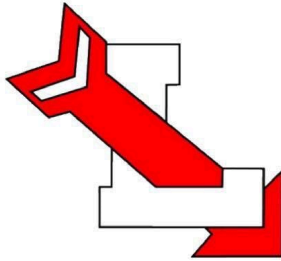




Lowell High School



Student Handbook 2024-2025

Lowell High School
11700 Vergennes Road
Lowell MI 49331

LOWELL AREA SCHOOLS THEORY OF ACTION STATEMENT

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!

LOWELL HIGH SCHOOL MISSION STATEMENT

It is the mission of LHS to prepare all students for a dynamic and diverse society through knowledge attainment, skill acquisition, and character development.

LOWELL HIGH SCHOOL GUIDING PRINCIPLES

Do what's right.
Own your mistakes.
Take care of each other.

Learners today. Leaders tomorrow. Red Arrows for life.

BUILDING INFORMATION AND INSTRUCTIONAL SCHEDULES

Central Office Administration

Mr. Nate Fowler, Superintendent
Mr. Dan VanderMuelen, Curriculum Director
Mrs. Sonia Hodge, Chief Financial Officer
Mr. Dustin Cichocki, Director of Human Resources
Mrs. Liz McCall, Director of Special Education

High School Administration

Mr. Stephen Gough, Principal
Mr. Patrick Russell, Assistant Principal/Athletic Director
Mr. Jacob Stortheide, Assistant Principal
Mrs. Jennifer Manion, Dean of Students/Freshman Center Coordinator

Student Services

Mr. RJ Boudro, Counselor A – G
Mrs. Tory Parsons, Counselor H – Pe
Mrs. Trisha Wallace, Counselor Ph - Z
Ms. Dayna Bosma, Student Support Interventionist
Mr. Matt Dood, Campus Security Coordinator

LHS Contact Information

(616) 987-2900 **Main Office**
(616) 987-2950 **Freshman Office**
(616) 987-2907 **Athletic Office**
(616) 987-2908 **Counseling Office**
(616) 987-2925 **Attendance Hotline**
(616) 987-2911 **Main Office Fax**

SCHOOL INFORMATION

School Colors: Red/White
Enrollment: 1066 - Class A
Faculty: 63 certified teachers
(over 65% with Masters Degrees)
Conference: [River Cities Alliance](#)
Conference Teams: Allendale, Cedar Springs, Coopersville, Greenville, Kenowa Hills, Sparta

“Go Arrows”

Go Red Arrows - Lowell Red Arrows
It's not hard to see
That the Red Arrows - Lowell Red Arrows
Will bring home the Victory
You know that everyone here will Stand up and Cheer
For everybody knows
It's a V-I-C-T-O-R-Y for the Red Arrows!

Non-Flex Day Schedule

Period 1 7:40-9:00 am (80 minutes) <i>Pledge of Allegiance at the beginning of class. RAR from 8:50-9:00 am. 2nd Session KCTC students leave 1st period at 8:45 to catch the KCTC bus.</i>		
<i>Passing 9:00-9:06 am (6 minutes)</i>		
Period 2 9:06-10:15 am (69 minutes) <i>1st Session KCTC students report to the library upon returning to the building until 3rd period begins.</i>		
A Lunch 10:15-10:45 am (30 minutes) <i>*Passing time after lunch 10:45-10:51am</i>	<i>Passing 10:15-10:21 am (6 minutes)</i>	
	Period 3 (Split) 10:21-10:55 am (34 minutes)	Period 3 10:21-11:30 am (69 minutes)
Period 3 10:51-12:00 pm (69 minutes)	B Lunch 10:55-11:25 am (30 minutes)	<i>3rd Session KCTC students dismissed for lunch at 11:25 - leave for KCTC at 11:35.</i>
	Period 3 (Split) 11:25-12:00 pm (35 minutes)	C Lunch 11:30-12:00 pm (30 minutes) <i>2nd Session KCTC students leave KCTC early in order to return for lunch by 11:40.</i>
<i>Passing 12:00-12:06 pm (6 minutes)</i>		
Period 4 12:06-1:15 pm (69 minutes)		
<i>Passing 1:15-1:21 pm (6 minutes)</i>		
Period 5 1:21-2:30 pm (69 minutes)		
Dismissal 2:30 pm		

KCTC Transportation Schedule

- Session 1 6:55 a.m. - 9:10 a.m. (leave LHS 6:10 a.m.- return 9:40 a.m.)
- Session 2 9:15 a.m. - 11:30 a.m. (leave LHS 8:50 a.m. - return 11:40 a.m.)
- Session 3 12:00 p.m. - 2:15 p.m. (leave LHS 11:35 a.m. - return 2:25 p.m.)

Academic Flex Day Schedule

Period 1 7:40-8:44 am (64 minutes) <i>Pledge of Allegiance at the beginning of class. No RAR.</i>		
<i>Passing 8:44-8:50 am (6 minutes)</i>		
Period 2 8:50-9:54 am (64 minutes) <i>1st Session KCTC students report to the library upon returning to the building until 3rd period begins.</i>		
A Lunch 9:54-10:24 am (30 minutes) <i>*Passing time after lunch 10:24-10:30 am</i>	<i>Passing 9:54-10:00 am (6 minutes)</i>	
	Period 3 (Split) 10:00-10:31 am (31 minutes)	Period 3 10:00-11:04 am (64 minutes)
Period 3 10:30-11:34 am (64 minutes)	B Lunch 10:31-11:01 am (30 minutes)	
	Period 3 (Split) 11:01-11:34 am (33 minutes)	C Lunch 11:04-11:34 am (30 minutes) <i>2nd Session KCTC students have lunch during Flex Time 11:40-12:10 pm.</i>
<i>Passing 11:34-11:40 am (6 minutes)</i>		
Academic Flex Time 11:40-12:10 pm (30 minutes)		
<i>Passing 12:10-12:16 pm (6 minutes)</i>		
Period 4 12:16-1:20 pm (64 minutes)		
<i>Passing 1:20-1:26 pm (6 minutes)</i>		
Period 5 1:26-2:30 pm (64 minutes)		
Dismissal 2:30 pm		

½ Day Schedule

<p>Period 1 7:40-8:14 am (34 minutes) <i>Pledge of Allegiance at the beginning of class. No RAR.</i> <i>First session KCTC who have their own transportation may come in at 8:53 am.</i> <i>First session KCTC students who are in the building during 1st period should report to the library.</i></p>
<p><i>Passing 8:14-8:20 am (6 minutes)</i></p>
<p>Period 2 8:20-8:53 am (33 minutes) <i>1st and 2nd Session KCTC students report to the library for 2nd period.</i></p>
<p><i>Passing 8:53-8:59 am (6 minutes)</i></p>
<p>Period 3 8:59-9:32 am (33 minutes) <i>2nd Session KCTC students report to the library for 2nd period.</i></p>
<p><i>Passing 9:32-9:38 am (6 minutes)</i></p>
<p>Period 4 9:38-10:11 am (33 minutes) <i>3rd Session KCTC students who have their own transportation may leave after 3rd period.</i> <i>3rd Session KCTC students who are in the building report to the library for 4th period.</i></p>
<p><i>Passing 10:11-10:17 am (6 minutes)</i></p>
<p>Period 5 10:17-10:50 am (33 minutes) <i>3rd Session KCTC students who are in the building report to the library for 5th period.</i></p>
<p>Dismissal 10:50 am</p>

No KCTC/ISD Transportation.

We do not provide transportation to the ISD on scheduled ½ days. Students who attend KCTC and other ISD programs are expected to be in attendance for their assigned LHS classes on ½ days based on the schedule above and are excused from KCTC. KCTC students should report to the library when not scheduled for an LHS class.

2 Hour Delay Schedule

NO 1ST OR 2ND SESSION KCTC WHEN WE HAVE A 2 HOUR DELAY.
3rd Session KCTC students miss 3rd Period, take A lunch, and leave for KCTC at 11:35.

Period 1 9:40-10:28 am (48 minutes) <i>Pledge of Allegiance at the beginning of class. No RAR.</i> <i>First session KCTC who have their own transportation may come in at 10:33.</i> <i>First session KCTC students who are in the building during 1st period should report to the library.</i>		
<i>Passing 10:28-10:33 am (5 minutes)</i>		
Period 2 10:33-11:21 am (48 minutes) <i>First and second session KCTC students report to the library.</i>		
A Lunch 11:21-11:51 am (30 minutes) <i>*Passing time after lunch 10:45-10:51am</i>	<i>Passing 11:21-11:26 am (5 minutes)</i>	
	Period 3 (Split) 11:26-11:50 am (24 minutes)	Period 3 11:26-12:14 pm (48 minutes)
Period 3 11:56-12:44 pm (48 minutes)	B Lunch 11:50-12:20 pm (30 minutes)	
	Period 3 (Split) 12:20-12:44 pm (24 minutes)	C Lunch 12:14-12:44 pm (30 minutes)
<i>Passing 12:44-12:49 pm (5 minutes)</i>		
Period 4 12:49-1:37 pm (48 minutes)		
<i>Passing 1:37-1:42 pm (5 minutes)</i>		
Period 5 1:42-2:30 pm (48 minutes)		
Dismissal 2:30 pm		

KCTC Transportation Schedule

Session 1 No KCTC due to 2 hour delay.

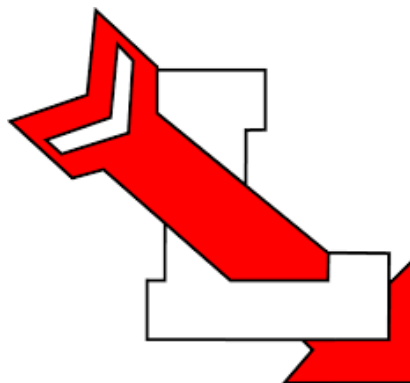
Session 2 No KCTC due to 2 hour delay.

Session 3 12:00 p.m. – 2:15 p.m. (leave LHS 11:35 a.m. – return 2:25 p.m.)

TABLE OF CONTENTS

<u>BUILDING INFORMATION AND SCHEDULES</u> (1-9)	
Mission/Vision/Guiding Principles.....1	Non-Flex Day Schedule.....3
Central Office/High School Admin.....2	Flex Day Schedule.....4
Student Services.....2	½ Day Schedule.....5
LHS Contact Information.....2	2 Hour Delay Schedule.....6
LHS School Information.....2	Introduction.....9
<u>RIGHTS, RESPONSIBILITIES AND LIMITATIONS</u> (9-14)	
Rights With Responsibilities.....9	Sexual Harassment.....12
Freedom of Speech & Assembly.....10	Civil Rights Policy Statement.....12
Freedom to Publish.....10	Access of Records.....12
Search and Seizure.....11	
<u>ACADEMIC PLANNING, GUIDELINES AND PROCEDURES</u> (14-22)	
The Counseling Office.....14	Grade Appeal Process.....18
Adding/Dropping Classes.....14	Grade/Promotion/Placement.....19
Class Ranking.....14	Graduation.....19
Course Enrollment.....15	Honor Roll.....20
Course Selection.....15	College Athletic Eligibility.....20
Credit.....15	Incomplete Grade Policy.....20
Credit Definition.....15	Outside Credit.....20
Credit/No Credit.....15	Pupil Information/Change of Address.....20
Earning Credit.....16	Schedule Changes.....21
Educational Development Plans.....16	Repeating Courses.....21
Exams.....16	Senior Status Requirement.....21
Graduation Requirements.....17	Transfer Students.....21
Grade Point Averages (GPA).....18	Exit/Withdrawal Procedures.....22
AP Grading Scale.....18	Transcripts.....22
Online AP Classes.....18	
<u>ADDITIONAL OPPORTUNITIES</u> (22-24)	
Articulation.....22	Launch U.....23
Clubs and Organizations.....22	Michigan Virtual High School.....23
Dual Enrollment.....22	Online Grade Policy.....23
Kent Career/Technical Center.....23	Testing Out.....24
<u>ADMINISTRATIVE GUIDELINES AND PROCEDURES</u> (25-34)	
Accidents/Injuries.....25	Dress Code.....29
Assemblies and Special Programs.....25	Elevator.....29
Backpacks.....25	Emergency Procedures.....29
Breathalyzer.....25	Medication.....31
Cell Phones/Electronic Devices.....25	Security Cameras.....32
Closed Campus.....26	Student Parking/Driving.....32
Dance Guidelines.....27	Visitors.....34
Dance Expectations.....27	Work Permits.....34

