



Whitmore Lake Elementary School

2025-2026

Student Handbook

**1077 Barker Road
Whitmore Lake, MI 48189
Phone: 734.449.2051**

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SCHOOL BASICS

DISTRICT MISSION STATEMENT

Whitmore Lake Public Schools...providing an exceptional and personalized education for all.

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

DAILY TIME SCHEDULE

Kindergarten-5th grade 8:50AM-3:35PM

HALF-DAY SCHEDULE

Kindergarten-5th grade 8:50AM – 12:05PM

ACADEMICS

GRADING & ASSESSMENT

Individual teachers will provide specific information on grading and assessment.

REPORT CARDS

Report cards are issued at the conclusion of each semester via email. It is the shared responsibility of the student, the parent, and the teacher to keep apprised of the student's progress.

HONOR ROLL (4th-5th grades only)

An honor roll will be posted at the conclusion of each grading period for students in fourth and fifth grades. In order to be eligible for honor roll status, a student must have a 3.3 GPA.

STUDENT GRADE CLASSIFICATION

Promotion from one grade to the next requires students to meet the content and behavior expectations set for the current grade. Final placement decisions are made by school personnel.

RETENTION

Parents who are concerned about their child being retained should speak to their child's teacher as soon as possible. Cases of retention are discussed between parents, teachers, and administration. Final placement decisions are made by school personnel.

STUDENT RECORDS

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information. In a situation in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that WLES, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, WLES may disclose appropriately designated "directory information" without written consent, unless a parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow WLES to include this type of information from a child's education records in certain school publications. Examples include

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parent does not want WLES to disclose directory information from his/her child's education records without his/her prior written consent, he/she must notify the District in writing. WLES has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing

- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

COMPUTERS & TECHNOLOGY

Computers and technology are an integral part of our curriculum. Students must have a Computer Use and Internet Agreement form signed by their parents and themselves before they will be permitted to go online.

ATTENDANCE

The administration and staff of Whitmore Lake Elementary School believe that regular attendance by all students is essential and therefore an important school requirement. Furthermore, the State of Michigan also recognizes the value of regular attendance.

In accordance with Compulsory School Attendance Law (380.1561), "Every parent, guardian, or other person in this state having control and charge of a child from ages 6 to 18, shall send that child to public school during the entire school year". The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. If extenuating circumstances result in a student absence, the school administrator will consult with parents before determining if such circumstances define proper cause. Certain exemptions to this law may be found by reading the entire Compulsory School Attendance Law.

ATTENDANCE PHILOSOPHY

A primary goal of Whitmore Lake Elementary School is to teach and support behaviors that will be beneficial to the individual student for the duration of his/her lifetime. Regular attendance is important for the following reasons:

1. Regular attendance and general success in school achievement are closely related. It is the policy of the District that regular attendance is one measure used in determining class placement.
2. Each student has a responsibility to contribute to the group learning dynamics, which are important to the total school learning environment.

3. Each teacher has a responsibility to provide equal opportunity to all students, a responsibility which can only be served if the student is in regular attendance.
4. Each student needs to recognize his/her responsibility to parents, teachers, and to themselves by taking full advantage of the opportunities offered by the school.
5. The District has a responsibility to be accountable for all of its pupils, which in the elementary school means regular attendance to the classes in which a student is enrolled.

PROCEDURE WHEN ABSENT

When a student is absent, the school requires a satisfactory explanation by phone or a written note from the parent or guardian for each absence. Please call the WLES attendance phone line at 734.449.2051 and press 2 by 9:15am (K-5) on or before the day of absence.

Parents/guardians are to contact WLES by phone (24-hour message machine) or write a note whenever their child is absent, giving the appropriate length of absence. All excuses must be signed by a parent/guardian, medical doctor, dentist, court official, documentation of funeral, etc. Any call-ins that appear to be questionable will be verified. Any student who falsifies a call-in will be disciplined.

Excused absences include

- Absences for religious observances;
- Absences for personal or family illnesses;
- Absences covered under the Michigan School Code of 1976;
- Absences for pre-arranged vacations;
- Absences for medical and dental care;*
- Absences for the death of an immediate family member;*
- Absences for participation in legal or court proceedings;*

*Items will not be counted toward truancy if appropriate documentation (such as a doctor note, court documentation) is turned into the elementary school office when the student returns to school.

Unexcused absences include but are not limited to

- Absences that are not parent/guardian approved;
- Absences resulting from leaving class or school without granted permission from school authorities;
- Absences not reported by a parent/guardian within 48 hours of the student's return to school;
- Absences resulting from an unexcused tardy/late as described in the tardy procedures.

NOTE: The student may not receive credit for assignments missed.

If the parents will be out of town for a given period of time, it is important that the elementary school attendance office be advised of the person(s) responsible for the student during the parent's absence. If the parent cannot call the school, the student must bring a note to the office on the first day of return to classes.

MAKE-UP WORK

Regular attendance is essential to learn grade level content. A student with an excused absence will be allowed 2 days for every day of absence to complete work missed. If there are extenuating circumstances, such as serious illness, operations, or an injury causing a student to miss a long period of time, the teacher, with the approval of the principal, may extend the period of time for make-up work. If a student is able to do homework at home during the period of illness, make-up work may be obtained by contacting the student's teacher.

Make-up work assignments are provided at the teacher's discretion. If a student fails to make up the assigned work for an absence within the allowable amount of time, the teacher will record the assignment as a zero (0).

If a student is absent on the "due date" of a long-term assignment, such as a research paper or a special report, that assignment must be submitted on the first day the student returns to school. Assignments may be turned in to the office by family or friends. Detentions and/or in-school suspensions missed due to an absence will be served on the first day the student returns to school.

DISABLED STUDENTS

A disabled student or student suspected of having a disability may be denied credit pursuant to this policy only after an individualized educational planning team (or Section 504 planning team, as appropriate) determines that:

- a) The current determination of eligibility is correct;
- b) The absences or cause of the absences are not a manifestation of the student's disabling condition;
- c) The student's individualized educational programs (or Section 504, as appropriate) currently reflect the special education programs and services needed to meet the unique educational needs of the student.

ABSENCES FOR EXTRACURRICULAR ACTIVITIES

Students who are excused for extracurricular activities during class time have the responsibility of receiving permission from their teachers in advance and making up their class work before the absence or as the teacher

directs. Sponsors of activities should remind their students of this requirement. The times missed are a school activity. However, if a student is earning low grades or has excessive absences, the classroom teacher may deny the student the right to attend meetings, field trips, and other school-related activities.

FAMILY TRIPS

Family trips in excess of three days must be communicated to the elementary school office. Family trips count as absences. Teachers are not required to provide work in advance of a trip. They may give work before or after a student returns to school.

TRUANCY

In keeping with our attendance philosophy which recognizes the correlation between attendance and academic achievement, the following attendance policy will be in effect:

Any student who is absent ten (10) or more times during a school year, or has a pattern of excessive absenteeism, is considered in violation of our attendance policy and may be referred for truancy and/or required to attend summer programming.

Absences not counted in the absence policy include

- Absences due to Administrative reasons;
- Approved school activities;
- Medical or dental appointments documented with a doctor's note
- Absences due to a death in the immediate family;
- Documented court dates;
- Suspensions.

VOLUNTARY WITHDRAWAL

Students who miss ten or more consecutive days from school without a parental contact to the elementary school office will be considered voluntary withdrawals.

