF SCHOOL GUIDELINES/AUTHORITY

The high school administration determines the point at which the student reaches the category "Habitual Disregard for School Guidelines/Authority" and at what point the student is referred to the superintendent; this decision is based on the types and number of infractions against the *Student Code of Conduct*.

Consequence: suspension; behavior contract and/or referral to the Superintendent

HARASSMENT/INTIMIDATION/BULLYING

Any action that harasses or threatens a student or staff member, such as bullying, hazing, intimidation etc., is prohibited. These actions include words, written or verbal, gestures, or any other behavior that causes another student to question their safety or security.

Consequence: detention to suspension, referral to Superintendent

SEXUAL HARASSMENT

Harassment of student (s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The District will not tolerate sexual or other types of harassment. This includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment shall also include speech or any action that creates a hostile, intimidating, or offensive learning environment. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the building administrator. The privacy of the charging party and the person accused will be kept confidential.

Consequence: suspension to referral to the Superintendent

LANGUAGE/GESTURES (Abusive, Disrespectful, Profane)

Language or gestures that are rude, demeaning, abusive, degrading, profane or disrespectful directed toward a student or staff member.

Consequence: detention to suspension

LEAVING CLASS WITHOUT PERMISSION

Students may not leave class prior to receiving teacher permission.

Consequence: see Classroom Behavior and Attendance Policy

LOITERING

Violations of city ordinances on loitering include being in an unauthorized place on school grounds, aimlessly lingering in any Lake Shore district school building or property, being on school property without proper permission during an assigned suspension from school.

Consequence: potential police contact, detention to suspension; please see Attendance Policy

MISCONDUCT

Misconduct is any conduct that may not be covered by any other category in the Student Code of Conduct.

Consequence: Depending on the severity of the conduct and the number of infractions against the Student Code of Conduct, the student may be issued anything from a warning to a referral to the Superintendent.

OBSCENITIES (Gestures, Language, Pictures, Sounds)

Consequence: see Classroom Behavior

PANHANDLING/SPARE CHANGING

The forcing of a student or staff member to surrender money, property, or to pursue a course of action, by use of intimidation, threat of physical violence or misuse of authority.

Consequence: detention to suspension

PARKING LOTS

11th and 12th grade students with a valid driver's license and vehicle insurance may register their car in the main office. 10th graders may purchase a parking tag starting November 1st of the school year. Parking passes must be purchased annually and the parking pass must be displayed in the vehicle's designated area. Students are not permitted to park in the faculty/visitor parking lot or on 13 Mile in front of the building. Students should not be picked up or dropped off in the faculty lot or at the faculty entrance to the building. Students must park in their designated spot and display their parking pass in the vehicle's designated area. Parking fees are \$15 for school year. Parking is a privilege, and parking registration will be closed for the school year when all numbered spots have been sold.

Consequence: warning to suspension; potential loss of parking and driving privileges, and/or removal of vehicle at owner's expense

Hazardous driving which may include, but is not limited to, speeding, hood surfing, failure to heed posted signs.

Consequence: detention to suspension; potential police contact

PASSES (Misuse, Abuse)

Students' academic achievements are closely related to being in class and on time for each class. Students are expected to bring books, assignments and other necessary materials to class, including the Student Agenda Book. When a staff member's signature and time are entered for the appropriate date, the Student Agenda Book becomes the hall pass. A pass may be issued, at the discretion of the classroom teacher, to students for emergency reasons only. A pass may not be abused or misused. **Student must be wearing ID also.**

Consequence: warning to detention; possible loss of privilege

PRANKS/PRACTICAL JOKES

A prank or practical joke is any act that may result in harm or potential harm to a person or school property and/or cause disruption to the educational process.

Consequence: warning to suspension to referral to the Superintendent

SEXUAL ASSAULT

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4500 apply. Under MCL.380.1308, criminal sexual assault must be reported to local police.

Consequence: possible recommendation to the Superintendent and School Board for expulsion

SLANDER

False statement that deliberately does harm to another's reputation.

Consequence: detention to suspension

SLURS (Disability, Ethnic, Racial, Religious, Sexual Orientation)

Consequence: detention to suspension

STUDENT ID

Students will be issued a picture ID at the beginning of each school year. This ID may be required for entrance into school-sponsored activities, for purchases in the cafeteria, and for checking out books from the media center. Students are required to wear their ID cards at all times, including lunch, and be worn with a breakaway lanyard. The ID is to face the front, and may not be defaced. The ID must be visible and not tucked inside clothing. Replacement ID cards are available through the Assistant Principal Office for a cost of \$3.00/\$5.00 for special off-campus IDs.