<u>ATTENDANCE GUIDELINES AND PROCEDURES</u> (35-40)	
Attendance Philosophy.....35	Attendance Appeal Process.....38
Residency.....35	Notification To Parents/Guardians.....38
Absence Reporting Procedure.....35	Truancy/Chronic Absenteeism.....38
Sign In/Sign Out Procedures.....35	Family Vacations.....39
Age of Majority.....36	Homework Guidelines.....39
Absences.....36	Tardy Philosophy.....39
Absence Limit.....37	Tardy Procedure.....40
Procedure To Make Up Missed Time.....37	
<u>DISCIPLINE GUIDELINES AND PROCEDURES</u> (41-44)	
Suspensions.....41	Appeals Procedure.....42
Suspensions Pending Expulsion Hearing ..41	Detention and Saturday School.....42
Suspension/Expulsions of Students With Disability...41	Bus Rules and Regulations.....43
Procedural Safeguards.....41	Bus Tickets.....44
<u>STUDENT CODE OF CONDUCT</u> (45-56)	
Types of Infractions.....45	Harassment.....53
Bullying and Other Aggressive Behavior..52	Hazing.....54
Criminal Acts.....53	Incorrigibility/Persistent Disobedience....55
Definition of Gang and Gang Activity.....53	Weapon-Free School Zone.....55
Definition of Possession.....53	Positive Behavior Intervention/Support...55
Due Process.....53	PBIS Matrix.....55
<u>POINTS OF INTEREST</u> (57-60)	
Care of Building/Grounds.....57	Lost and Found.....58
Food Service Charge Policy.....57	Money and Valuables.....58
Identification Cards.....57	Concussion Information.....58
Lockers.....57	
<u>MEDIA CENTER/LIBRARY SERVICES</u> (61-64)	
<u>GRIEVANCE PROCEDURES</u> (65-67)	



INTRODUCTION

Welcome to Lowell High School! All members of the staff are excited to have you as a member of our school community and we will do our best to help make your experience here as productive and successful as you wish to make it.

The ultimate purpose of education is to help the student become an effective citizen, and to develop and accept the responsibilities and obligations of good citizenship so as to participate successfully in the world of tomorrow. We hope that students will participate in many activities and find those aspects within our school that will prepare them to live a better life. Success in school is directly related to individual efforts and attitude. The more students put into it, the more they will get out of it. **Students are responsible for familiarizing themselves with the contents of this handbook and are expected to conduct themselves accordingly.** Students should also review the handbook with their parents and guardians.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

RIGHTS WITH RESPONSIBILITIES

A primary responsibility of the schools of Lowell and their professional staff shall be the development of an understanding and appreciation for the representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community, and the rules and regulations of a school are the laws and norms of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws and norms of the community. Compliance with these standards of conduct is considered mandatory.

Court decisions have indicated that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments, and these rights may not be abridged, obstructed, or in other ways altered, except in accordance with due process of law. In order to effectively regulate First Amendment rights, school authorities must show that the failure to regulate would create a material and substantial disruption of school work and discipline and/or the regulation that exists is a reasonable regulation necessary to preserve an environment conducive to learning.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized by statute to suspend students for cause. The following rules, regulations, and due process procedures statements are designed to protect all members of the educational community in the exercise of their rights and duties.

Nothing in this statement of student rights shall be held to limit the due process rights of educators or non-certified school employees nor their use of the recognized or established District grievance procedures.

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school property may function only as a part of the formal educational process or as authorized by the administration.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is unacceptable and prohibited.

FREEDOM TO PUBLISH

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.

Students who edit, publish, or distribute handwritten, printed, or duplicated materials among their fellow students within the schools must assume responsibility for the content of such publications. Libel, obscenity, and personal attacks are prohibited in all publications.

Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places as designated by school authorities.

The distribution by students in school buildings or on school property of unlawful or political material whose content reflects the special interests of political candidates or political organizations are prohibited.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students, or the person or property, including vehicles, of a student, in accordance with the following policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or other prohibited materials may be present in a school. This means of detection shall be used only to determine the presence of drugs or other prohibited materials in locker areas and other places in the school where such materials could be concealed. Canine detection must be conducted in collaboration with and in the presence of law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal or designee. S/he shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal/

designee in the presence of the student and a staff member other than the principal/designee. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Search of a student's person or personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal/designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal/designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

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.

CIVIL RIGHTS POLICY STATEMENT

It is the policy of the Lowell Area Schools that no person shall be discriminated on the basis of race, religion, color, national origin or ancestry, sex, age or disability, weight or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the district, including employment. Upon request to the Principal, the District shall make reasonable accommodation for a disabled person to be able to participate in any activity.

NOTICE OF RIGHT TO ACCESS & PRIVACY OF RECORDS

No Child Left Behind (Section 9528) requires student directory information be made available to military recruiters and institutions of higher education. Under the family Education Rights and Privacy Act (FERPA), a student or his/her parents may request that information not be released without prior written consent.

FERPA Requirements: Lowell Area Schools may disclose, without consent, "directory" information defined as a student's name, grade level, address, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a newsletter, student handbook, or newspaper article) is left to the discretion of each school. Because of the difficulty of keeping a multitude of mailing lists, most schools will honor a parent or student's blocking request by blocking the release to any and all requesters. Parents and students will thus need to know if blocking the release of information for one purpose will result in a student's information being blocked for all purposes. To make this request, please contact the main office in order to opt out of directory information release.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding the records kept on the students by public schools. These rights are governed by the Family Education Rights and Privacy Act of 1974. These rights include:

1. The right to examine the student's records. You can make a request for inspection by calling the school where your son or daughter is enrolled.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
3. The right to have records that personally refer to a student kept confidential, except either by consent of the parent/student, or when being used by school personnel for school business.
4. The following information will be made available for publication in directories and sports programs:
 - a. Name, address, telephone number
 - b. Date and place of birth
 - c. Participation in school activities
 - d. Dates of school attendance
 - e. Honors and awards
 - f. Other similar information, such as height, weight, honor roll members and other information generally found in yearbooks.
 - g. If a parent/student does not wish this information to be available for publication, notice must be given to the Superintendent's Office.
5. The right to protest: Contact The Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 200 Independent Ave., SW, Washington, D.C. 20201, if the school is not complying with the Family Rights and Privacy Act or the Department of Health and Human Services rules.

ACADEMIC PLANNING, GUIDELINES, AND PROCEDURES

THE COUNSELING OFFICE

The Counseling Office of Lowell High School exists to help students, teachers, and parents. They provide a comprehensive counseling curriculum which includes responsive services, individual planning, systems support, and a guidance curriculum. The guidance curriculum aims to assist students with academic development, personal/social development, and career development. Our goal is to provide assistance to students so they can achieve at their full academic potential. Parents and/or students should feel free to contact the counselors about academic concerns, personal concerns, post-secondary plans or career goals. The curriculum guide and additional information can be found at www.redarrowcounseling.com. All students have an assigned counselor but should feel free to talk with any of the counselors.

Students are encouraged to make use of the extensive services provided. Appointments are made by making an appointment online at www.redarrowcounseling.com. Each year every student will see his/her counselor for course selection and planning. These meetings are an important planning tool for the student. Each year the following will be reviewed:

1. List all course work completed in high school.
2. List all courses planned to be taken.
3. List all credits earned toward graduation.
4. Career pathways and EDPs.

It is important for students to have this information available. Students will be better prepared for college or for work if they have made a logical plan with their counselor. These plans are used by the school to establish course offerings for the following year.

ADDING/DROPPING CLASSES

Students who drop a course after the 2nd week will show an "E" on their permanent record. Requests to add or drop a class must be completed during the deadline dates set up by the administration and the Counseling Office. Students will need to fill out a change form from the Counseling Office. Changes occurring after this deadline will require administrative approval.

Students who enroll in an AP class are expected to complete all three trimesters of the course. If a student requests an AP class, they will not be allowed to drop that class. Exceptions will only be made with consultation of parent, counselor, and teacher and with administrative approval.

CLASS RANKING

Cumulative grade point average (GPA) is the means by which students are ranked academically in their graduating class. To be ranked with their class students must have a letter grade in at least 50% of their classes. Students with a GPA of 3.95 or higher (Summa Cum Laude), students with a 3.75 or higher (Magna

Cum Laude) and students with a 3.50 or higher (Cum Laude) will be recognized as honor students. In order to be ranked for Valedictorian or Salutatorian students must have attended Lowell High School from the beginning of the Junior year. Students who have displayed a lack of academic integrity, by cheating on an assessment, paper or project, may forgo their opportunity to be considered for honor graduate status, regardless of their cumulative grade point average.

COURSE ENROLLMENT

Each grade level has specific required classes that must be taken during that grade level.

- All students are required to take a minimum of five classes (2.5 credits) each trimester for twelve trimesters
- An exception would be granted to students who are eligible for the dual enrollment option and take college course(s) along with the required high school courses.
- Kent Career/Technical Center students must be enrolled in a minimum of three classes at Lowell High School per trimester. Students must attend on a regular basis in accordance with the LHS Attendance Policy.

Any exceptions to this policy will be considered on an individual basis and must be approved by the Administration and Counseling Department. See the Student Handbook for more information.

COURSE SELECTION

Students should discuss career plans and course requests with counselors, parents, and teachers before filling out course registration materials. Please choose all courses, including alternates, with great care and deliberation. Students cannot choose teachers or periods of the day.

CREDIT

A student must receive at least sixty percent (60%) in a course in order to receive credit. Final Exams are a requirement in all courses. Each passed class earns .5 credit.

CREDIT DEFINITION

Students will receive .5 credit for every course successfully completed each trimester unless it is a repeat of a course already passed. Required courses must be passed or repeated until a passing grade is earned.

CREDIT/NO CREDIT

All students will earn a letter grade for courses enrolled in at the high school. Exceptions will only be allowed for extenuating circumstances such as illness, English language deficiencies, other unforeseen issues or a disadvantageous circumstance. Exceptions must be approved by the counselor and principal.

EARNING CREDIT

At the beginning of each course the teacher will give students a syllabus which will explain the expectations and requirements of the course. In order to receive a passing grade and earn credit for any class at Lowell High School, students must meet attendance requirements and satisfactorily complete all course requirements (i.e. research papers, book reports, tests, exams, etc.)

Students must pass at least sixty percent (60%) of a trimester to receive credit for the class. Failure to pass sixty percent (60%) of the trimester will result in a trimester grade of an "E". The trimester grade will be computed by the percentage earned from the trimester plus the final exam. Each grade will be calculated into the student's cumulative GPA and earned credits which appear on the student transcript.

EDUCATIONAL DEVELOPMENT PLANS (EDP)

An Educational Development Plan (EDP) is a plan of action in which students identify/record career goals and an educational pathway to achieve objectives. The purpose of the EDP is to assist students in developing an on-going record of career planning that will guide them in taking effective steps to enter or to advance in careers of choice.

EXAMS

Cumulative exams are generally administered at the end of each term in order to verify student learning. Teachers may implement a classroom level **exam grade waiver** procedure to encourage appropriate academic engagement and support students who have demonstrated **excellent attendance, behavior, and academic performance** (e.g., B or better in the class, all homework completed, and 90%+ attendance). **To qualify for the exam grade waiver, a student must report to class on the day of the exam and take the final exam for the course.** If the exam grade benefits the student, it will be recorded and counted toward the student's course grade. If the exam grade does not benefit the student, the exam grade will be waived. Implementation of this procedure is at the discretion of the classroom teacher and should be outlined at the beginning of the term through the course syllabus.