LATE/TARDY POLICY

Teachers expect students to be in their classrooms, ready to begin learning at the appropriate start time or they will be marked absent. If your child arrives late to school, an adult must walk them to the front door, ring the buzzer, and wait for a staff member to confirm your child's arrival and sign them in.

CLOSED CAMPUS

Whitmore Lake Elementary School has a closed campus. This means that a student is not permitted to leave the school grounds or assigned areas during the school day

without permission. Any student leaving for any reason must go to the office for permission to leave. Violation of this policy may result in discipline.

The school is a closed campus during lunch. Students are to be in the cafeteria. Outside orders delivered from other food establishments are not allowed unless ordered through a school-sponsored event.

LEAVING SCHOOL DURING THE DAY

If for any reason a student must leave during the regular school day, that student must first report to the elementary school office. Staff will call his/her parent/guardian to request that he/she be released from school. Following this procedure the parent will need to sign out the student with office staff. If a student becomes ill during the school day and wishes to go home, the attendance/administrative secretary will contact a parent to gain permission for such a request. Failure to report to the elementary school office before leaving the building will not be tolerated.

Administration will take immediate action to correct such behavior. A student who has an appointment such as with a doctor or dentist during the school day is required to bring a written notice to the elementary school office from that appointment upon their return to school.

HOMEBOUND & HOSPITALIZED SERVICE

Please contact the building administrator if an extended leave from school is required.

EXTRACURRICULAR ACTIVITIES

Students who wish to participate in athletic clubs or extracurricular activities, including but not limited to Student Council and Drama Club will have the eligibility standards similar to the athletic department.

STUDENT COUNCIL (5th grade only)

Student Council will consist of multiple representatives elected fifth graders. Student Council is responsible for arranging activities that may include assemblies, fundraisers, and service activities. Student Council also provides input on other school events. Students must be passing all four core classes with a D- minimum to maintain participation in Student Council.

FUNDRAISING

Students involved in fundraising for clubs or organizations have a responsibility to turn in all funds they have raised to the appropriate sponsor or advisor. Failure to turn in money will result in a fine listed for that amount. All fundraising activities must be approved by the principal.

TRANSPORTATION

SCHOOL BUSES – PROCEDURES & POLICIES

The Whitmore Lake Public School District operates school buses to provide transportation for students. This is done as a service, and students should be mindful of the necessity for proper behavior at all times. The following rules apply for any school sponsored activity.

BUS PASSENGER BEHAVIOR CODE – STUDENT RESPONSIBILITY

Students shall maintain appropriate behaviors on the bus by abiding by the following guidelines:

1. Shall maintain complete SILENCE at railroad crossings
2. Shall keep hands to one's self; no horseplay/fighting
3. Shall use a classroom voice
4. Shall not stand or change seats while bus is in motion
5. Shall not yell out windows and shall avoid being noisy and rowdy
6. Shall load and unload in orderly fashion without pushing
7. Shall be courteous to each other and the driver/attendant
8. Shall not use obscene language or gestures
9. Shall not distract the driver
10. Shall wait in a seat until the bus stops at the assigned destination
11. Shall keep hands, body, and property inside the vehicle
12. Shall obey the driver at all times
13. Shall not carry any weapons onto the bus
14. Shall not carry any alcohol or drugs onto the bus
15. Shall not eat or drink on the bus, unless authorized
16. Shall not damage or deface the bus in any manner
17. Shall not smoke on the bus
18. Shall be prompt to board the bus

First-Level Offenses (examples): feet in aisle, standing up, excessive noise, rude, annoying or discourteous behavior.

Consequences of First-Level Offenses:

- First incident – verbal warning
- Second incident – written warning requiring parent signature
- Third incident – one-day suspension
- Fourth incident – two-day suspension with required conference

Second-Level Offenses (examples): talking at railroad crossings, hanging out windows, throwing items out of the window, causing bodily harm to others, using profanity, smoking (or possession of cigarettes, lighters, etc.),

throwing objects, fighting, spitting, lying to bus driver (name/age, etc.) destroying property, getting out of seat while bus is moving, continuous incidents of first level offenses.

Consequences of Second-Level Offenses:

- First incident – two-day suspension
- Second incident – four- to five-day suspension with required conference

Severity of the incident may result in additional disciplinary action taken by the principal or designee. Any student suspended from the bus for a discipline action is also suspended from the bus for any field trip, athletic event, or school-related activity. A child who receives several warning slips will be monitored closely! Bus privileges may be revoked if improvement is not shown.

Consequences When a Bus Run is Driven by a Substitute Driver

During a bus ride driven by a substitute driver, all offenses (first and second level) will be subject to “consequences of second level offenses”.

- First incident – two-day suspension
- Second incident – two-day suspension with required conference

RIDING TO SCHOOL

Students are dropped off and picked up from school in the rear of the building in our “Kiss and Go” loop. In both instances, vehicles form two lanes until they reach the final curve (past the pavilion) where vehicles take turns merging into one line to approach the curb for drop off or pick up. All vehicles remain in the line unless directed by staff to pull around another vehicle.

ARRIVAL - Morning Drop Off

- Drop off opens at 8:40AM
- Students must stay in vehicles until 8:40AM
- Form 2 lanes of traffic
- At the last turn, merge into 1 lane, take turns
- Pull up as far as possible. Staff members will move to you
- Adults stay in the vehicle
- Students exit the vehicle from the passenger side onto the sidewalk
- Vehicles pull away with caution

DISMISSAL - Afternoon Pick Up

- Pick up opens at 3:35PM
- Form 2 lanes of traffic
- At the last turn, merge into 1 lane, take turns

- Display a sign with your student's last name in the window
- Pull up as far as possible. Your student will move to you
- Adults stay in the vehicle
- Students enter the vehicle from the passenger side
- Pull away with caution

Please stay in the lane unless a staff member directs you to pull around a vehicle in front of you.

WALKING/BIKING TO SCHOOL

Students are welcome to walk or ride their bikes to school. In order to keep all students safe, the following rules apply:

- Students must cross Barker Road with our crossing guard at the crosswalk at the entrance to the A-wing (east end of parking lot.)
- Students must walk on the sidewalk.
- A crossing guard will be available from 8:35-8:50AM each morning and immediately following dismissals.
- Walkers and bikers are to follow directions given by the crossing guard and staff.
- Bikers must walk their bikes across Barker Road and on school sidewalks.
- Wearing a bike helmet is recommended.
- Bikes must be parked in the bike rack. A lock is recommended.
- Students who do not follow the rules of riding will lose the privilege of riding their bikes to school.

CHANGES IN DISMISSAL

All dismissal changes must be called into the school office by 3:15PM. Dismissal changes called in after 3:15PM may not be able to be accommodated. Do not send dismissal changes to the classroom teacher. If they are absent or do not check their voicemail or email by dismissal, the change may not be communicated.

GENERAL INFORMATION

STUDENT ENROLLMENT

New student enrollment can be completed on the district website. The following information must be uploaded upon entering school:

- Birth certificate with a raised seal
- Proof of residency
- Proof of guardianship, if indicated
- Immunization records (see immunization)

WITHDRAWAL

Parents should complete a withdrawal form upon exiting Whitmore Lake Elementary School. The law requires that

all students attend school until sixteen (16) years of age. However, Whitmore Lake Public Schools affirm that it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life.

IMMUNIZATIONS

Children need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step in maintaining a child's health.

