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**LAWTON COMMUNITY HIGH SCHOOL
STUDENT HANDBOOK**

DISTRICT MISSION STATEMENT

Lawton Community Schools exists to provide meaningful opportunities that challenge each student to reach their potential. Through strong connections with students, families, and the community, we will prepare our students with the 21st Century Skills necessary to compete in a global economy.

MISSION STATEMENT OF LAWTON HIGH SCHOOL

Lawton High School will be a community of diverse, lifelong learners, independent thinkers, and productive citizens who establish and maintain high standards.

DAILY TIME SCHEDULE

Building will be open to students at 7:30 a.m.

Time

8:00-9:06	1
9:10-10:16	2
10:20-11:26	3
11:30-12:00	Achievement
12:04-1:40	4
1:44-2:50	5

1 st Lunch	2 nd Lunch	3 rd Lunch
11:26-11:50	12:04-12:29 Lunch	12:04-12:35 Class
PM Tech Ctr	12:32-1:40 Class	12:35-1:00 Lunch
		1:03-1:40 Class

The Lawton Community School District is in compliance with all state and federal laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, political belief, or handicap. School phone number 269-624-7800

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

Adult Status

A student, upon reaching 18 years of age, may establish adult status by completing the proper paperwork in the office. Circumstances where this would appear most appropriate are when a student is residing and financially supporting him/herself in a manner which is independent from guardian or parental assistance. The school will provide formal notification to the parent/guardian(s) of students who have requested adult status. Students may remove themselves from adult status by contacting office personnel. In addition, the school reserves the right to contact the parents at any time when school deems it necessary. Declaration of adult status does not exempt the student from school policies and rules that apply to all students, with the following exceptions:

- *Have the same privileges as parents to gaining access to one's own personal records.*
- *Represent themselves during disciplinary conferences and attendance hearings.*
- *Receive their own grade reports, if requested.*

DRUG HOTLINE: 269-624-7806

GUIDANCE DEPARTMENT

The Guidance Department is available to assist students and parents with personal problems, questions, tests interpretations, schedules, college application, career information, vocational planning, co-op and job placement, dual enrollment procedures, agency referrals, etc.

Conferences with the counselor are by appointment. Students and/or parents may make an appointment by signing up in the counseling office or by calling the high school at 624-7800, ext.7806.

For information about the opportunities available at the Technology Center, please request a copy of the VBISD Technology Center Publication.

504/ADA

Compliance Officer: Mr. Jim Turner Phone: 624-7905.
Questions about an Educational 504 may be directed to the building Principal.

GRADUATION REQUIREMENTS

31 credits out of 33 needed to graduate

- A. Mathematics-4 credits (must include Algebra I; Geometry; Algebra II; including one credit in Senior Year)
- B. English Language Arts-4 credits (includes English 9-12)
- C. Science-3 credits (must include Biology; Physics or Chemistry; and an elective science credit)
- D. Social Studies-3 credits (.5 credit in Government; .5 credit in Economics; U.S. History and Geography; World History and Geography)
- E. Physical Education/Health-1 credit (Credit guidelines developed by MDE)
- F. Visual Performing, Applied Arts-1 credit (Band; Choir; Art; Drama; Woods; Yearbook; Web Design)
- G. Online Learning Experience-0.5 (Microsoft-online)
- H. Two credits of foreign language (class of 2016 and after)
- I. Electives- 14.5 credits

LAWTON HIGH SCHOOL GRADING POLICY

With the Trimester schedule, classes meet 66 minutes per day for 12 weeks. Students will receive a half credit for each class at the end of the trimester. Grading at the high school is cumulative for each class. **The mid-term report card is a progress report indicating a student’s progress in class to that point.** The trimester report cards indicate the student’s final grades for the class. Grades are reflected on the report cards by letter grades that equate to the following numerical percent’s. **Grade levels are adjusted in June based on credits earned during 1st, 2nd, and 3rd trimesters.**

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Below 60	E

- Students who fail a course may make up the credit by earning a passing grade at summer school or credit recovery. Students must present evidence of successful completion of summer school to receive credit.

NUMBER OF CREDITS NEEDED FOR EACH GRADE LEVEL

Freshman	0-6.25
Sophomore	6.25-14.5
Junior	14.5-22.75
Senior	23.0-31.00

ACADEMIC PROBATION

Lawton community Schools recognizes the importance of high education standards for all students and strives to provide opportunities for all students to succeed.