**LOWELL
RED ARROWS**

GRADUATION REQUIREMENTS

REQUIRED COURSES	REQUIRED CREDITS
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	.5 credit
Computer 1	.5 credit
Physical Education	1 credit
Fine Arts	1 credit
World Language	2 credits
TOTAL REQUIRED CREDITS	19 credits
ELECTIVE CREDITS	9 credits
TOTAL REQUIRED CREDITS FOR GRADUATION	28 credits

- It is the responsibility of the students to make sure that they enroll in and pass all required classes to meet graduation requirements.
- Students must successfully complete four years of high school attendance unless approved for early graduation **AND** earn twenty-eight credits to graduate.
- Students must complete CPR training prior to graduation.
- Graduation from Lowell High School implies that students have satisfactorily completed an approved course of study and that they have satisfactorily passed any examinations and/or other requirements established by the school district.
- **Students who take four years of marching band may waive the one-year physical education requirement.**
- *To receive a LHS diploma, students must be attending full time for the year prior to graduation.*
- Foreign exchange students **do not** graduate from LHS, nor are they ranked with their class. Exchange students **may** participate in the Graduation Commencement Ceremony if recommended by the counseling office and approved by the principal.
- Transfer students from non-accredited institutions may be required to pass competency exams, at the discretion of the school, to be eligible for a diploma from Lowell High School.
- Students transferring from homeschool will receive LHS credit only if the credit comes from an accredited homeschool program.
- Students are required to be enrolled in and to regularly attend five (5) classes (or the equivalent of 5 classes for those participating in cooperative programs) each trimester.
- Under extenuating circumstances, a student may appeal to the Principal to graduate early. In applying for such a waiver, the student and parent shall consult the high school administrative and/or guidance personnel in order to develop a graduation plan. The student shall request permission in writing to the Principal for early graduation with reasons supporting the request and the proposed graduation plan. The request shall be submitted prior to the beginning of the student's anticipated final year of high school.

- Students may transfer to LHS a maximum of seven and a half (7.5) credits per year, earned from an accredited high school, to count towards LHS graduation.
- Correspondence or on-line courses from accredited schools require permission of the high school principal or counselor in order to be considered for high school credit.
- Students must participate in any required State of Michigan tests and assessment programs as part of their graduation requirements.

GRADE POINT AVERAGES (GPA)

Grade Point Averages will be computed by the following point value, except for AP Courses (see course curriculum guide). This will be done by the computer in the Student Service Center.

GRADE	PERCENT	GPA VALUE	GRADE	PERCENT	GPA VALUE
A	95-100	4.00	C	73-76	2.00
A-	90-94	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.00	D	63-66	1.00
B-	80-82	2.67	D-	60-62	0.67
C+	77-79	2.33	E	0-59	0.00

AP GRADING SCALE

Students who successfully complete an AP course will have their final grades increased by one full point. If a student drops an AP course after completion of the 1st or 2nd trimester, the student will still receive the one full point increase.

ONLINE AP CLASSES

Students taking AP classes online will not receive the weighted grade. These grades will be based on a 4.0 scale.

GRADE APPEAL PROCESS

In the event that a student and parent/guardian feel that a mistake has been made or there is some justifiable reason why the student's final grade should be changed for a given class, the student and parent/guardian shall first meet with the teacher responsible for issuing the grade in an attempt to solve the matter.

If the matter is not resolved to the satisfaction of the student and parent/guardian, they have the right to appeal to the principal within 30 days from the time that the grade was received. The principal shall render a decision within 10 days of meeting with the student, parent/guardian, and the teacher. Any further appeal shall be made to the Superintendent and the decision of the Superintendent shall be final.

GRADE CLASSIFICATION/ACADEMIC PROMOTION AND PLACEMENT (BOE Policy 5410)

Students' progress socially as a member of the class with which they entered high school. Academic promotion and program placement, however, are determined by earned credits at the high school level. Students progress academically from grades 9 to 12 based on the following credit guidelines:

Grade 9: 0-7 credits earned

Grade 10: 7.5-14.5 credits earned

Grade 11: 15-22 credits earned

Grade 12: 22.5 or more credits earned

Students who fall behind in credits earned may be placed into an appropriate credit recovery/alternative education program in order to support progress toward on time graduation.

Any student who withdraws from school for any period of time will be enrolled at the appropriate grade level based on earned credits at the time of re-enrollment. Students entering high school, or transferring to LHS will be placed according to the established credit guidelines (listed above) and may be placed into an appropriate credit recovery/alternative program to support progress toward on time graduation. Final grade level and program placement will be determined by the high school principal.

GRADUATION

Graduation will be held in the Red Arrow Stadium. In case of rain, it will be held in the high school gymnasium.

Commencement Ceremony Policy

Participation in the commencement ceremony is a privilege, not a right. In order to participate in the commencement ceremony, students must meet the following requirements:

1. No Destructive/Disruptive Behavior- i.e. senior pranks. Consequences for such behavior may include suspension, loss of senior release, inability to participate in the commencement ceremony, and/or a criminal complaint.
2. Successfully complete all course work.
3. Attend mandatory graduation rehearsal. Students that do not attend practice cannot participate in the ceremony. Only extreme reasons, such as hospitalization or death in the family are reasons for missing practice. Excuses such as vacations, employment, sleeping in, or forgetting are not acceptable reasons.
4. In order to keep the dignity of commencement, a modest dress code is required. Students are asked to dress in a semi-formal/formal manner (shirt and tie/dress, dress shoes, etc.). NO SHORTS, T-SHIRTS, OR INAPPROPRIATE CLOTHING WILL BE ALLOWED. The administration reserves the right to assess appropriateness of dress at the Commencement Ceremony.

HONOR ROLL

Honor Roll exists to recognize students with high academic achievement. The list is published in the Lowell Ledger and posted in the high school outside the Counseling Office at the end of each marking period.

To make the honor roll, students must have:

1. Average B (3.0 or above)
2. No grades of D, E, I, or NC.

COLLEGE ATHLETIC ELIGIBILITY REQUIREMENTS

Students who may be interested in athletic participation at the college level should register at the [NCAA Eligibility Center](#) and or [NAIA Eligibility Center](#) and submit payment. Information is available in the Lowell Counseling Office and the Athletic Office.

The [NCAA Eligibility Center](#) and [NAIA Eligibility Center](#) are organizations that work with the NCAA (National Collegiate Athletic Association) and NAIA (National Association of Intercollegiate Athletics) to determine a student's eligibility for athletic participation at the college level. Students who want to participate in college sports during their first year of enrollment should discuss this with their assigned counselor and register with the corresponding eligibility center.

INCOMPLETE GRADE POLICY

A teacher may award a student an incomplete grade for a course based on absences or work not completed due to other circumstances. The student will have four weeks (unless otherwise indicated in writing by the teacher, counselor or administrator) to make up the missing work for the teacher then the grade will be changed to a letter grade. If the student fails to make up the missing work, then the student will receive a zero on the missing assignment/s and the grade will be changed to reflect the grade earned for the trimester.

OUTSIDE CREDIT

Students may earn outside credits in summer school, online courses, correspondence classes, and/or other pre-approved credit acquisition programs. Students taking outside credits need to have **pre-approval from their counselor and the principal**. If a student repeats an equivalent course, outside of LHS, from an accredited organization, it will replace the grade if the original grade was a D- or higher. Both classes will be listed on the transcript.

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the attendance office and counseling office immediately. 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.

SCHEDULE CHANGES

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time course selections are made. Once these selections are made, we will honor them to the extent possible. If a course must be changed after course requests have been made, students should contact the counseling office to complete a *Schedule Request Form*. *Permission to Change Schedule Forms* (available in the counseling office) must be filled out completely. No changes will be made in selections after this form is finalized, except for the following reasons:

- A required course for graduation is failed during the current year;
- To make up a course earlier failed;
- Incomplete schedule;
- Duplicate classes;
- Placement changes to KCTC/Dual Enrollment etc;
- For educationally sound reasons as determined by the administration.

Full-year courses cannot be entered or dropped at the beginning of the second/third trimester except for special circumstances with parent, principal and teacher approval.

REPEATING COURSES

Students may repeat any previously passed class to earn a higher grade with counselor recommendation and principal approval on a space available basis. The lower grade will not be computed in the GPA and will not be counted toward the total graduation requirements, but will remain on the transcript.

Any failure in a required course must be made up at the first possible opportunity. If students wish to take a course but have failed the subject that is a prerequisite, the failure must be made up before taking the next course. The original "E" and the passing grade will both be computed in the GPA and appear on the transcript, but students will only receive credit for the trimester in which they pass the class.

Seniors may repeat Algebra 2 to fulfill the senior year math requirement even if credit was earned during their junior year per the Michigan Merit Curriculum.

SENIOR STATUS REQUIREMENT

In order to take part in the graduation ceremonies, all students must have completed all requirements at that time. All fourth year students will be notified of their credit status as soon as the information is available but no later than September of their senior year.

TRANSFER STUDENTS

When students transfer from another high school, individual consideration will be given to their transcript in checking the number of credits needed for graduation. A maximum of 7.5 credits per year will be applied toward the requirements for graduation. Home schooled students will be given credit rather than letter

grades. In order to receive a Lowell High School diploma, transfer students must have completed the last year of class work at Lowell High School unless permission is granted in advance by the Principal.

EXIT/WITHDRAWAL PROCEDURES

If a student/family plans to exit/withdraw from Lowell High School, the parent must notify the counselor/counseling office. Withdrawal will be authorized only after the student has completed and submitted the Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the withdrawal process is not properly completed. Parents must contact the counseling office in advance to coordinate this process. Athletes should be aware of the MHSAA transfer policy for athletic eligibility. No student under the age of 18 may withdraw without written consent from the parent/guardian.

TRANSCRIPTS

Current and past students should go to the Counseling Office Website to request a transcript online (<http://www.redarrowcounseling.com/transcripts.html>). Lowell High School sends transcripts electronically. While enrolled at Lowell High School, copies of high school transcripts are made available to students at no cost for release to colleges, universities, scholarship programs, and branches of the armed services. Transcript information includes all courses taken, grades received, cumulative grade average and rank-in-class.

ADDITIONAL OPPORTUNITIES

ARTICULATION

Lowell High School may participate in articulation programs with local colleges who grant college credits to high school graduates who have mastered specific job and/or academic skills. Check with your counselor for information about current articulation agreements.

CLUBS AND ORGANIZATIONS

Visit the Lowell Schools website ([click here](#)) to find current information about available clubs and organizations.

LAUNCH U/MIDDLE COLLEGE

Launch U is a tuition-free, Early College Program hosted by the Kent ISD. Early college is an opportunity for high school students to earn a college degree, by taking a combination of high school and college courses. By extending the high school experience to a 5th year, students earn both a high school diploma and an associate degree. Upon completion of an early college program, students may directly pursue a career or continue with higher education.

Students start Launch U in the 10th or 11th grade, depending on their pathway. They attend high school classes at their regular high school or online and then

attend college courses at Kent ISD through 12th grade. These college courses are taught by instructors from Grand Rapids Community College. During their "13th grade", students attend college courses full-time at GRCC.

DUAL ENROLLMENT

In an effort to meet students' needs and interests, school districts have allowed their students to attend courses at local colleges or universities in addition to their own high school. This is called "Dual Enrollment".

Public Act 160 of 1996 created the Postsecondary Enrollment Options Act which directs school districts to assist students in paying tuition for courses at Michigan public or private colleges or universities. Students who enroll in college courses that are endorsed by their local high school may elect to receive both college and high school credit. At Lowell High School this credit will apply toward graduation and be counted as a regular class in every respect.