All students must have their immunization record on file. New students shall not be admitted without proof of immunization. These records should include the following:

1. **DTP, DT, OR TD:** Four (4) doses are required. If a dose was not given in the last five (5) years, a booster dose of Tdap is required.
2. **POLIO:** Three (3) doses are required.
3. **MEASLES, MUMPS, AND RUBELLA:** Two (2) doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose and at or after 15 months of age. In addition, a current laboratory report showing evidence of immunity to measles, mumps, and rubella will be accepted.
4. **HEPATITIS B:** Effective 01/01/00, three (3) doses are required.
5. **MENINGOCOCCAL:** Effective January 1, 2011, one (1) dose for children 11-18 years of age is required.
6. **VARICELLA (Chickenpox):** Effective January 1, 2011, two (2) doses is required on or after the first birthday administered at least 28 days apart. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
 - Common symptoms include a fever, rash, headache or stiff neck.
 - It can lead to brain damage, disability, and death.
- Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.
- This vaccine is usually given to 11-12 year olds (6th graders).
 - Ask your child's health care provider if he/she needs meningococcal vaccine.

To obtain the meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations, talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website: www.cdc.gov

ORAL HEALTH SCREENING

The Kindergarten Oral Health Assessment law (Public Health Code Act 368 Section 333.9316) was passed in December 2023 to ensure that children entering their first year of school receive an oral health assessment (dental screening) no earlier than 6 months prior to starting school, or within that first year.

All children in Michigan enrolled in their first year of school, either kindergarten or first grade, are now required to receive an oral health assessment.

EMERGENCY MEDICAL INFORMATION

Annually, parents or guardians of all students must file an Emergency Medical Form in the elementary school office. In the event that emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

CHANGE OF ADDRESS/PHONE

Any change in name, address, or telephone number should be reported to the main office. Quick communication with parents or guardians is important if an emergency should arise. If the address and phone number are correct, quick notification can be easily accomplished.

MEDICATIONS - PRESCRIPTION AND NON-PRESCRIPTION

All medications must be taken in the elementary school office. Parents must turn in all medications, whether non-prescription or prescription, to the elementary school office. Students should not possess any medications in their lockers, bags, purses, or on their person on school grounds.

Parents/guardians will:

- Provide Whitmore Lake Elementary School with written permission and request to administer medication.
- Provide written information which includes name of student, name of medication, dosage, and time to be administered, route of administration, and duration of administration along with the medication form (permission for prescribed medication).
- Bring all medications to the elementary school office. Medications should be in a labeled container, prepared by a pharmacy or physician, and labeled with the student's name, dosage, and frequency of administration. Students cannot carry their own medications.
- Provide written instructions from a physician whenever administering changes are ordered.
- Remove any unused medication from the school when the medication is discontinued, changed, or the school year ends.
- Renew permission and physician's instructions at least annually or more often if necessary.

The school will provide the appropriate forms for parents or guardians and a physician to fill out and return to school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Whitmore Lake Public Schools recognize that control of the spread of communicable disease through casual-contact is essential to the well-being of the school community and to the efficient operation of the District.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, other strep infections, whooping cough, mumps, measles, rubella, and/or diseases designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, district personnel, the school, and the community shall follow state statutes and Health Department regulations which pertain to immunization and other means for controlling communicable diseases which may spread through normal interaction in the school setting.

The principal/designee or the teacher may remove from the classroom any student who appears to be ill or has been exposed to a communicable disease. The principal may exclude such a student from the building or isolate the student. Whenever possible, this will be done with the recommendation of the Superintendent.

CONTROL OF NON-CASUAL COMMUNICABLE DISEASES

Whitmore Lake Public Schools seek to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have the confidentiality of the information protected and his/her status in the District examined by an appropriate panel of resource people. The rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of the policy, "non-casual-contact communicable disease" shall include:

1. AIDS – Acquired Immune Deficiency Syndrome
2. ARC – AIDS Related Complex
3. Persons infected with HIV (human immune deficiency)
4. Hepatitis B
5. Others like diseases that may be specified by the Health Department as potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on immunization, hygienic management, and control of casual-contact communicable diseases. The purpose of this policy is to protect the health and safety of the students, District personnel, and the community at large from the spread of the above-mentioned diseases. The District will allow students and staff members to attend school unless there is definitive evidence to warrant exclusion.

LICE

Based on guidance from Michigan's Department of Community Health, Department of Education, and the Michigan Association of School Nurses, Whitmore Lake High School's head lice policy focuses on the exclusion of active infestations.

Active infestations can be defined as the presence of live lice or nits found within one-quarter inch of the scalp. Any student with live lice (or nits within one-quarter inch of the

scalp) may remain in school until the end of the school day. Immediate treatment at home is required. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the student, the child may reenter the school.

In the event of an outbreak or an individual with recurrent or chronic head lice, a multidisciplinary team will determine the best approach to resolving the issue.

SYMPTOMS/ILLNESS

If a student is experiencing symptoms of illness including, but not limited to, vomiting, diarrhea, or fever, they need to be symptom free without the use of medication for 24 hours before returning to school.

DRESS CODE

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parents. The school, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the school’s mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

Articles of clothing or accessories (e.g. hoods, sunglasses, etc.) which conceal identifying the person are strictly prohibited in the building.

Garments should not contain obscene words, advertise prohibited substances, or promote Satanism or violence. Clothes should not promote gangs or gang-related activities.

Flags from any nation (past or present) should not be used as an article of clothing.

Undergarments should not show when sitting or standing.

Bare feet are against state law.

CELL PHONES, ELECTRONIC COMMUNICATION DEVICES (ECD), AND ELECTRONIC STORAGE DEVICES (ESD)

The use of cell phones, ECD, and ESD for taking pictures/videos in school is strictly prohibited unless it is for a school approved assignment or activity.

Cell phones should be stored in lockers on silent during the school day. If phones are seen or heard during the school

day, they may be confiscated and may require parent/guardian to pick them up from the school office.

Students may only use cell phones during the school day if given permission by school staff. If permission is granted, students will adhere to professional standards in their use of the phone and understand that the curriculum demands interaction with the device. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be misuse of the technology.

STUDENT FEES, FINES, AND CHARGES

Students are not allowed to participate in school activities if they have any debts.

Textbook Damages:

Ripped pages	\$6.00
Cover rebinding	\$18.00
Lost book	replacement cost
Writing in books - Minor	\$2.00
Writing in books - Major	\$5.00
Damaged book	\$10.00

Other Charges/Fines

Replacement agenda book	\$10.00
Library fines	replacement cost
Fundraisers	specified cost
Lunch fees	specified cost
Athletic equipment	specified cost
Technology fees	specified cost

Student fines must be paid in full by the end of each semester. Students will be denied access to extracurricular activities unless payment has been made or an agreement to receive periodic payments has been agreed upon with the elementary school office.

LOCKER DAMAGE

A student whose locker is damaged by another student must immediately report the incident to the office or he/she will be held responsible for the damage. Below is a schedule of fees for damage done to lockers:

Locker needs painting	\$20.00
Locker needs cleaning	\$5.00

BEVERAGES & FOOD

Water bottles are allowed in the classroom. However, in areas where water can damage equipment or materials, restrictions will apply.

Classrooms have a daily snack time. Teachers will communicate to families about how snack works (individual

or community) in each classroom and notify families of classroom allergies and food restrictions.

BIRTHDAYS

Students' birthdays are announced at school. Birthday treats may be coordinated with classroom teachers. Birthday invitations may be passed out at school if the entire class is invited.

CAFETERIA

The cafeteria is one facility that is used extensively during the school day and also in the evenings. Students are asked to help keep the cafeteria clean and neat at all times. In order to achieve this, the following procedures or rules have been adopted:

- Students entering or leaving the cafeteria must walk.
- Students are responsible for busing their own trays and trash to the proper area.
- Food and drink must be consumed only in the cafeteria.
- Students may be suspended from the cafeteria or school for misbehaving in the lunchroom.