Every student who attends Lawton Community Schools shall be responsible for maintaining a serious effort to benefit from the educational opportunities available in the classroom. Students must earn grade-level promotions and course-level credit by fulfilling the minimum academic expectations established for grade levels and courses. Failure to fulfill these academic requirements will result in failure and retention at grade level or course level, unless extenuating circumstances cause the instructional, guidance, and administrative staff to determine a different grade or course assignment.

Any student who has attained their eighteenth birthday is no longer compelled to attend school, under the compulsory attendance laws of the State of Michigan. **Students eighteen years of age or older who have demonstrated or who begin to demonstrate a continuous lack of serious educational effort or intent may be excluded from attendance in the Lawton Community Schools.** The Board of Education recognizes that the presence of such students can create negative and undesirable effects on the educational and social atmosphere of the school.

Students may become subject to exclusion from school on the basis of lack of serious educational intent or effort, if they demonstrate any number or combination of criteria, such that their continued presence in school is deemed to be contrary to the best interests of the educational program and environment, as determined by the professional staff.

ACADEMIC LETTERS PROGRAM

The Board of Education shall recognize the importance of academic achievement by providing awards to high school students who meet the following criteria:

A. At each year-end, the student must have earned a grade point average of 3.0 or better for the year's course work. The student must have received no individual grade lower than a C-minus. Senior awards will be determined on the basis of second trimester grades.

B. All courses for which a letter grade is given shall be counted in determining the grade-point average for this award.

However, the student must be enrolled in at least three (3) graded courses to be eligible for that year.

C. The Board shall provide the following awards to qualifying students:

First year: An academic Letter

Second year: An Academic Medal

Third year: An Academic Pin

Fourth year: An Inscribed Plaque

D. The awards shall be presented annually in a recognition program to be held in September, honoring students for the previous school year's achievements. Seniors shall receive their awards at the Senior Awards Banquet.

LAWTON SENIOR SCHOLARS

Beginning with the Class of 2011, Lawton High School will name Senior Scholars instead of naming a class valedictorian and salutatorian. The Senior Scholars will consist of the top ten graduates. This will be determined by a combination of the student's ACT score, their grade point average, and honor points they have received by taking higher level classes. Students listed as Senior Scholars will receive medallions.

Summa Cum Laude – Students will graduate Summa Cum Laude if they have a 3.9 grade point average or above. They will receive a **gold cord**

to wear during the graduation ceremony and be noted in a special part of the program.

Magna Cum Laude – Students who have a grade point average 3.7 up to 3.89 will graduate Magna Cum Laude. They will receive a **silver cord** to wear during the graduation ceremony and be noted in a special part of the program.

Cum Laude – Students who have a grade point average 3.5 up to 3.69 will graduate Cum Laude. They will receive a **white cord** to wear during the graduation ceremony and be noted in a special part of the program.

Honor Roll – Students who graduate with a 3.0 up to a 3.49 will receive a blue & gold cord to wear in the graduation ceremony and be noted in the graduation program.

Classes Receiving Honor Points

Certain advanced level classes will receive an honor point per trimester. This is to encourage students to take higher level classes. Many times students do not challenge themselves to take some of the more difficult classes because they are afraid of it affecting their grade point average. Moving to the Senior Scholars program encourages students to take some of these higher level classes without it affecting their status as a top ten student because they will receive an honor point for the class. A student is issued an honor point regardless of the grade they receive, as long as they pass the class.

The list of classes that have been selected to receive extra honor points are, but not limited to, the following:

Spanish III	Spanish IV
Pre-Calculus	Trigonometry
Calculus	Statistics & Research
Anatomy & Physiology	Advance Biology & Chemistry
Physics	Psychology
Algebra II A & B	Chemistry C
Tech Center Acad. Classes	MIVHS Foreign Language & Advanced Classes
All AP Classes	Some College Classes (by committee approval)

**Formula for calculating the Top Ten Scholars: 20/30/50
20% Honor points, 30% ACT score, 50% GPA**

The mechanism for calculating the class standing is based on a 1000 point system. That is, a score of 1000 points is perfect. Weighting factors are calculated so that all of the components add up to 1000 points. 36 is a perfect ACT score, $300/36 = 8.33$. There are sixteen opportunities for honors courses in the schedule. Giving one point/trimester would result in a possibility of 32 honor points, $200/32 = 6.25$. GPA perfect score is 4.0, $500/4.0 = 125$.