Students may also enroll in college classes that are not part of the dual enrollment program. In this case, no high school credit will be awarded and the student will be responsible for all tuition, fees, and other expenses. Students who take such a course will still be required to carry a full high school credit load.

Lowell High School students may enroll in dual enrollment if they are eligible for regular graduation, have passed all classes, have earned a qualifying score on the SAT, PSAT, and meet the dual enrollment admissions requirements set by the college. Interested students should see their counselor well in advance of the trimester in which they plan to enroll; February for fall enrollment, and September for winter enrollment. If a student participating in the postsecondary program fails to successfully complete their course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District.

KENT CAREER/TECHNICAL CENTER

The Kent Career/Technical Center (KCTC) located at 1655 East Beltline, NE, Grand Rapids, offers training in many skill areas to juniors and seniors. Additional information can be found at www.thetechcenter.org. Classes meet 2.25 hours per day, 5 days per week throughout the school year. Students earn three (3) credits per year for successful completion of course requirements. No tuition is charged. Bus transportation between the high school and the KCTC will be available for first, second, and third sessions. Students who wish to attend the KCTC must complete an official visit and submit the KCTC Enrollment request by February of the year prior to the year they wish to enroll. Students choosing to participate in KCTC may have limited elective opportunities at the high school due to conflicting program schedules. AP classes, band, orchestra and other electives may not be accessible while participating in KCTC programming. KCTC is open to all students in Kent County and space is limited. The counselors will submit the enrollment requests and then KCTC will communicate with families in May as to whether or not they received a spot in their program.

MICHIGAN VIRTUAL HIGH SCHOOL

The Michigan Virtual High School (MIVHS) is an online resource that enables Michigan high schools to provide courses (all taught by certified teachers) and other learning tools that students wouldn't otherwise have access to. To view a list of courses available go to www.mivhs.org. Seat availability is limited. Counselor recommendation, parent approval, and successful completion of the on-line orientation tool are required.

ONLINE COURSES

Lowell High School students may take up to two online classes per academic term. Online classes MUST be pre-approved by the principal and MUST be requested during the established timelines for course enrollment and schedule changes. Only those classes listed in the [Michigan Online Course Catalog](#) or otherwise approved by the Board of Education will be granted credit. Students should seek approval from the Counseling Office BEFORE enrolling in online courses.

Lowell High School students enrolling in an on-line class must agree to the following:

1. Students may take an online course for credit recovery, advancement, or to satisfy a specific graduation requirement. This online course can be in addition to their full LHS schedule or in some cases may be built into their LHS schedule.
2. If a student wishes to take an online course they must complete the application, readiness survey and recommendation form. They must also meet with their counselor to discuss possible options and verify that the online course will satisfy a graduation requirement.
3. Online courses, once completed, will be listed on the high school transcript and will be given the grade issued by the online provider. Classes will NOT be given a grade CR/NC unless otherwise approved by the principal.
4. If a student is taking an online class as one of their five high school courses and fails to complete the course in the designated time they will receive a grade of an E on the high school transcript.
5. Seniors taking an online course needed for graduation MUST have it completed and an official grade submitted to their counselor five days before graduation rehearsal.
6. An official grade report must be provided to the Registrar before any course may be added to the student's high school transcript.
7. Lowell High School reserves the right to remove a student from an online course if they have not completed 5 hours of coursework within the first 7 days and at any time if the student does not demonstrate adequate engagement/progress.

TESTING OUT

Lowell High School in compliance with the School Code of Michigan, will allow students to test out of any course in any subject area. PA 123 and PA 124, passed

in 2006, provides students the option to demonstrate that they meet or exceed the Michigan Merit Curriculum (MMC) content expectations associated with the subject area. Students will be required to demonstrate mastery of course content through either a comprehensive exam, written papers, projects, portfolios or other comparable assessments.

All students have the opportunity to test out in any credit areas required for graduation under the following guidelines:

- Testing out will occur three times per year during the exam period of each trimester.
- Students who wish to test out MUST complete and submit the designated form through the counseling office at least four (4) weeks prior to the requested exam window.
- Students who submit the form/request less than four (4) weeks prior to the exam window will be scheduled to test out at the end of the next trimester.
- Test out assessments will be comparable to the assessments used to determine mastery in the targeted course at Lowell High School during the school year.
- Course advancement and credit will only be granted for a 77% or higher as determined by the involved staff.
- Credits earned through testing out will not be included in the computation of grade point average and will be a CR/NC.
- Credits earned through testing out of a high school course will count toward graduation credit.
- 8th graders will be able to attempt to test out of courses during a designated testing window in the third trimester of their 8th grade year and must request the test out through the middle school counseling office.

Testing out is the exception not the norm. This is not an independent study, but a demonstration of prior knowledge.

ADMINISTRATIVE GUIDELINES, POLICIES AND PROCEDURES

ACCIDENTS/INJURIES

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.

ASSEMBLIES AND SPECIAL PROGRAMS

During the year, there will be student assemblies and special programs scheduled. These are to include, but are not limited to, pep assemblies.

Assemblies are considered scheduled school time and all students are expected to be in attendance and appropriate conduct is expected at all times.

BACKPACKS

In the interest of ensuring student and staff safety at LHS, backpacks, cases and large purses/bags will not be allowed into classrooms without special permission from the administration. Backpacks and purses must be stored in the student's locker unless permission is granted from the administration.

BREATHALYZER

Administrators are authorized to arrange for a breath-test instrument, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

CELL PHONES/ELECTRONIC DEVICES (BOE Policy 5136)

Before school, after school, and during passing time, students are allowed to use personal communication devices while on school property to facilitate family communication regarding school related activities or family events. For the purpose of these guidelines, "personal communication device/s" includes personal computers, tablets, cell phones, and/or any web-enabled device of any type. Students may not access social media sites during the instructional day.

All students must adhere to the following guidelines:

- Use of the devices shall be limited to the period before classes in the morning, during passing time, and after the regular school day.
- All devices **must be turned off** and stored in the student's hallway locker and/or kept out of sight during instructional time.
- Devices operated in violation of this rule, or for any illegal purpose, may be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held and/or deemed appropriate by the building principal.
- Devices capable of taking photographs or video may not be used for such purpose during the school day and/or at school related activities without the express permission of a staff member. Such devices may not be used to invade the reasonable expectation of privacy at any time on the school campus.
- Devices capable of communication may not be used and must be out of sight during testing.
- Devices may not be used for non-instructional activity during the instructional day (**no texting, social media, or personal phone calls/texts**).
- Students may not attempt to bypass the schools network filters.

Students violating this policy may be subject to disciplinary action including but not limited to detention, confiscation of the electronic device, suspension and/or expulsion.

The District reserves the right to collect and examine any device suspected of being the source of attack/virus. The District also reserves the right to collect and examine any device suspected of containing evidence regarding bullying/harassment, illegal activity, or any other school violation.

Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property.

Students may not use a device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using devices to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon race, color, appearance, national origin, Sex, sexual orientation, disability, age, religion, ancestry, or political beliefs.

Parents/Guardians are advised that the best way to get in touch with their student during the school day is by calling the school office. All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment.

When a student is requested by a staff member to turn over an electronic device, they must comply. Failure to do so will result in suspension from school for insubordination.

CLOSED CAMPUS

With regard to the distance from town, respect for our neighbors, and a deep concern for student safety, Lowell High School will be a closed campus between the hours of 7:40 a.m. and 2:30 p.m. Only students whose homes are adjacent to the school property may walk off school property during school hours (with permission. Students may only drive off campus for the reasons listed below.

- Go home after signing out in the office with prior parent permission.
- Attend a school-to-work placement.
- Conduct school business with a special off-campus pass.

Students who leave campus in a vehicle or on foot without parent and school permission will be issued consequences. In addition, students who drive off campus without permission or transport other students off campus may lose their driving privileges.

DANCE GUIDELINES

All dances are sponsored for the students of Lowell High School and their pre-approved guests. An LHS student may bring a guest provided a guest pass/permit is submitted to the principal's office **at least three days prior to the dance – all guests must be approved by the administration prior to the dance.**

Students attending a dance must arrive no later than one and a half (1 ½) hours after the posted starting time. Students and guests will not be allowed to re-enter the dance once they leave.

All school rules will be enforced at all dances. Appropriate attire is required **(formal, semi-formal, etc...)**. **Dances will generally begin at 8pm and end no later than 11pm unless otherwise approved by the building principal or designee.**

DANCE EXPECTATIONS

If a dance is semi-formal or formal, students are expected to dress accordingly. Slacks, dress shirts, ties, dresses and skirts are generally expected. No t-shirts, sandals, jeans, tennis shoes, overly baggy pants, or excessively revealing attire are allowed. Please direct all questions to an administrator **before** purchasing items for the dance.

Dances are school events and inappropriate dancing will not be permitted (moshing, slamming, freaking, running, and especially, sexually explicit dancing). Those refusing to comply will be sent home.

Pictures may be taken by a professional photography company **approved by the administration**. When a photographer is present, you may order pictures the night of the dance (bring cash or check). **Outside photographers are not permitted into the dance.**

Students not attending Lowell High School may only attend as a guest of a Lowell High School student and they must have an approved guest pass (dance permission slip) **on file in the office no later than three days prior to the dance**. Middle school students are not allowed to attend high school dances. Ticket prices will vary depending on the dance. **Tickets must be purchased before the dance and are not available at the door**. Students are expected to have picture ID for entrance into the dance. Guests are **required** to have picture ID (State ID or Student ID) available for entrance into the dance and must present the ID to staff upon entering.

Administrators are authorized to arrange for a breath-test instrument, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero-tolerance expectation for alcohol use.

By signing the Acknowledgement Form for this handbook, you are agreeing to the conditions of the above guidelines. This must be done before you can purchase a ticket to any dance.

STUDENT EXPECTATIONS

1. Arrive no later than 90 minutes after the scheduled start of the dance.
2. Present student ID or other picture identification upon entering the dance if requested.

3. Dance appropriately (see above).
4. Dress appropriately (see above).
5. Treat all students and chaperones with dignity and respect.
6. Follow the instructions of all chaperones and staff.
7. **Students must be in attendance at school for at least 3 hours the day of the dance or the day prior to if the dance is on a Saturday unless otherwise approved by the administration.**

CHAPERONE EXPECTATIONS

1. LHS staff are the only adults allowed to address student issues/concerns regarding dance behavior, expectations, and/or rules directly.
2. Non-staff chaperones are to report suspected violations of rules/expectations to a staff member. Non-staff chaperones are not permitted to address students directly regarding possible violations.
3. Chaperones will abide by all dance behavior guidelines and expectations.
4. Chaperones are expected to actively monitor the dance according to the directions of the LHS Administration in charge.
5. Non-staff chaperones must complete the LAS Volunteer Consent Form process and be at least three days prior to the scheduled dance.

DISC JOCKEY (DJ)/ENTERTAINMENT EXPECTATIONS

1. All outside entertainment providers will be reviewed and approved by the LHS Administration before any agreement is signed. This review should be completed no less than 90 days prior to the event.
2. The DJ will not play any music that would be considered in violation of the Student Code of Conduct due to language and/or other inappropriate content.
3. The DJ will not play music considered explicit. "Clean" versions of explicit music are not permitted. If a song requires a "clean" version, the content of the song is deemed inappropriate for a school function.
4. The DJ will comply with all directions of the administration.
5. The DJ will not take requests unless approved by the LHS Administration or designee.

DRESS CODE (BOE Policy 5511)

The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the time, place and situation. Students are expected to dress in a way that does not have the potential to disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable school and/or community standards of health and safety. It is incumbent upon school personnel as well as parents/guardians to instruct students in this respect.