To account for lunches and breakfasts served, students use their student ID (kept onsite at WLES) to participate in the breakfast and lunch program. An account is created for all students using their student ID number. This account remains open until they leave our district. Students may have one breakfast and one lunch per school day.

Parents are still encouraged to apply for the Free and Reduced Lunch program by going to our Food Service web site or <https://whitmore.familyportal.cloud/>. By using this site, parents will no longer need to send in the paper application, and it will expedite the approval process. Parents and students may qualify for other programs through the Free and Reduced Lunch program like Summer EBT or have fees waived for some activities. Families may apply at any time during the school year as financial circumstances may change. If your student was eligible last year, your current status will expire October 7; please reapply before your previous year's eligibility expires.

Please feel free to contact the Food Service Department (734) 449-2051x1031 or email: diane.montanari@wlps.net at any time for more information about our program.

SCHOOL CLOSING AND DELAYS

District communication tools, such as AlertNow, will be used to notify parents and students if school closure decisions are made.

SAFETY DRILLS AND EMERGENCY EVACUATION

It is important that students familiarize themselves with the fire exits in each classroom. The exits used for the fire drills will be posted in each room. Students are not permitted to go to their lockers during a fire drill.

A teacher will accompany students, as a group, to a position a safe distance from the school. Under no circumstances will students be permitted to re-enter the building until the "all clear" is given.

Practice drills will occur several times during the school year. The immediate and orderly evacuation of the building is the prime consideration. Other than a fire drill, should an emergency evacuation of the building be necessary, the procedure will be the same as a fire drill.

Special emergency procedures are listed under separate cover.

LOCKERS

Lockers are provided, as a convenience, to each student for the purpose of storing such materials as may be required for classroom work. Students are not to share lockers with others. It is appropriate to store jackets, shoes, extra clothing, and some personal effects. The student is responsible at all times for the material contained within his/her locker. ***These lockers are school property. Therefore, the administration reserves the right to search all lockers.*** An administrator or a delegated representative may conduct a locker search at any time.

LOST AND FOUND

All items found, including but not limited to clothing, footwear, books, jewelry, wallets, jackets, gloves and umbrellas, are to be turned into the Lost & Found cubby. All unclaimed items will be given to Goodwill, the Salvation Army, etc., at the end of the term.

MEDIA CENTER

The goal of the Media Center is to help the students become information specialists so they can learn how to find out what they need to know to succeed in school. Another goal is to provide materials for the faculty to use to help students to learn.

The Media Center provides the following services:

- Print and non-print materials to meet individual and classroom needs
- Reading guidance and enrichment
- Electronic card catalog to assist students and staff in locating materials
- Individual help in finding materials

The Media Center is open for classes to visit at a scheduled time each week. Students may check out up to two books per week.

When a student signs out Media Center materials, he/she contracts to return materials on time and in good condition. Regular circulating materials may be checked out for a period of one week. Materials may be renewed. Any student who has an overdue item or has lost materials may not check out more materials.

If a student loses or damages library materials, the replacement cost will be charged.

Photocopies of materials that cannot be checked out and are necessary for schoolwork are available at no charge.

Anyone caught vandalizing library materials or leaving the library with materials that are not checked out will be considered destroying or stealing school property. He/she will be disciplined by the principal or designee and may lose library privileges.

Food and beverages are not allowed in the library.

PESTICIDE APPLICATION

PA 131-93 requires school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school. Notification will include:

- Approximate location of the application
- Date of the application

PETS

No animals are to be brought in the school building or on to school property.

SCHOOL SUPPLIES

All necessary supplies (pencils, folders, paper, crayons, scissors, etc.) will be furnished to the students. Families are welcome to donate additional supplies to the classroom or provide their student with preferred supplies (decorative folder, pencil box, etc.) within discretion of the teacher.

SCHOOL SOCIAL WORKER

There is a school social worker on staff at Whitmore Lake Elementary School. The school social worker maintains a close contact with community social agencies to intervene on students' behalf when appropriate. Likewise, the school social worker serves as a liaison with family or school.

It is also the task of the school's social worker to serve as a member of the Response to Intervention and the Special Education Team as mandated by the state law.

SPECIAL NEEDS

Whitmore Lake Public Schools, in conjunction with the Washtenaw Intermediate School District, will provide a comprehensive, free, and appropriate educational program to all eligible disabled persons ages zero (0) to twenty-five (25) which complies with federal and state laws and guidelines.

STUDENT ACCIDENTS

For student safety, any accident in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the main office, and the appropriate form must be submitted.

STUDENT VALUABLES OR POSSESSIONS

Students are responsible for any valuables or money that they bring onto school grounds. They should not leave any valuables or money in their locker. All fundraising money must be turned in to their teacher first thing in the morning. Students should not put the money in their locker or carry it on their person. Students are totally responsible for any articles or money that is lost.

VISITORS & VOLUNTEERS

All visitors must register in the elementary school office. All visitors are to remain in the office unless given permission by the office personnel to visit teachers or students outside the office. Visitors will sign in and may be given a visitor's pass if they receive permission to leave the office.

Visitors will be limited to those with a legitimate educational purpose. All classroom visitations require coordination with the classroom teacher.

An appointment to confer with a teacher during the teacher's consultation period can be made by communicating with that teacher. If a parent wishes to have a conference with the principal, he/she can call the elementary school office.

Students will not be called out of class to meet with anyone except in case of an emergency. Parents/guardians are urged to take care of personal business at home and not interrupt classes with messages from home. Whenever possible, appointments, including but not limited to doctor and dental appointments, should be made before or after school or on weekends.

Volunteers in the classroom and for special activities, are permitted, and encouraged, at Whitmore Lake Elementary School. Volunteers must follow our visitor guidelines and coordinate their time with the appropriate staff member. Classroom and field trip volunteers must complete and pass a background check before volunteering.

BOARD OF EDUCATION

Students are allowed to address the Board during meetings. Any member of the public may address the Board during the public comment portion of each meeting. Additionally, if an individual wishes to be placed on the Board's meeting agenda, he/she may do so by contacting the superintendent's office no later than one week prior to the meeting.

DISTRICT BULLYING POLICY

"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.

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and

volunteers to provide positive examples for student behavior.

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

Notification

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

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

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

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

STAFF AUTHORITY

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions. Choices made by students are very important.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. Conform to reasonable standards of socially-acceptable behavior;
2. Respect the person and property of others;
3. Preserve the degree of order necessary to the educational program in which they are engaged;
4. Respect the rights of others;
5. Obey constituted authority and respond to those who hold that authority.

School employees shall have the authority to assign discipline to students, subject to District guidelines and the student's due process right to notice, hearing, and appeal. Administration shall have the authority to increase punishment from one level to a higher level depending on the severity of the infraction.

A good faith effort shall be made to contact the parent at a time before the suspension becomes effective. A written communication will be given to the student to take home or a copy will be mailed home. In the event the parent wishes for an informal hearing with the principal or designee prior to the suspension being implemented, the parent must request it before the suspension begins. If the parent does not meet with the principal before the start of the suspension, the student will remain out of school pending the outcome of an appeal.

APPEALS

If there is a disagreement with the action of the principal or designee, the student's parents may request a review of the action with the superintendent. Such a review by the superintendent shall be completed within a reasonable amount of time and the outcome reported to the principal.