Consequence: warning to suspension

SUBSTANCE ABUSE/MISUSE

The possession, use or sale of anabolic steroids, illegal or controlled substances and their "look-alikes", the equipment or devices utilized in the preparation or use of controlled substances, and/or alcoholic beverages, including "non alcoholic" beverages, and also product misuse which can result in intoxicating effects (example: inhaling glue or

aerosol can contents) on school property, in school owned vehicles or at school sponsored activities is prohibited.

Attendance at school sponsored activities following consumption of alcoholic beverages, illegal drugs or product misuse which can result in intoxicating effects/mood altering is prohibited. Under MCL.380.1308, local police must be notified.

Consequence: suspension; potential referral to the Superintendent

TARDINESS

The staff of Lake Shore High School believes in the importance of staff and students being on time for all classes. Please refer to Tardy Policy.

Consequence: Warning to suspension

TAUNTING/TEASING/SPREADING RUMORS

Name calling, mocking, inappropriate comments directed to or about other students.

Consequence: warning to suspension

TECHNOLOGY (Misuse, Abuse)

Tampering with, altering school records, misuse of school computers which includes Internet and Network programs, files or equipment, as well as misuse or inappropriate use of technology, such as digital cameras, video equipment, etc. (See Acceptable Use Policy which all students are required to sign.)

Consequence: potential loss of privileges and detention up to suspension with restitution where necessary, and possible referral to Superintendent

THEFT/ROBBERY

Under MCL.380.1308, theft over \$100 will be reported to local police.

Consequence: restitution and suspension; potential referral to the Superintendent

TOBACCO (Possession, Use)

Students, regardless of age, may not smoke tobacco or use smokeless tobacco products while on school property, in school owned vehicles or

at school sponsored activities as mandated by Michigan Youth Tobacco Act/Public Act 140. Under MCL.380.1308, local police must be notified.

Consequence: warning to suspension and/or ticket issued

TRANSPORTATION/OFF CAMPUS DRIVING

The School District strongly recommends that all students take advantage of District provided transportation. However, students may drive to and from their off campus class if (a) a student has a valid driver's license, (b) a student has access to a reliable automobile, (c) the vehicle is fully insured for personal injury and property damage, and (d) a student adheres to the following rules and regulations:

- A. A student may not transport another student during school hours.
- B. A student may not ride with another student during school hours.
- C. Students must have their vehicle registered at Lake Shore High School and prominently display their parking permit.
- D. A parent/guardian and the student must sign a consent form to be filed in the office.

Consequence: detention to suspension; potential loss of driving privileges

TRUANCY

Truancy is the act of unauthorized absence from school or classes for a specified period, as outlined in the attendance policy. Students who are under the age of 16 and are truant will be reported to the County attendance office for further action that may include prosecution.

Consequence: detention to suspension

VANDALISM

Vandalism is the willful or malicious destruction, damage, injury, disfigurement or defacement of school or personal property. Under MCL.380.1308, vandalism over \$100 must be reported to local police.

Consequence: restitution and suspension; potential referral to the Superintendent

WEAPONS/EXPLOSIVES

State of Michigan General School Laws MCL.380.1311 and M.380.1313 and Board of Education Policy 4500 apply.

Possession of a dangerous weapon, explosives or facsimiles of weapons in a school building or on school grounds at any time is prohibited. Under MCL.380.1308, local police must be notified.

Consequence: suspension; recommendation to the Superintendent

Possession of weapons not meeting State of Michigan General School Laws (small pocket knives, sticks, paddles, etc.) is prohibited on school grounds or in school buildings at all times.

Consequence: suspension; potential referral to the Superintendent

When staff, students and families work together, a positive and productive learning environment is established at Lake Shore High School. The Code of Conduct establishes the level of behavior expected for all, so that we have the best possible school where successes and achievement are reached through cooperation, courtesy and respect. Please review this Student Handbook at the beginning of the year and keep it in a safe place where it can be referenced if necessary. Should you have any questions, concerns or suggestions, please contact the main office at 285-8900.