All clothing must be of appropriate size and fit neatly. Generally, students are prohibited from dressing, grooming, or decorating themselves in a manner that distracts others (including administrators, teachers, parents, and other students) from meeting or surpassing the academic and achievement goals established by

the District and the State of Michigan. Students are also prohibited from dressing, grooming, or decorating themselves in a manner that administrators or teachers reasonably believe is unsafe or tends to disrupt, diminish or degrade the District's overall educational environment. **Consistent with this policy, the following is a non-exclusive, illustrative list of examples of prohibited items:**

- a. Clothing that exposes the stomach or back (no bare midriff).
- b. Tube tops, halter tops, tank top style undershirts, mesh shirts, shirts with the sides cut out, and tops with spaghetti straps (all shirts must have at least 2-inch straps on each shoulder).
- c. Clothing that reveals undergarments intentionally or unintentionally.
- d. Baggy or sagging pants/pants worn below the waist.
- e. Leggings/spandex that are either transparent and/or do not have an article of clothing that completely covers the buttocks over top of them.
- f. Shorts, skirts, or dresses that are less than fingertip or mid-thigh in length.
- g. Coats or other outerwear designed to be worn out of doors.
- h. Clothing or accessories with spikes or chains (non-jewelry).
- i. Pajamas
- j. Footwear other than shoes (e.g., slippers, skates, "heelys", high-platform shoes, etc.).
- k. Clothing or accessories that promote death and/or destruction or that may impair the health or safety of the student or others in the educational environment, in the judgment of an administrator.
- l. Clothing that promotes or contains vulgar, lewd or obscene language, gang or illegal activity, illegal substances, or that is inconsistent with the District policy, including the Student Code of Conduct.
- m. Clothing that promotes or creates ill-will, hatred or is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender or disability. Examples may include the confederate flag, racist symbols such as those involving the Klu Klux Klan or swastika or other Nazi symbols.
- n. No costumes or face painting is allowed at school or school events without prior approval of the administration.
- o. Hats, bandanas, and other headwear are not allowed to be worn inside the school building, except for medical or religious reasons.

The administration reserves the right to send students home or require them to change their attire if they are dressed inappropriately. Students violating the dress code will be respectfully and privately asked to dress in the correct way. If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. If a student cannot make alternate arrangements for their clothing, they will be asked to sit in the office until the student can successfully meet the dress code. Dress code violations will be treated as follows:

- Student asked to change clothing and the parent contacted.
- Student asked to change clothing; parent contacted; after school detention.
- Subsequent offenses: Possible consequences include being sent home for the day (suspension) and parent contacted; parent/student/administrator meeting.

Clothing choice can present many challenges based on the messages students see every day in the media. Students are asked, with the support and guidance of parents and educators, to respect themselves, their peers and the school community by following the guidelines offered above.

ELEVATOR

Students are not allowed to use the elevator unless they have permission from an administrator.

EMERGENCY GUIDELINES AND PROCEDURES (BOE POLICY 8420)

Lowell High School complies with all safety laws and will conduct safety/emergency drills in accordance with State law. In the event of emergencies at school, each student must become acquainted with the school emergency/safety procedures. These instructions are posted in each classroom and on bulletin boards in the hallways. Specific instructions on how to manage each emergency situation will be provided to students by their teachers who will be responsible for the safe, prompt and orderly implementation of all emergency procedures.

FIRE

1. The alarm will sound.
2. Students will move quickly and in an orderly manner out of the building using the designated routes of exit and following the directions of staff.
3. Students are not to go to their lockers or to the restroom.
4. While outside, students must stay at least 200 feet from the building.
5. Students are to remain outside until the "all clear" is announced.
6. If a fire drill occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

SEVERE WEATHER/TORNADO

A tornado watch means that weather conditions are favorable for the formation of a tornado. Students will remain in school until regular dismissal time. All extracurricular events will be canceled.

A tornado warning means that a tornado has been sighted in the area. Staff and students will be notified of a tornado by announcement. Students and staff will seek shelter in designated areas away from glass (windows) and should assume a sitting position with their heads down and their arms over their head. Staff will be present to assist students.

It is the policy of Lowell Area Schools not to dismiss students to parents during a tornado warning, even if it means holding students beyond the normal dismissal time. If students are held 30 minutes or longer beyond their normal dismissal time due to a tornado warning, school buses will not run and parents or guardians will be required to pick up their students.

LOCK DOWN

Lock Down drills are conducted in accordance with state law and Board of Education policies. Lock Down procedures are announced over the PA with instructions from the office regarding the type of lock down procedure to be conducted. Teachers will direct students according to the procedures posted in each classroom. All students and staff will remain in place until the "All Clear" is given.

SNOW DAYS

In case of excessive snow, or other weather which may lead to school being closed or delayed, students and parents are asked to watch/listen to one of the local television/radio stations and monitor other district communication tools. Please do not call the school because lines must be kept open for emergencies.

MEDICATION

1. Whenever possible, medications for students should be administered by parents/guardians at home. As a service to the family, the following procedures have been established for the administration of medication by school personnel.
2. "Medication" includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.
3. Students found to be in possession of prescription or non-prescription medications in violation of these guidelines may be subject to discipline.
 - A. **Prescription Medications**
 - If the prescribed medication cannot be adjusted so that it can be administered by parents in the home.
 - A parent has requested in writing that the school administer the medication.
 - The proper Student Medication Authorization form/s have been fully completed and submitted to the office.
 - The student's physician has prescribed the medication and has submitted written instruction for its administration.
 - The parent has brought the properly labeled prescribed medication directly to the school office, or the pharmacy of the parent's choice has delivered the prescribed medication directly to the school office.
 - The prescribed medication is administered by, or under the direction of the administrator or of his/her designee outside of the student's classroom and in the presence of another adult.
 - Written records will be kept in a cumulative folder or other appropriate record of all medication so administered. Such a record shall be kept until the end of the school year.
 - B. **Non-Prescriptive Medication**
 - Non-Prescription Medicine may be carried by the student. (A Student Self-Medication Authorization form must be filled out

- by parent or guardian).
- The medication must be provided by the parent; the high school office does not provide medication of any kind.
- If the parent would prefer that the office hold the medication for their student, a Student Medication Authorization form must be completed and returned to the office.
- Written records are to be maintained of all medications administered.

C. **Storage of Medications**

- All medications are to be stored in locked cabinets.

SECURITY CAMERAS

Security cameras are in use throughout the Lowell High School campus. Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Any request to view a recording under this policy must be made within seven (7) days of the event/incident. (BOE Policy 7440.01)

STUDENT PARKING/DRIVING

The opportunity to drive to and park at Lowell High School is a privilege. Students that drive to school must be licensed and must register their insured vehicles with the main office and/or campus security staff. The vehicle registration fee is \$15.00 for any vehicle registered for the first trimester, and \$10.00 for any vehicle registered the second trimester or later. Payment for stickers must be made in the LHS office with payment counted in front of school staff. Registration stickers are NOT transferable from one vehicle to another (unless approved by the administration), or to another student. Every vehicle must have its own registration sticker. A fee of \$10.00 will be charged to students that want to register a second vehicle. A temporary permit must be obtained from the Security/Safety Department if any unregistered vehicle is going to be used. In general, unregistered vehicles are to be used for no more than three days. All registration **stickers must be attached to the vehicle in the driver's side front window with the number visible at all times.** Failure to register a vehicle will result in a \$15 ticket. NO warnings will be given.

Students are expected to drive in a safe, responsible manner to, at, and from school. NO warnings are given for inappropriate driving. Penalties range from a detention after school to loss of driving/parking privileges on school property, suspension and notification of a law enforcement agency. When a student loses his/her driving/parking privilege, no one else may drive/park his/her vehicle on school-owned property. Students that drive/park while their driving privileges are

suspended, or allow someone else to drive/park, may have their vehicles towed, and may lose their driving/parking privileges for an extended period of time determined by the administration (e.g., remainder of the trimester, 30 days, remainder of the year or permanently).

Consequences for the above-mentioned items are as follows:

- \$15 ticket for unregistered vehicle
- \$15 ticket for parking in the visitor/staff parking areas
- \$20 ticket for driving outside of any normal roadways (i.e. over grass) to enter parking areas.
- \$200 ticket for turfing and possible law enforcement notification.

Any tickets left unpaid at the end of a school year will be added to the students' obligation form, which is due before senior release or release of student records to another school. Outstanding obligations may also prohibit students from participating in extracurricular and/or co-curricular activities.

Students are not to park in the staff, receiving, food service, visitor, stadium, or handicap (unless handicapped) parking areas. Drivers are expected to park on the paved parking areas in one space, between the painted lines.

Students may not 'visit' their vehicles during the school day, including lunch, without permission from the principal's office. Drivers should lock their vehicles upon arrival at school, and not enter any parking lot until the conclusion of the school day, unless authorized to do so.

Students may not transport other students in their vehicles during the school day without permission from the office.

Students are not allowed to drive to KCTC, KTC, or KIH or transport other students to KCTC, KTC or KIH without prior permission from the principal's office. Lowell Area Schools is not responsible for any damage to vehicles or thefts from vehicles. Any incidents (damage, accidents, theft, etc.) occurring on school property, should be reported to the Main Office as soon as possible after occurrence. Parents and students understand that vehicles parked on or near school property are at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. In the event of an accident on campus, LHS staff will do their best to assist in coordinating information. Students will be requested to complete an Accident Report form. LHS will not be responsible to communicate with insurance companies.

Student-driven vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle and all contraband items/articles found will be confiscated.

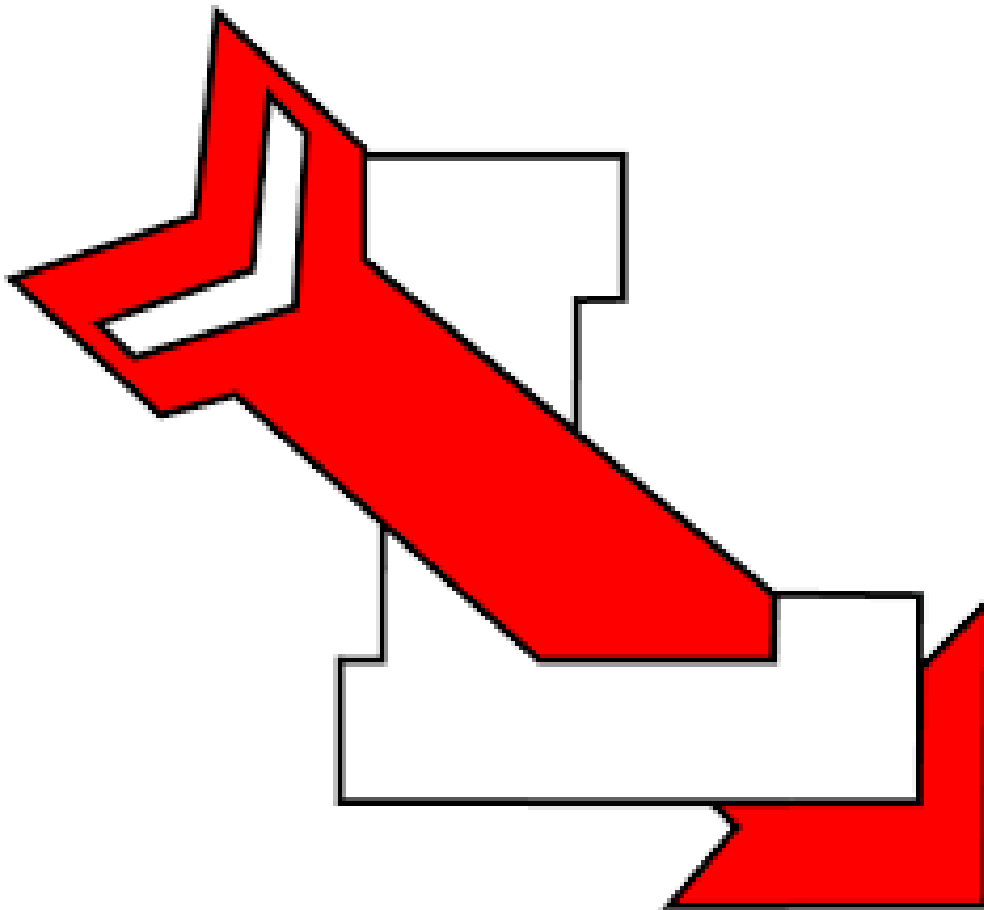
Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct.