Teachers and other employees of the District shall have the authority to take such means as may be necessary to control the disorderly conduct of students. This applies to all situations and in all places where such students are within the school environment or when such conduct interferes with the educational program of the school or threatens the health and safety of others.

DEFINITIONS

Teacher Disciplinary Action: Teachers have authority to utilize a range of behavior management techniques (not including corporal punishment) within the classroom to address incidents of minor misbehavior so long as such techniques do not violate Board policies, administrative directives, or state and federal laws and regulations.

Pursuant to state law (MCL 380.1309) teachers may exclude from class or school activity for one full day a student who in the teacher's opinion is causing a disruption or violating school rules. The teacher may send the student to the principal or designee for supervision and appropriate action. The teacher will ask the student's parent to attend a conference which may also include other school personnel. A school administrator will attend if either the teacher or parent requests. During this suspension the student will not be returned that day to the class or activity without the teacher's approval.

Expulsion: Expulsion shall be the permanent exclusion of a student from the public schools for disciplinary reasons for a period of more than 60 days.

Out-of-School Suspension (OSS): Out-of-School Suspension is the removal of a student from school for a specific amount of time for a period of less than 60 days. Students may be suspended a maximum of ten days by the elementary school principal/designee.

*Students with an out-of-school suspension or expulsion from Whitmore Lake Schools are not permitted on school property for any reason during the suspension/expulsion period.

School Grounds/Environment: School grounds/environment are broad. They include but are not

limited to all property within sight of the school building, buses, bus stops, and any area where school interests are being represented including off-campus conduct involving social media.

Detentions: A student in violation of school rules or policy may be required to serve a detention. A student who is assigned a detention is expected to begin serving promptly at the predetermined time. Detentions will be assigned in 30 minute increments. The maximum number of detentions which can be served is two in a day. Accumulating six or more detentions may result in a suspension. Students will be given at least one day's notice of the detention. Students who miss a detention will serve a double session on the next available date. Chronically missing detention will result in a suspension on the next day of classes, following an informal hearing with school administration. Changing a detention date can only occur with prior request from the student and his/her parent/guardian as well as administrative approval.

Faculty and staff members are permitted to retain students after normal school hours as a disciplinary measure as well as to help students with their studies. The student may request and be given one day's advance notice so they can arrange appropriate transportation and notify their parents.

Sport activities and lack of transportation are not excuses to miss detention.

In-School Suspension (ISS): Any in-school suspension beyond the third day shall be counted as an absence.

Rules the students will follow if given an in-school suspension:

1. Each student will bring homework and/or approved reading material.
2. The student will not talk or cause other disturbances.
3. The student will not sleep or waste time.
4. Each student will sit in an assigned seat.
5. Any student who is disrespectful to the supervisor will be sent home and further disciplinary action will be taken.
6. Progressive in school suspensions will be implemented with an out-of-school suspension. Suspensions will not be excused or rescheduled unless in an emergency situation such as hospitalization or death in the family.

STUDENT DISCIPLINE

DISCIPLINE OF STUDENTS WITH DISABILITIES

The rules in this section apply to all students including those students enrolled in special education, those having Section 504 plans, and those suspected of a disability.

However, due to the unique need of these students, appropriate disciplinary action will vary in accordance with local, state, and federal laws.

“Students With A Disability” (IDEA) Defined: “Students with a Disability” means an individual enrolled in school who is under 26 years of age and who is determined by an Individualized Educational Planning Team (IEPT) or hearing officer to have a characteristic or set of characteristics that necessitates special education or ancillary and other related services, or both. Determination of an impairment shall not be based solely on behaviors relating to environmental, cultural, or economic differences. These individuals are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Act or IDEA Students.³²

“Section 504 Student” Defined: “Section 504 student” means any student with a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The student has a 504 Evaluation, Summary and Educational Plan (504EP) developed by a 504 committee.

Students Suspected of a Disability or the District has the Knowledge that a Student is suspected of Being Disabled: Students suspected of a disability are those whose parent (s) have requested a disability evaluation; whose parent (s) have expressed concern in writing to school personnel that their child is in need of special education and related services; whose behavior or performance demonstrates the need for special education services; or whose teacher, or other personnel, has expressed concern about the student’s behavior or performance to the school principal/designee.

Short-Term Suspension/Long-Term Suspension or Expulsion of Students Suspected of Being IDEA or 504 Eligible: When considering the short-term/long-term suspension or expulsion of a general education student, if there is reasonable cause to believe that the student is eligible under IDEA or Section 504 or is suspected of being disabled, the student must “Stay Put” in the current educational placement and be immediately referred for evaluation. If the evaluation determines that the student has a disability, then all disciplinary action must cease and the student must be referred for appropriate action. If there is not a disability, the student should be referred for appropriate disciplinary action.

IDEA or Section 504 Students – Short-Term/Long-Term Suspension or Expulsion of IDEA or 504 Eligible Students:

Whenever an administrator is considering disciplinary action involving removal of a special education or 504 eligible student, the student’s records shall be reviewed to determine the total number of days during the current year that the student has missed due to disciplinary action. Once the number of days that a student has been out of school due to disciplinary action has been determined, the following procedures must be followed:

Under federal laws, an IDEA/504 student facing disciplinary removal from school, who has already been removed from school for a total of ten school days during the current school year due to disciplinary action, must “Stay Put” in the current placement pending an IEPT/504 EP hearing unless the parents agree to waive the student’s right to “Stay Put” in the current placement or agree to an alternative placement. Similarly, whenever the parents appeal the determinations of an Individualized Educational Planning Team (IEPT)/504 EP reviewing the behavior of an IDEA/504 eligible student being considered for disciplinary action, the student has the right to “Stay Put” in the current placement unless the parents agree to waive the student’s right to remain in the current placement or agrees to an alternative placement.

In cases where the appropriate administrator believes that to permit the student to “Stay Put” in a current or alternative placement pending a hearing, an IEP/504 review, or an appeal is likely to create an imminent danger of injury to the student or others, there are four options to affect the student’s removal:

1. Obtain a court order;
2. Obtain a final IEP/Section 504 determination that the behavior was not a manifestation of the disability and proceed with normal discipline;
3. Conduct an expedited hearing with a hearing officer appointed by the Michigan Department of Education and obtain a decision, based on substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others, to place the student in an alternative educational setting for not more than 45 days;
4. By agreement with the parents.

A disabled student may be subject to short-term/long-term suspension or expulsion due to disciplinary actions exceeding a total of ten (10) school days within a school year only after an IEPT/504 EP determines that the behavior is not a manifestation of the student’s disability, the eligibility placement is appropriate, and the student is

receiving the services designated by the IEPT/504 EP. If the IEPT/504 EP determines that the behavior is a manifestation of the disability, or the student's eligibility has not been appropriately determined, or the IEPT/504 EP does not currently reflect the special education/504 plan's programs and services to meet the student's unique educational needs, then the District may not consider disciplining the student.

Note the Following Specific Guidelines Regarding

Students with Disabilities: Evaluation for suspected, "has knowledge", IDEA or Section 504 eligible students takes precedence over other evaluations.

If the matter involved the use/possession of drugs or alcohol by a Section 504 student, then the discipline may proceed without convening a 504 educational planning meeting.

Pursuant to IDEA's regulations, suspensions beyond the accumulation of ten days, must either be held in abeyance pending the results of the evaluation or be administered in a manner that continues to provide the student with a free and appropriate education during the suspension.

Federal law affords school districts the right to request an expedited due process hearing to have an interim alternative placement ordered for up to 45 calendar days when it is believed that maintaining the student's current placement is substantially likely to result in injury to himself or others. The mandate also affords school personnel the right to order, at their own discretion, an interim alternative placement for up to 45 calendar days when the situation involves a weapon or drugs. Both types of placements can be requested/ordered even if the problem behavior was determined to be a manifestation of the student's disability or in the case of evaluating a student where the school suspects or has knowledge of a disability.

EMERGENCY SECLUSION AND RESTRAINT

The school district strictly adheres to the law as described in MCL 380.1307-380.1307h. The Board adopts the State Board of Education policy approved by the State Board of Education on March 14, 2017 and directs all staff to comply with the policy. Physical seclusion and/or physical restraint shall only be used as a last resort emergency safety intervention as defined by law. The following actions are prohibited in all situations: Corporal punishment, deprivation of basic needs, child abuse, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, chemical restraint, any restraint that negatively impacts

breathing, prone restraint, physical restraint other than emergency physical restraint, and seclusion other than emergency seclusion.

STUDENT CODE OF CONDUCT

In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Whitmore Lake Elementary School staff and personnel constantly strive to make disciplinary decisions that will result in positive student growth. Students must realize that they are responsible to all building staff personnel, which includes secretaries, custodians, cafeteria personnel, and all other adult staff members. The following activities are clearly disruptive to the education process of our students and will result in disciplinary action. This discipline will be progressive and cumulative. Acts of inappropriate behavior not listed below could result in immediate discipline including but not limited to, suspension, and/or expulsion. The following list of disruptive activities should not be considered all-inclusive. A student who violates the Code of Conduct during a school sponsored function or event, will be subject to the Student Code of Conduct regardless of whether the issue initiated at school is related to a school situation or is the result of disciplinary action being taken by school personnel. A student who violates the Code of Conduct while off campus may be subject to disciplinary consequences if the off campus conduct has a substantial nexus to the school environment. The Behavior Specialist will serve as Principal's designee for all discipline issues.

GLOSSARY: DEFINITION OF TERMS

Aggressive Behavior: Any act of inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, but is not limited to, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

Arson: The act of intentionally setting or attempting to set a fire in school, on school grounds or at school events.

Appeal: Requesting a review of a case by the highest authority. Appeals must be in writing within 3 days of the date the disciplinary action stating the adjustments being requested and the reasons therefore.

Assault (Physical): Defined by statute MCL 380.1311 as intentionally causing or attempting to cause physical harm to another through physical force.

Assault/Threat (Verbal): Any statement or act, oral or written, which can reasonably be expected to induce in another person (s) an apprehension or danger of bodily injury or harm.

Bomb/or School Threat: Any verbal or written communication that could result in significant damage to the school or its personnel by any device.

Breach of Security: The building is designed with specific entrance and exit doors and is equipped with security cameras. Due to safety and liability concerns, students are not allowed to use unauthorized areas. This includes but is not limited to areas such as storage rooms, custodial closets, etc.

Bullying: A behavior designed to torment another individual through verbal teasing or threats, or through physical threats. This type of behavior may include subjecting another person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response. Bullying can also involve written or verbal threats or verbal or physical gestures that are intended to inflict injury, or a reasonable fear of injury or violence upon one or more persons within the school, on school grounds, in school vehicles, or at school activities or school sanctioned events.

Cheating: Violation of accepted academic ethics.

Confrontation: A verbal exchange of hostilities.

Detention: See definition for a full description.

Disrespect: Having or showing lack of respect for others, to include but not limited to ethnic and gender intimidation or harassment.

Disruptive Behavior: Being involved in behavior that disrupts the educational process of other students in the classroom or school grounds; disregarding the suggestions and corrective effort by a staff member.

Distribution of Unauthorized, Pornographic, or Inappropriate Material: The act of distributing materials on school property without authorization of administration.

Dress Code: Refer to dress code policy. Any items not included are at the discretion of building staff/administration.

Drug (illegal) or Alcohol Use, Abuse, Possession or Impairment: Use of any illegal or unauthorized medicines, alcohol, drugs, and drug paraphernalia narcotics or “look-alike” substances, including but not limited to marijuana, heroin, cocaine, LSD, inhalants, barbiturates, amphetamines, and drugs manufactured for use by animals. This applies to use or possession on school property, at school or at a school-sponsored activities.

Due Process: Students involved in an incident requiring discipline will have an opportunity to discuss the event with personnel. In the event that disciplinary action is given to a student, a good faith effort to communicate that decision to the parents of the student will be made by WLES, including but limited to a phone call, letter, or parent conference.

Electronic Communication Devices: Cell phones, etc. School is not responsible for lost, stolen, or damaged items.

Electronic Devices: Use or possession of unauthorized electronic devices, including but not limited to: radios, headphones, CD players, iPods, MP3s, PDAs, DVD players and other private listening or recording devices. School is not responsible for lost, stolen, or damaged items.

Excessive: More than required or allowed.

Expulsion: Michigan Law (MCL380.1310a, 1311, 1311a) requires that students be expelled for particular offenses. Where this applies, school authorities have no discretion to reduce or modify that punishment. The following is required by state law: 1. Mandatory permanent expulsions for a) possession of a dangerous weapon (firearm, dagger, stiletto, knife with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles; b) physical assault on a school employee, volunteer, or contractor (grade 6 or above; c) arson; and d) criminal sexual act; 2. Mandatory expulsion up to 180 days for physical assault on another student (grade 6 and above).

Failure to Identify Oneself: Ignoring or falsifying identification when asked by a staff member or administration

Falsifying School Records: Lying or changing of one's grade; unacceptable academic ethics, or improper attendance verification.

Fighting: Engaging in hostile, bodily contact in or on school property, on school buses, or at any activity under school sponsorship (i.e., dance athletic event, etc.). The issue of self-defense, if involved, must be validated.

Food (Improper use of): Inappropriate throwing of food, improper disposal of food/beverages in unauthorized area (including classroom, media center). Water will be allowed in classrooms at the discretion of the teacher.

Food (fight): Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group.

Forgery: The act of fraudulently using, in writing, the name of another person, or falsifying items, dates, grades, addresses, or other data on school forms or records.

Gang (engaging) Related Activity: Group of individuals working together disrupting the normal school day learning environment.

Gambling: Engaging in any game for money or valuables that is a non-school sponsored event or activity.

Harassment, Social Media on/off-campus: Any unwelcome verbal, written or physical conduct which is persistent, severe, or invasive, and which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.

Hazardous Conduct: Conduct that might be injurious to oneself or others or property, including spitting.

Hazardous Material: The possession, use, or intended use of any chemicals, substances, or materials that could cause harm to individuals or facilities. Shall include but not be limited to bleach, lye, acid, ammonia, bodily fluids, superglue, spray paint, flammable liquids, fireworks, smoke bombs, etc.

Hazing: Any willful act committed individually or in concert with others for the purpose of humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not affect this prohibition.

Hearing: Formal fact-finding conference relating to a specific grievance.

Inappropriate Behavior or Use of Technology: The act of engaging in conduct that is contrary to commonly recognized standards or propriety, behavior and morality. Use of any recording device is strictly prohibited.

Insubordination: Failure to obey the reasonable and proper directions or instructions from any authorized adult school personnel; defiance of authority; intentionally contemptuous behavior or attitude; refusal to answer questions during an investigation or interview.

Investigation – Failure to Cooperate: Refusal to cooperate with pertinent information during an investigation by a staff member or administrator.

Late: A student is considered late if he/she is signed in to school by a parent/guardian through the school office after school begins.