VISITORS

Visitors are allowed only through administrative approval. All visitors are to enter at the main office and receive a visitor's pass. There are no student visitors allowed during school hours.

WORK PERMITS

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the Main Office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring his/her birth certificate or driver's license with the permit to the Main Office for final validation.



ATTENDANCE GUIDELINES AND PROCEDURES

ATTENDANCE 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 (s), 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. Regular attendance enables students to hear, participate in and react to classroom experiences. 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 County Truancy Office by law.

RESIDENCY

Students attending Lowell High School must meet certain residency requirements as follows:

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; and
3. Non-resident students wishing to attend Lowell High School must obtain permission from the Lowell School Board or administration. Such an arrangement would likely include a tuition fee to be established by the Lowell School District.

ABSENCE REPORTING PROCEDURE

Parents should call the attendance hotline (987-2925) on the day of the student's absence. This hotline is accessible 24 hours a day. If no call is received prior to the student's return, the absence will be recorded as unexcused. Since parental contact is an important part in helping students to develop good attendance habits, all communications must be made by phone. **Written excuses will not be accepted.**

SIGN IN/SIGN OUT PROCEDURES

Students who enter the building after 7:40 am should report to the Main Office. Students who need to leave the building are to sign out at the Main Office. Students may leave the building only with permission from **both** the parents and the attendance office. Failure to sign out or get permission **first** will result in an unexcused absence and may be subject to discipline.

AGE OF MAJORITY (BOE Policy 5780)

The age of majority is the age at which persons become legal adults and, as a result, assume legal responsibility for their choices. The age of majority in the State of Michigan is 18 years of age. Students who wish to take responsibility for their educational decisions are expected to complete the Adult Status Form in the main office. The school will continue with normal parent communication until this form is submitted to notify the school of the desired change. If a student is 18 years of age or older and has submitted the Adult Status Form, he/she must still adhere to all school rules, guidelines and expectations including attendance requirements.

ABSENCES

An **absence** occurs when a student is not present in the assigned location for more than 10 minutes.

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 if the work is submitted based on the established timeline as determined by the assigned teacher. Examples of excused absences include: personal illness, family illness, religious observations, family emergencies, and professional/medical appointments.

Excused absences count toward the attendance limit requirement unless approved as a non-chargeable absence by the principal. The student and parent must follow the appropriate procedures to request a non-chargeable absence with the administration (complete and submit the Pre-excused Absence Form) and the student must complete all expected work in a timely manner.

Documentation: Medical/dental, court and other appointments should be scheduled during non-school hours as much as possible. However, we recognize that this is sometimes difficult to accomplish. Always bring notification/documentation from a medical, court or other appointment as this documentation will be taken into consideration in the review process and, in very limited situations, absences deemed necessary and appropriate by the administration may be counted as exempt/non-chargeable in the 7-absence limit if appropriate documentation is provided.

An **unexcused absence** is defined as an absence for which no written excuse has been approved. Unexcused Absence is attendance behavior which may result in consequences including, but not limited to loss of credit and/or disciplinary action. Examples of unexcused absences include: no phone call is made within the time period by parent/guardian, skipping a class or entire day, leaving class without permission of the teacher, oversleeping, missing the bus, working, and missing class due to illness without reporting to the office.

Non-chargeable Absence is a school-related absence (field trips, class meetings, suspensions, sports events, pre-approved college visits, etc.) and absences that have been pre-excused by the principal (approved family vacations with completed pre-excused form, funerals, court mandated appointments, etc.). Non-chargeable absences will **not** count toward the absence limit when families follow the established process to have the absences approved and students are allowed to make up the missed work, but it is their responsibility to obtain the assignments from teachers and to complete the work in a timely manner. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements.

ABSENCE LIMIT

A student may not be absent from a class more than seven (7) times during a trimester (this includes all chargeable absences, both excused and unexcused.). Students who reach **8-11 absences** in a trimester class, but have earned a passing grade, may receive a failing grade (E/0.00) to be calculated into the GPA and credit for the class. The student may also be placed on social probation and prohibited from attending extracurricular events through the end of the next trimester and including the next scheduled school sponsored dance.

A student who reaches **12 absences** in a trimester class and is passing the class will be issued a failing grade (E/0.00) to be calculated into the GPA, but may earn credit by demonstrating mastery of the course content on the trimester final exam/test-out with a minimum score of 77% (C+). Students who miss 12 or more days are prohibited from attending field trips and class activities that may impact instructional time related to other classes for the remainder of the trimester. The student will also be placed on social probation and prohibited from attending extracurricular events through the end of the next trimester and including the next scheduled school sponsored dance. The following shall also apply to our attendance policy:

- A student who has lost credit for a class due to absences may attempt to regain credit through the testing out procedure, with principal approval.
- A student who has lost credit for a class due to absences may attempt to recover credit through a school approved credit recovery program.

PROCEDURE TO MAKE UP MISSED TIME

Any absences over 11 may lead to loss of credit. To preserve credit, students may make up time by serving time in Saturday School or After School Detention by arrangement with the administration. Students assigned Saturday School/After School Detention are required to complete missing assignments from their classes or engage in other academic work approved by the administration. Students who arrive with minimal or no work may be given an assignment to complete or may be sent home at the discretion of the Saturday School/Detention Supervisor. To earn credit for Saturday School/Detention attendance, students must complete assigned work and remain on task for the entire time present. Students are not required to attend Saturday School/Detention to recover attendance, but may arrange to attend as a means to recover from poor attendance

choices. Students who fail to attend scheduled Saturday School/Detention sessions will lose credit for the class according to the above guidelines and may be placed on Social Probation. Students must complete or have begun the process of completing Saturday School time at least three weeks prior to the end of a trimester.

ATTENDANCE APPEAL PROCESS

The building principal or assistant principal will be responsible for interpreting and administering policies that pertain to student attendance. For students who exceed 11 absences, extenuating circumstances (such as an extended illness/injury, death in the immediate family, etc...) will be taken into consideration. Documentation may be required and an attendance plan/contract may be assigned.

To fulfill attendance requirements and to qualify for credit in a class, a student must have no more than 11 absences in each trimester. The specified absences (7/term) in each course are deemed sufficient to cover routine illnesses in normal circumstances. Exceptions for students who exceed the attendance requirement will be considered if the parent/guardian requests an attendance appeal in writing by the pre-established deadline for the trimester and provides all required documentation as stated on the form.

NOTIFICATION TO PARENTS/GUARDIANS

- **5th Absence/Trimester:** A notification will go home informing the parents and/or student of the attendance concern and the school attendance guidelines.
- **8th – 11th Absence/Trimester:** A notification will be sent home notifying the parents and/or student of the attendance concern and the school attendance guidelines. A parent conference with the school guidance counselor and/or assistant principal is recommended. A school attendance improvement plan may be developed and the student may be referred to the Kent ISD Truancy Officer.
- **12th Absence/Trimester:** A notification will be sent home notifying the parents and/or student of the attendance concern and school attendance guidelines. A parent conference with the school guidance counselor and assistant principal is required. A school attendance improvement plan will be developed and the student will be referred to the Kent ISD Truancy Officer.

TRUANCY/CHRONIC ABSENTEEISM

Chronic Absenteeism is when students regularly 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 LHS administrator. An attendance improvement plan may be established (which could include, but not limited to loss of parking pass, loss of passes out of class, loss of privileges to attend dances, sporting events and/or other extra-curricular activities). This meeting may happen at home with the School Resource Officer.
3. If improvement is not noted, a referral to the Kent County Truancy officer may be made.

FAMILY VACATIONS

All vacation days **will** accumulate toward the minimum attendance policy and will be considered unexcused absences unless otherwise approved by the administration. If prearranged and approved by the administration, a prearranged absence form will be issued to the student to be signed by each teacher. Class work should be completed before the absence begins whenever possible unless otherwise approved by the classroom teacher.

HOMEWORK GUIDELINES

Illness: If a student is going to be absent for more than one day, you can request homework from the office. We ask that you call by 9:00 am to make sure that we have had the time to make the homework available. Your child has as many days as he/she was absent to make up the work after he/she returns.

Trips or advance absences: If you know in advance that your child will be absent, you must request the work ahead of time. Have your child come to the office and ask for an advance absence homework form. The work is then due when the student returns from the absence. Having the work in advance and completing it while away, assures that the student does not fall behind the class in the course work.

Out of School Suspension: If a student is suspended out of school, he/she is allowed to make up the work that he/she misses. Every attempt by the office will be made to get the student's work by the next day. Parents are responsible to pick up the work as soon as possible. The student must return the work to the teacher when he/she returns 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/she returns.

TARDY PHILOSOPHY

The purpose of the Lowell High School Tardy Policy is to create a culture in which:

- Students learn the importance of punctuality and the respect that it shows to all people involved.
- The disruption to the learning process is minimized.

Tardiness – Late to School: Tardiness to school in the morning is unacceptable. Students who arrive after school has begun must sign in at the office. A student arriving in class within ten (10) minutes of class commencing will be considered

tardy. **After 10 minutes, the student is considered to be absent.** Oversleeping, and missing the bus or a ride, are not acceptable reasons for being late to school and are not excusable.

Tardiness – Late to Class: Tardiness to class is unacceptable. It is the expectation of the school that instruction begins promptly according to the designated schedule. Because arriving late to class is disruptive to the instructional process, students are expected to be in class on time. Tardiness occurs when a student enters the classroom after the time listed on the designated schedule or is unprepared for instruction at the time class begins.

TARDY PROCEDURE

1 st - 2 nd tardy	Teacher will issue a verbal warning to the student.
3 rd - 4 th tardy	Teacher will notify the parent and may issue classroom consequences. The teacher may also issue a referral to the office for disciplinary action.
5+ tardies	Upon the 5th Tardy the teacher may make a Behavior Referral to the Administration. Consequences may include but are not limited to Saturday School, loss of driving privilege, loss of other program privileges, social probation (length to be determined by the administration), detention (before school, lunch, or after-school), and, in extreme situations, suspension. Parents may be contacted to develop an Attendance Improvement Plan to address the behavior. Progressive disciplinary responses will be applied for continued tardy infractions.

DISCIPLINE GUIDELINES AND PROCEDURES

On the basis of the present status of school law, the principal or designee is delegated and vested with the authority by the Board of Education to exclude a student from school and/or any activity under school sponsorship. Students going to or from school and at school-sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Exclusion from school for misconduct may vary in length depending upon the age of the student, the nature of the misconduct, the cumulative misconduct of the student, and the feasibility of alternative disciplinary measures. Disciplinary measures shall not be greatly disproportionate to the misconduct. Disciplinary problems will be solved within the school setting, except for forms of misconduct which present a severe threat to individual safety or the educational process, or where other measures have not solved the problem. In these cases, exclusion will be necessary.

SUSPENSIONS (BOE Policy 5610)

Suspension is defined as the exclusion of a student from school and/or school-sponsored activities for a specified period of time not to exceed nine (9) days per offense. Termination of the suspension occurs at the end of the specified period of time or upon the fulfillment of a specific set of conditions.

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.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

All students (including disabled) have certain substantive and procedural rights in the discipline process. Students with disabilities should receive comparable sanctions to that imposed for similar behavior of non-disabled peers. Students with disabilities get additional procedural protections. Students with IEPs retain services even if they are long-term suspended or expelled.

PROCEDURAL SAFEGUARDS

"Suspension" means that a student is not permitted to attend classes, remain on school grounds, or participate in any extra-curricular activities. The authority to suspend for up to nine (9) days rests with the principal; the authority to suspend for more than nine days rests with the superintendent. Expulsion, an action permanently separating the student from school, rests solely with the Board of Education. The school initiates action for expulsion with the presentation of a formal request to the superintendent of schools.