Leaving Class Without Permission: Leaving class without the teacher's permission.

Leaving School Grounds w/o Permission: Leaving school grounds without checking out through the office and/or without obtaining permission from an authorized school official.

Littering: Throwing paper or trash on the floor inside the building or school grounds and failure to clean one's work or eating area.

Loitering: Any group (2 or more) of students congregating in unsupervised areas such as parking lots, etc. This also includes all pranks against any school or personal property and includes but is not limited to toilet papering (TP), soaping, egging, etc.

In-School Suspension (ISS): Administrator's decision to remove a student from his/her daily academic schedule. This student attends a support program to work toward becoming a responsible thinker. Refer to ISS rules.

Misuse of Pass/Hallway Permission: Misuse of pass or being outside of class without a pass or permission. Presence in unauthorized areas without permission.

Obscenity/Profanity: Any behavior, written or oral, which in the judgment of the staff and administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action.

Offense - Group I: Disruptive student behavior categories are not all-inclusive and may be amended at any time.. Consequences may result in the assignment of 1-2 detentions (to be determined by teacher/and or administrator.) Repeated instances of Group I offenses may result in detention and/or referral to the administrator as Group II offenses.

Offense - Group II: Disruptive student behavior categories are not-all inclusive and may be amended at any time. Offenses in Group II will result in the assignment of 3 detentions. However, if the degree of seriousness of the offense dictates, more severe disciplinary measures will be taken.

Offense - Group III: Disruptive student behavior categories are not all-inclusive and may be amended at any time. Offenses in Group III will result in a 1-3 day suspension for the first offense, a 3-5 day suspension for the second offense, a 5-7 day suspension for the third offense, and a 7-9 day suspension for the fourth offense with a recommendation to the superintendent for long-term suspension for the remainder of the school year.

Offense - Group IV: Disruptive student behavior categories are not all-inclusive and may be amended at any time. Offenses in Group IV will result in immediate suspension. A parent conference will be made to the superintendent, with the possible consequences ranging from a suspension of 1-20 days up to expulsion. Student and parent cooperation in seeking professional help when appropriate will be considered. Referral to the appropriate law enforcement agency will always be made when such offenses also appear to violate the law. A second violation of Group IV during one's high school career will result in a recommendation of expulsion to the Board of Education.

Out-of-School Suspension: Administrator's decision to remove a student from school for a specific length of time up to and including 10 days due to inappropriate behavior (refer to earlier section for specifics)

Plagiarism: Improper use or failure to attribute another person's writing or ideas (intellectual property)

Prescription/Over the Counter Drugs: State law states that all prescription or non-prescription drugs must be registered and administered by the main office staff. Refer to policy for details.

Public Display of Affection: Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than high fives, walking arm-in-arm, or an occasional hug. Any sitting on one another's lap, long embraces, or "making out" is unacceptable.

Sexual Assault: Refer to Michigan Law MCL 380.1311 Criminal Conduct definition

Sexual Harassment: Any unsolicited and unwelcome sexual overture, which may be verbal, physical, written, or visual. Any person who believes he/she has been subjected to sexual harassment should immediately report the incident to the building principal or designee. Upon request, the building principal or designee will provide the individual a copy of the sexual harassment policy and procedures. The Whitmore Lake School District strives to maintain an instructional environment that is free from sexual harassment.

Skipping Detention(s): The unexcused absence of an assigned teacher or administrator detention.

Smoking: State law restricts tobacco on school property. All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanors punishable by a fine. The legislation affects all persons-students, employees and visitors (MCL750.473). In addition, Public Act 314 (Youth Tobacco Act) makes it unlawful for persons under the age of 18 to possess, buy, or use any type of tobacco product (MCL 722.641). Smoking paraphernalia will be treated the same under the policy. Use of tobacco or any tobacco products is prohibited on school grounds or at any school sponsored event at any time.

Spitting: Refer to Hazardous Conduct

Sportsmanship: The practice of playing fair, taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.

Tardy: A student is considered tardy when he/she arrives more than 10 minutes late without being signed in by their parent.

Theft or Possession of Stolen Property: The act of taking, possessing, or acquiring the property of others without their consent.

Third in a Fight: Joining in a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation.

Trespassing: Although schools are public facilities, the law does allow the school to restrict access on school property. If a student is removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal or designee. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

Threats: Written or verbal intent of physical violence or use of weapons.

Tuancy: Being absent from a class, classes, or assignment without permission.

Unauthorized Use of School Equipment: Use of school equipment without staff or administration approval.

Violation of Classroom Rules: Not following established teacher verbal/written classroom rules.

Vandalism: The willful or malicious destruction or defacing of school property or the property of others. This includes but is not limited to writing on desks, lockers, bathroom stall walls, bulletin boards.

Weapons: Possessing, using, or threatening to use any weapon (or look-alike), or instrument capable of inflicting bodily injury. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), dagger, dirk, stiletto, knives with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, razors, clubs, electric weapons, brass knuckles, martial arts weapons, and explosives. It may include any toy that is presented as a real weapon or reacted to as a real weapon.

ACADEMIC MISCONDUCT

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include honesty, discipline, and integrity. We believe that students are in school to do their own work.

We assume that any schoolwork that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs when a student turns in schoolwork that is not his/her own. Academic misconduct is a serious violation of school policy.

Specifically, students should be aware of the following information:

1. **Homework:** Daily homework assignments should represent a reasonable effort on the part of the student. Generally, collaboration among students on such assignments as laboratory reports and daily mathematics homework is acceptable. However, teachers may periodically designate assignments on which collaboration is not permissible. The copying of someone else's work is not permissible.
2. **Closed Book Quizzes, Tests, and Assignments:** The result of a quiz or a test should represent only the student's own work. This work must be performed during the testing period without any unauthorized assistance. Specifically, this language prohibits such behavior as looking at another student's papers or having inappropriate written material available for use. In all testing situations, it is the student's responsibility to be certain that:
 - a. Desks and all writing papers are cleared. All inappropriate materials should be cleared from the test area. The nature of the inappropriate materials and the testing area will be defined by the teacher.
 - b. Personal behavior is appropriate. Thus, eyes should not scan the room, conversation should not occur with other students, tests should stay on the desk, etc.
3. **Open Book Tests:** The same rules apply to open book tests that apply to closed book tests, except that teachers will define the specific resources that a student may use.
4. **Major Papers and Products:** The basic guideline is that a student turns in his/her own work. Thus, plagiarism of, or inappropriate use of purchased or borrowed papers is specifically prohibited.
5. **Unauthorized Access:** Students are prohibited from gaining unauthorized access to test materials through such behavior as going into a teacher's files and looking through a teacher's desk. This is considered a Group III offense.

6. **AI Tools:** Submitting work created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as ChatGPT or Gemini, is cheating and constitutes academic misconduct. Students may use simple word processing tools to update spelling and grammar in their assignments, but they may not use AI tools to draft their work, even if they edit, revise, or paraphrase it. There may be opportunities to use AI tools in class. Where they exist, the teacher will clearly specify when and in what capacity it is permissible.
7. **Other Situations:** Students who provide unauthorized assistance, including but not limited to allowing their paper to be copied or providing answers to quizzes or tests, have violated the policy.
8. **Violations:** The faculty will adhere to the following procedure in cases of academic misconduct:
- Students involved will receive a grade of zero (0).
 - The teacher will inform the behavior specialist and administration of the violation.
 - The student's parents will be informed by the teacher of the violation.
 - The behavior specialist or administrator will meet with the student and discuss the seriousness of the violation and explore ways to assist the student to make more appropriate decisions.
 - The administration will keep a record of all disciplinary violations. If academic misconduct persists, then other actions of corrective or disciplinary nature may be taken.
 - Any action taken by a teacher or an administrator is subject to the appeal procedure by the student and his/her parent or guardian. This appeal must include a conference with all parties involved.
 - Academic misconduct violations are considered as Group II Offenses, unless otherwise indicated.

SEARCH AND SEIZURE

The Board recognizes that the privacy of students and/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.

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. He/she shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, he/she may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or designee in the presence of the student and a staff member other than the principal or 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 intimate 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 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 or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District also authorizes the use of canines, trained in detecting the presence of drugs, drug paraphernalia, or other devices (weapons), when the principal or designee has reasonable suspicion that illegal drugs or devices may be present in a school.

This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed, including vehicles parked on school grounds.

POLICE QUESTIONING & APPREHENSION

Law enforcement officers may interview students at school. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by laws. When appropriate, and when there is consent from the law

enforcement officers, a principal or designee will be present during the questioning. When appropriate and administratively possible, the principal or designee will inform parents of the pending questioning so that they may be present.

SEXUAL HARASSMENT & INTIMIDATION

It is the policy of the Whitmore Lake Public Schools to establish and maintain a learning and working environment which provides for fair and equitable treatment for all students and staff. This includes freedom from sexual harassment and intimidation. All students have the right to be treated with respect and are expected to conduct themselves with respect for the dignity of others.

It is a violation of federal and Michigan laws for any student of the Whitmore Lake Schools to sexually harass a student or a staff member by speaking or acting in any of the ways defined below. The District will investigate all formal and informal, verbal or written complaints of sexual harassment brought to the attention of an administrator or supervisor. Any student who is found to have sexually harassed any other student or staff person will be disciplined.

Any student or adult who knows of or believes that conduct which may constitute sexual harassment may be occurring should report the conduct as soon as possible to a staff person, such as a teacher, counselor, or administrator.

Definition of Sexual Harassment

- It is a particular form of sex discrimination.
- It is unwelcome and unwanted sexual attention that was not requested or encouraged.
- It includes physical actions and gestures of a sexual nature and/or spoken or written words or comments made by a student that have the purpose or effect of interfering with another student's ability to do school work or participate in school activities or substantially interfering with a staff member's ability to do his/her job.
- It includes actions or words of a sexual nature that create an intimidating, hostile, demeaning, humiliating, embarrassing, or offensive learning or teaching environment.

Examples of What Could Be Considered Sexual Harassment

- Sexual gestures with the hands and body
- Cornering, blocking, standing too close to or following
- Unwelcome and unwanted physical contact of a sexual nature, such as touching, pinching, and patting

- Suggesting or demanding sexual involvement accompanied by implied explicit threats, including but not limited to one's grades or job
- Pressure for sexual activity, implied or expressed
- Obscene or sexually explicit materials, including but not limited to T-shirts, hats, pins, and locker decorations.
- Unwanted sexual comments about a person's body
- Sexually suggestive objects, books, magazines, photographs, cartoons, or pictures
- Spreading sexual gossip
- Staring or leering with sexual overtones
- Attempted rape
- Rape

Sexual Harassment vs. Flirting

Sexual Harassment

- Makes the receiver feel bad, angry, sad, ugly, ashamed, demeaned powerless, invaded
- Results in negative self-esteem for receiver
- Is one-sided, demeaning, attention-forcing, invading, and degrading
- Is unwanted, power-motivated, illegal

Flirting

- Makes the receiver feel good, happy, flattered, in control, pretty/handsome, complemented
- Results in positive self-esteem for receiver
- Is received as flattering, open, complimentary, enjoyed by both
- Is wanted, liked by both, legal

A student may file a complaint of sexual harassment by a student with a building administrator, teacher, social worker, or other adult whom the student feels can be trusted. If a student feels sexually harassed, the student is urged to act promptly in order to resolve the situation.

Parents and students are encouraged to discuss any concern informally with the teacher, social worker, or administrator of the school involved.

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure might be used during a formal procedure if it is begun.

There can be no assurance of complete confidentiality. However, complaints of harassment will be treated as sensitive information not to be shared with others except as consistent with the requirements of due process, the Open Meeting Act, the freedom of Information Act, the applicable collective bargaining agreements, and the procedures

herein and generally recognized as the “need-to-know” principles.

In all cases, it is advisable for the complainant to keep accurate and specific notes related to the event and to store them away from school.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION FOR STUDENTS

Pursuant to MCL 380.1508 (Public Act 57 of 2023), the Michigan Department of Education (MDE) developed age-appropriate informational materials for students in grades 6-12 titled Sexual Harassment and Sexual Assault Information Guide. MDE worked with experts on sexual assault and sexual harassment, including but not limited to the Michigan Domestic and Sexual Violence Prevention and Treatment Board (MDSVPTB), housed within the Michigan Department of Health and Human Services Division of Victim Services and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV). The materials have been reviewed by students and partners in the education, public health, and sexual violence fields to make them clear and accessible.

Click [HERE](#) to review the Sexual Harassment and Sexual Assault Information Guide

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DISCIPLINARY OFFENSES AND PENALTIES for Kindergarten-5th grades

The offenses and penalties listed below will serve as a guide for kindergarten-fifth grade students keeping in mind the age of the child, developmental appropriateness, and a focus on learning and improving behavior. Penalties will be progressive in nature and match the severity of the offense. The MS/HS Disciplinary Offenses and Penalties chart may be referred to for alignment of the progression.

Offense Group	Prohibited Acts	Penalties
Group I	Cheating/Academic Misconduct and/or Plagiarism Dress Code Violation Littering Misuse of Pass or Presence in Unauthorized area Obscenity/Profanity Public Display of Affection Inappropriate Use of Electronic Device	Student conference Restorative conference Parent/Guardian contact Loss of privilege Natural consequence to repair offense Restoration of property Detention Repeat offenders or the severity of the offense may progress to Group II or higher
Group II	Breach of Security Disrespectful Behavior Disruptive Behavior Gambling Gang-Related Activity Insubordination Leaving Class without Permission Malicious Mischief Vandalism	Student conference Restorative conference Parent/Guardian contact Loss of privilege Natural consequence to repair offense Restoration of property Detention Suspension Repeat offenders or the severity of the offense may progress to Group III or higher
Group III	Bullying and/or Aggressive Behavior Distribution of Unauthorized Material Failure to Identify Oneself or Doing So Falsely Fighting Forgery Harassment (verbal, physical, or sexual) Hazardous Material Inappropriate Behavior and/or Substantial Disruption Investigation-Failure to Cooperate Leaving Building/School Grounds without Permission Loitering Possession of Prescription/Nonprescription Drugs Smoking/Use or Possession of Tobacco Products and/or eCigarettes and/or Vaping Theft or Possession of Stolen Property Threats or Profanity Directed at Staff Trespassing	Student conference Restorative conference Parent/Guardian contact Loss of privilege Natural consequence to repair offense Detention Suspension Repeat offenders or the severity of the offense may progress to Group IV
Group IV	Arson Assault (student to student or student to adult, verbal, physical, or sexual) Bomb or School Threat Drug or Alcohol Use, Abuse, Possession, or Impairment False Alarm Falsifying School Records Hazing Weapons or Look-alikes	Student conference Restorative conference Parent/Guardian contact Loss of privilege Restoration Detention Suspension Expulsion