Short-term suspensions range in duration from a minimum of a portion of one school day to a maximum of nine (9) school days, except that in certain cases

specified where the superintendent will recommend expulsion or long-term suspension to the Board of Education. Students who are short-term suspended from school will be allowed to make up the work missed. Any short-term suspensions of more than one day's duration will follow the procedure outlined below:

1. The student will be informed of the infraction and the suspension. The suspended student will be notified of the reason for the length of his suspension in conference with the principal or his/her designee.
2. The suspending official will follow up this conference with contact of parents or legal guardian by telephone as soon as possible. If telephone contact is not possible, the parent will be contacted in person or by letter. The official will repeat for the student and his parents the reasons for and length of the suspension. In some instances, the duration of the suspension will be determined by administrative and parent consultations.

Long-Term Suspension is a suspension that is authorized by the board of education, following a board hearing.

APPEALS PROCEDURES – SUSPENSION OF TEN SCHOOL DAYS OR LESS (BOE Policy 5610)

In the case of suspension of ten (10) days or less, the initial appeal should be directed in writing to the building principal within two (2) school days of the initial suspension notice. The Principal will notify the parents in writing of the appeal decision.

The decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. 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.

DETENTION AND SATURDAY SCHOOL

The purpose of detention is to help students understand the consequences of their behavior and to change the negative behavior. Detention is a minimal consequence for minor infractions of the Student Code of Conduct. After-school detention begins at 2:30 pm and ends at 3:30 pm.

The purpose of Saturday School is to provide an opportunity for students with excessive absences to make up missed time in order to preserve obtaining credit in their classes **and/or** as a further disciplinary consequence for failure to serve an after-school detention **and/or** as a disciplinary consequence for inappropriate behavior. Saturday School is generally held from 8:00 am to 10:00 am on a schedule to be provided each trimester.

Detention and Saturday School Expectations

1. Students are expected to attend the assigned Detention or Saturday School time as determined by the high school administration. Students may not change detention or Saturday School times. Parents may request a change in time by calling the assistant principal prior to the assigned date.
2. It is the sole responsibility of the student to make sure he/she serves the detention or Saturday School.
3. A student who is absent from school on the day of an assigned detention must reschedule with the assistant principal by noon of his/her return.
4. Be on time! Students who arrive after the scheduled start time may not be admitted.
5. For Saturday School, bring plenty of school work and/or reading material to keep yourself busy the entire three hours. Students are to use this time to make up missed work for excessive absences in classes.
6. Follow the rules listed below:
 - a. Music players, cell phones, and all other electronic devices are not allowed.
 - b. Students are not to sleep, play games, or talk.
 - c. Students are to work on assigned materials or academic reading matter for the entire session.
 - d. All school behavior and conduct rules apply.
 - e. Work hard and have a cooperative attitude with the supervisor.
7. Students who do not attend an assigned detention, arrive late to detention, cause any disruptions, or fail to follow the above expectations will be asked to leave and will be assigned a Saturday School. Students are expected to have their own transportation arrangements.

BUS RULES & REGULATIONS

All students are urged to ride the school bus provided for their convenience.

Riding a bus is a privilege, and not a right. Students are expected to discipline themselves, and comply with the directions 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.

BUS TICKETS

Minor violations that deal with misbehavior such as safety violations, inappropriate language, horseplay, or disregard for bus rules:

Violation #1 - Conference with student

Violation #2 - Detention(s)

Violation #3 - Up to one-week suspension from bus with parent conference

Violation #4 - Up to three-week suspension from bus with parent conference

Violation #5 - Permanent suspension from bus

Major violations are considered suspendable offenses. Examples: Defacing or destruction of property, use of tobacco, use of illegal substances, fighting, threats, possession of weapons, persistent disrespect of adult supervision.

Students must observe the rules and regulations governing student transportation, and shall abide by all rules and regulations governing behavior and conduct when riding school buses. The Superintendent may suspend or revoke the transportation privileges of any student who violates any such rules or regulations. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

STUDENT CODE OF CONDUCT

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.

The disciplinary action identified for the various types of unacceptable behavior enumerated in the student disciplinary code of conduct states the minimal disciplinary action. 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. 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. Restorative practices are reviewed prior to final disciplinary action.

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. **Bullying/Harassment – 1st Offense** – see definitions of bullying and harassment that are included immediately after the Code of Conduct section.
3. **Inappropriate Use of Electronic Communication Device (cell phones, etc.)** – Students may possess a cellular telephone or other electronic communication device while at school provided that during school hours and on a school vehicle the cellular phone or electronic communication device remains off and out of sight unless authorized school personnel have given students permission to use them. See p. 22 for detailed Personal Communication/Electronic Use Guidelines.
4. **Closed campus violations** - being in parking the lot during the school day or other unassigned area without permission, including leaving for lunch.
5. **Dress code violation/inappropriate clothing** – inappropriate, revealing clothing, sagging pants, headwear, etc. (Refer to page 22 for further clarification).
6. **Driving/Parking Infractions** - Dangerous or improper use of vehicle(s) on school grounds that creates a potential hazard or danger, inappropriate behavior or manner of parking, lack of vehicle registration ticket.
7. **Failure to Serve Detention/Saturday School** – failure to appear for scheduled after school detention or Saturday School.
8. **Inappropriate Behavior** - behaviors or activities that are inappropriate in the school setting, including rough housing, 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 (i.e., laser pens, lighters, matches, shaving cream, squirt guns, etc.). Any behavior as determined by school personnel that is inappropriate for the school environment.
9. **Leaving School Building/Designated Areas without permission** – leaving school building, cafeteria, or designated classroom areas, including athletic fields, Wittenbach Center, classroom visit to woods/trails, without permission from school personnel or being in the hallway/other areas of the school without an appropriate pass.
10. **Leaving class without permission/Skipping** – leaving assigned classroom area or being absent from classroom area for longer than 10 minutes without teacher permission.
11. **Panhandling** – soliciting, begging, or mooching money from other students.
12. **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.
13. **Sexual Harassment** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 1 Range of Consequences.

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

- 1-3 day suspension
- After school detention
- Behavior Improvement Plan
- Bus consequences
- Change in student schedule
- Classroom consequences
- Community service
- Confiscation of item
- Contact Parent
- Driving/Parking Ticket
- Loss of driving privileges
- Lunch detention
- No credit on assignment, test, etc.
- Removal from class
- Replacement costs/restitution
- Saturday School
- Senior Obligation Requirement
- Student/Administrator Conference
- Student/Parent/Administrator Conference
- Social Probation

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 – 2nd Offense** – see definitions of bullying and harassment that are included immediately after the Code of Conduct section; a second reported offense of this nature.
2. **Computer Misuse** – having possession of and/or use of unauthorized software that was copied, downloaded, transferred, or transmitted from a legal source, includes MP3 and other audio files (i.e., computer piracy); 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 Misbehavior** - 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 (i.e., stink bomb) that disrupts the educational process.
5. **Disorderly Conduct/Gross Misbehavior/Indecency** – deliberate or willful conduct detrimental to the normal functioning of any school activity, for example, throwing food, spitting, etc.; 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 (public urination), 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. **Disruptive Behavior** – misbehaving in a manner that causes disruption or obstruction to the educational process. Behavior is considered disruptive if a teacher is prevented from starting an activity or lesson, has to stop instruction to address the disruption, or if a staff member is prevented from carrying out responsibilities. Any behavior that detracts from or interferes with the orderly operation of the school environment; or accumulation of minor infractions that add up to suspensions.
8. **Endangerment** – any conduct that jeopardizes the health or safety of other persons by means of an intentional act. (See also Disorderly Conduct)
9. **False Fire Alarm** - intentionally making a false report of a fire; falsely activating a fire alarm; intentionally causing fire alarm to sound.
10. **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.
11. **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.
12. **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.
13. **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.
14. **Insubordination/Defying Authority/Disrespect** - defiance of authority. Attitudes or behavior insulting or contemptuous; noncompliance of a reasonable request from school personnel; continued class disruption and disrespect; rude/discourteous. Insubordination includes, but is not limited to, refusing to open a book, 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.
15. **Intimidation/Menacing** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
16. **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.

17. **Loitering** – remaining or lingering on school property without a legitimate purpose and/or without proper authority. The school day ends at 2:30 pm and any student needing to remain at school with a valid purpose must be in the main cafeteria or other designated area.
18. **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.
19. **Obscene Language/Profanity Toward Staff Member**- verbally, in writing, electronic media or with photographs or drawings, directing profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.
20. **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.
21. **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.
22. **Tobacco/e-Cigarettes/Vapes** - Possession or Use of Tobacco Products/Cigarettes/Vapes - Students will not smoke/use e-smoking devices, use tobacco or alternative cigarette options (i.e., nicotine gum, etc.), or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.

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 above 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
- Recommendation to the Board of Education for long-term suspension or expulsion
- Suspension from bus transportation
- Law enforcement agency notification

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 High 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 24) and the proper form has been filed with the high 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 24) and the proper form has been filed with the high 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 3rd Offense** - 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/Menacing/Verbal Threat**– includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.
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. **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 videos electronically during the instructional day. “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/Pornography** – engaging in consensual, non-consensual or mutual acts of sexually inappropriate behavior, including but not limited to, touching, tampering with clothing, obscene gestures, indecent.
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 above 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
- 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.*

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of Lowell Area Schools to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities, whether on or off school property.

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, personal digital assistant (PDA), 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 (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) 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;
- 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.

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

Any student who believes s/he has been or is the victim of bullying or other aggressive behavior or has witnessed bullying, hazing, or other aggressive behavior, should immediately report the situation to the principal or assistant principal. 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.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials, as well as being disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

DEFINITION OF GANG & GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (a) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or

use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; (b) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (c) request any person to pay protection or otherwise intimidate, harass or threaten any person; (d) commit any other illegal act or violation of district policies; (e) or incite other students to act with physical violence upon any other person.

DEFINITION OF POSSESSION

For purposes of these rules, the term "possession" including having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, ingested by the person.

DUE PROCESS

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for the action, to present any facts that will support their defense, to have a discussion to discuss both sides of the issue and/or the appropriateness of the action.

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.

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing intimates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

WEAPON-FREE SCHOOLS

In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of District policy, the Lowell Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Lowell High School has implemented the use of Positive Behavior Intervention and Support (PBIS) into the school culture. PBIS is a proactive approach to behavior management on a school-wide level for creating and sustaining safe and effective schools. PBIS places emphasis on prevention of problem behaviors, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior and academic concerns.

The key components of an effective school-wide PBIS system involve: clearly defining and teaching a set of behavioral expectations, consistently acknowledging and rewarding appropriate behavior, constructively addressing problem behavior, and effectively using behavioral and academic data to assess progress.

R.E.D - Respect Excellence Determination

Lowell High School uses the acronym "R.E.D." This includes a designed matrix and signage for all areas of the school and campus with expectations for students and staff: **R**: Respect, **E**: Excellence, **D**: Determination.

Focus areas and behaviors for the RED Matrix are:

- arrival, departure, bus, parking lot
- hallways
- classrooms and restrooms
- technology
- cafeteria
- athletics/extra-curricular activities

Incentives are in place for students when the expectations of the matrix are followed. A student has the opportunity to receive a R.E.D. card from any staff member during the school year. If a student is given a R.E.D. card they will receive a reward and their card will be entered into a monthly drawing for the chance to win additional prizes.

The ultimate goal is to increase academic performance, increase safety, decrease problem behavior, and establish positive school climates through these research-based strategies and systems.

LHS Behavior Matrix

Learners Today. Leaders Tomorrow. R.E.D. Arrows for Life!

Lowell Students Exhibit:	Arrival/Departure Bus or Driving	Hallway	Classroom	Technology	Cafeteria	Athletics/Extra-Curricular Events
R Respect	<ul style="list-style-type: none"> - Respect bus rules - Be polite to those around you - Be aware of surroundings - Exhibit self-control 	<ul style="list-style-type: none"> - Take care of school property; keep hallways clean - Use appropriate language - Be polite - Help others - Take direct route to class - Walk at all times 	<ul style="list-style-type: none"> - Follow individual classroom expectations and rules - Show courtesy to all - Participate; listen attentively - Take pride in what you do; advocate for yourself - Be prepared to learn; be on time 	<ul style="list-style-type: none"> - Use respectful, responsible on-line behavior - Treat equipment properly - Use technology appropriately - Think before you post 	<ul style="list-style-type: none"> - Follow cafeteria rules - Keep your area clean - Wait your turn - Use appropriate language and volume - Make healthy choices 	<ul style="list-style-type: none"> - Adhere to LHS Code of Conduct - Respect all competitors - Represent LHS with pride - Display good sportsmanship - Strive for your personal best - Be accountable
E Excellence						
D Determination						

POINTS OF INTEREST

CARE OF BUILDING/GROUNDS - MISUSE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, furniture and materials supplied by the school. Students who disfigure property or equipment will be required either to pay for the damage which is done or replace the item at the discretion of the administration. Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school which are lost, stolen or damaged. Thefts should be reported to the office to aid in recovery.

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 purchase, 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 (one of the three components at lunch MUST include a fruit or vegetable). April 30 of each school year will be the final date any student may charge a Type A meal.

IDENTIFICATION CARDS

All students will receive a multi-use ID card. This card, in addition to being an ID card, can be used as a lunch debit card and a library card. Every student should have his/her identification card in his/her possession while on campus or while attending school functions. Any student who does not have an identification card should see the secretary in the main office. As its name indicates, an identification card is for the purpose of identifying the holder of the card – in this case you, the student. On occasion, you may be asked to show your identification to a staff member. Failure to do so constitutes in and of itself a violation of the discipline code and may result in disciplinary action. You can replace your ID card in the main office. The replacement cost is \$5.00.

LOCKERS

1. All students will be assigned their own locker. It is the student's responsibility to see that their locker is kept clean. Students should expect occasional locker inspections/random searches and regular clean outs. Lockers may be decorated with appropriate and non-permanent items (inside only). Students will be responsible for any damage done to their locker. All contents must be removed from lockers at the end of the school year. If a custodian is required

to clean a locker, a \$10.00 fee will be charged to whoever is assigned that locker.

2. No personal locks should be placed on students' lockers, including in the PE and Team locker rooms. Locks for PE lockers are assigned by the PE teachers only. Locks for the Team locker rooms must be obtained through the Athletic Director. Any personal locks placed on a PE or Team locker will be removed.
3. Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

LOST AND FOUND

The lost and found is located in the main office. If you have any lost articles to turn in or lose anything, check with the secretaries.

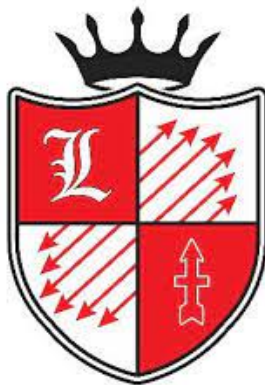
MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

CONCUSSION INFORMATION FOR PARENTS & STUDENTS

What is a concussion? A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to 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. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the signs and symptoms of concussion? If you or your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:



Symptoms Reported by Child:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

Signs Observed by Parents/Guardians:

- Appears dazed or stunned
- Is confused about assignment/ position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

What Should You Do If You Think You or Your Child Has 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 return to regular activities, including sports.
2. **KEEP CHILD OUT OF PLAY.** Concussions take time to heal. Don't let the child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting the child for a lifetime.
3. **TELL CHILD'S COACH/TEACHER ABOUT ANY PREVIOUS CONCUSSION.** Coaches/teachers should know if the child had a previous concussion. The child's coach/teacher may not know about a concussion the child received in another sport or activity unless you tell the coach/teacher.

How Can You Help Your Child Prevent a Concussion or Other Serious Brain Injury?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

How Can I Help My Child Return to School Safely After a Concussion?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with the child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As the child's symptoms decrease, the extra help or support can be removed gradually.



MEDIA CENTER/LIBRARY SERVICES

Lowell High School Library Media Center Information

All library information and many other resources are available on the Lowell Schools website: www.lowellschools.com > High School > Library Media Services > High School Media Resources

LHS Library Media Center is open daily from 7:15 am-3:30 pm

Materials Available:

Books/OverDrive eBooks--15 school day checkout period

Textbooks--must be returned or renewed at the end of each trimester, except AP Books

VHS, DVD and Online Streaming Videos --15 school day checkout period

Magazines--no set checkout period

Equipment--5 day checkout period

(Equipment available--chromebooks, flash drives, digital cameras, digital video cameras, & Kindles/Nooks)

Calculators--graphing and standard--must be returned or renewed at the end of each trimester

Paper Rolls/markers/glue/tape/colored pencils/poster board/construction paper--no charge

Services Available:

Destiny Library

Overdrive--online eBook system

Audible.com

Computers/Internet

Printing--10 pages per day, \$.10 per page over 10

Laminating --no charge for school projects, not available for personal use

Photocopying--\$.10 per page

Ellison Die Cut Machine

Cricut Machine

WebPath Express/Website Research Listing

TurnItIn.com

Password assistance for LAS accounts

Inter-School Library Loan--Lowell Area Schools Libraries

Library Media Center Policies:

Students Should-

- **be able to use the online Destiny Library program to renew their library materials and view all of their current checkouts and library obligations**

To access Destiny at school:

- Go to the student applications folder and click on Destiny Library
 - Click on the link to the Lowell High School Library Media Center
 - Click on the Login button in the top right corner
 - Enter your student ID and password
 - OR AT HOME- a link to Destiny is also available in several places through our school website: www.lowellschools.com > High School > Library Media Services >High School Media Resources>Destiny
- have their ID cards to check out library materials; if a student does not have their ID card at the point of checkout, he/she will be asked additional information to verify their identity
 - not check out materials for another person
 - have a "Special Materials Form" signed by a parent or guardian in order for students to check out chromebooks to take home
 - return books on time and keep fines paid; privileges are suspended for accounts with overdue books and fines over \$5 (fines can be paid in cash, check or Send Money To School)
 - understand that fines are assessed of \$.05 per day (maximum of \$5) for books and \$1.00 (maximum of \$10) per day for equipment not returned or renewed on time
 - understand that lost/damaged materials and equipment are charged the replacement cost
 - understand that refunds are given in the event that lost materials are found and returned to the library within one year, less any applicable late fees
 - understand that a student's record of overdue/lost materials will follow them through Lowell Area Schools until the obligation has been met
 - pay attention to all library email notifications sent to student's Lowell Schools gmail accounts to help remind them manage their library account
 - keep food and drinks away from all library materials, use common sense in being responsible and taking care of all materials...no spilling, writing, taping, dropping, throwing, breaking, leaving in hallway, etc. to any library materials
 - report any damage to library staff that existed prior to or occurred during checkout

Library Media Center Textbook Policies:

Students Should-

- know how to access their library account in Destiny to renew and manage their textbook checkouts
- check out only textbooks they need for each trimester
- return or renew all textbooks and calculators (except AP books) at the end of each trimester to avoid a \$5 late fee
- return/renew books during the allocated textbook return period prior to every exam
- have no current fines owed or any other outstanding obligations to participate in early textbook checkout on orientation days
- understand that they are responsible for all damages to textbooks and costs of replacing lost or stolen textbooks *they are issued*
- understand that each book has a unique barcode and the copy that a student checks out is the one for which they are held responsible
- understand that refunds are given in the event that the lost textbook is found and returned to the library within the same school year less any late fees that apply
- check out textbooks only for themselves
- notify the Library Media Center staff within 2 weeks of each new tri of any excessive existing damage to textbooks
- write their name inside the front cover of all textbooks
- not keep their classroom papers and handouts inside their textbooks
- understand that each textbook is individually reviewed after each use with dated notations made
- take photos of the inside/outside covers, bindings and pages of all textbooks and email them to Mrs. Beachler within the first week of each tri to provide a dated documentation as to the condition of their textbooks in the event there is a question as to any pre-existing damage to a textbook when fines are assessed
- not attempt to repair their textbooks when damage does occur
- personally return their textbooks to library staff and wait for their name to be repeated/account to be cleared of the textbook obligation before leaving the circulation desk
- not drop off textbooks in the library book return bin (the bin is only for library books)
- only checkout **one** Textbook/English novel at a time (unless other arrangements have been made by student's counselor)
- keep food/drinks AWAY from textbooks at all times
- not leave textbooks in classrooms or hallways, only in locked lockers
- pay attention to email reminders being sent to the student's school email account with library due dates and other information
- in the event a student is assessed a fine for damage that he/she does not believe was their responsibility, the student should stop by the library within the first two

weeks of the trimester to see the damage in person and discuss the situation with library staff

- **maintain the condition of each textbook they are issued and understand that they will be fined for all damages including:**
 - liquid damage
 - writing, torn pages
 - broken binding
 - removing student classroom papers from the book
 - other damage not considered normal wear and tear

Common Textbook/Library Media Center Questions

- **How do I pay for a lost textbook or other library material?** Check with the library media staff to be sure no one has turned in the lost item. You must pay all balances before you will be issued a replacement textbook. Balances can be paid in the Library Media Center, which accepts cash or checks payable to Lowell High School Library. Payments may also be made through Send Money To School.
- **My book was stolen out of the classroom. Why should I pay for it?** Each student is responsible for the textbooks that he/she checks out from the library. Leaving books unattended in classrooms, in the halls, or outside is highly discouraged. Students are responsible for all of these books if they are lost or stolen.
- **What if I pay my fine and then find the textbook/library book? Can I get a refund?** Yes! Simply bring the book to the LHS Library Media Center within the same school year and a full refund will be issued less any late fees. Refunds are processed through the District Office and will be mailed to your home. This process takes about 30 days.
- **How can I get a second set of books due to an injury?** In order to be issued a second set of books, you must take a doctor's note to your counselor for approval. The Library Media Center staff will then issue you a second set of books if copies are available.
- **I've lost my textbook and need a replacement issued. Where do I go?** Once the lost/damaged textbook is paid for, the Library Media Center staff will be able to check out a replacement.
- **I've been charged for damage to my textbook. How do you know the damage occurred when I had the book?** After each textbook is returned, the library media center staff does a thorough review of every book and makes dated notations in the back cover. These notations are very specific to the existing condition of the book and any damage not considered normal wear and tear. Any new damage that occurs since the previous review will be charged to the student last responsible for the book. All pre-existing damage to textbooks should be reported to the high school library staff within the first two weeks of each trimester.
- **If I want to see the book and damage for which I'm being charged, what should I do?** Books with fines applied to student accounts are held for the first two weeks after the fines are applied. This gives students an opportunity to stop into the library media center to review the damage with our staff. After the two week period, the books are repaired and returned to circulation at which time the fines can no longer be disputed.

Updated July 2020

**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
hsneider@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 the 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.

Statement of Non-Discrimination and Equal Education Opportunity

The Lowell Area School District does not discriminate against any individual, with regard to receiving the full utilization of or benefit from the District, or the services, activities, or programs provided by the District, on the basis of race, religion, color, national origin, ethnicity, sex, age, disability or any other legally protected category as required by state and federal law. In case of admission to the District, in addition to the above identified categories, the District does not discriminate on the basis of marital status.

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 Non-Discrimination and Equal Education Opportunity Policies:

Dustin Cichocki
Director of Human Resources
Lowell Area Schools
300 High Street
Lowell, MI 49331
dcichocki@lowellschools.com
616-987-2517



Learners today.
Leaders tomorrow.
Red Arrows for life!