Student #1-	Ranked 2nd	
GPA	$3.981 \times 125 =$	497.625
Honors	$21 \times 6.25 =$	131.25
ACT	$27 \times 8.33 =$	<u>224.91</u>
		853.785

Student #2-	Ranked 1st	
GPA	$3.949 \times 125 =$	493.625
Honors	$20 \times 6.25 =$	125
ACT	$34 \times 8.33 =$	<u>283.22</u>
		901.845

Student #3-	Ranked 4th	
GPA	$3.670 \times 125 =$	458.750
Honors	$17 \times 6.25 =$	106.25
ACT	$29 \times 8.33 =$	<u>241.57</u>
		806.57

Student # 4-	Ranked 3rd	
GPA	$3.522 \times 125 =$	440.025
Honors	$26 \times 6.25 =$	162.5
ACT	$28 \times 8.33 =$	<u>233.24</u>
		835.765

Scholarships- As long as scholarship money is available, the top two students based upon this formula will receive the scholarships provided by the Lawton Community Schools Board of Education.

Graduation Speeches- The top five students based upon this formula will be able to apply to speak at graduation. (student ranked #1 will be allowed to give a speech without going through the process if they desire). If more than two students want to speak, they will have to submit their speech to the Guidance Office. The guidance office will

submit the speeches without names on them to the Top Ten Committee. The committee will pick the best two speeches and those students will be the commencement speakers. If only one student or no students in the top five want to speak, it will be opened up to the next five students based upon the formula.

MARY STALEY BROWN CHAPTER - NATIONAL HONOR SOCIETY

Mary Staley Brown, for whom this chapter is named, was a teacher in the Lawton School system for 23 years. This chapter was named in her honor in 1962.

Membership in the National Honor Society is both an honor and a responsibility. Students are considered for membership at the end of the first trimester their sophomore year and each succeeding year thereafter throughout their high school career. Students to be considered for membership must have a cumulative grade point average of 3.33 and demonstrate the qualities of scholarship, leadership, service and character.

GUIDELINES FOR STUDENT CONDUCT

- **Be respectful**
- **Be responsible**
- **Be safe**

Guidelines for student conduct apply to any student on school premises, on a school-related vehicle, at a school sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

Anti-Bullying Policy: It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter and motivating animus.

1. Lawton High School has a closed campus policy. Students are not to leave the school campus at any time during school hours, including lunch hour, without permission from the adult office personnel. Students are to eat lunch at school.
2. Students leaving school or arriving at or returning to school during the day must sign out or in at the office.

3. Students are not to go outside the building between classes except those riding a shuttle bus.
4. Students who become ill during the school day are to report to the office. No student will be allowed to leave school property during the day unless permission from parents or guardians can be obtained. Students must sign out in the office before they may leave.
5. Glass bottles and two liter bottles shall be strictly prohibited on school premises. **Pop is not allowed to be brought into the cafeteria.**
6. No food or drink is to be on the carpeted areas of the school with the exception of bottled water. **Energy drinks are not to be brought to school**
7. **No back packs in the class rooms.**
8. Physical education students are not to enter or leave the locker rooms or gym area without the permission of the teacher.
9. Athletes are not to wear athletic shoes with cleats inside the building. Basketballs, footballs, baseballs, hackey sacks, volleyballs, and Frisbees are prohibited in the hallways.
10. Throwing snowballs on campus is strictly prohibited.
11. Running in the building is strictly prohibited. This especially includes running to the kitchen or cutting in lunch lines.
12. Bus privileges may be suspended or revoked by the office for any improper student conduct on the bus.
13. Students are not allowed to play radios, headsets, CD, IPOD, MP3 or DVD players in the building during regularly scheduled school hours. This includes all non-school related electronic devices and **cell phones**. These items must be placed in the student's locker during the school day.
14. Students are not to bring those items to school which have no relationship to the learning process and would be considered disruptive. This includes any item that may be considered distasteful by administration or staff.
16. **Holding hands is the only acceptable display of affection** in the Lawton High School environment.
17. Students are to be aware that the lockers are the property of the school and may be subject to random search at any time by the administration. Also, vehicles parked on school property are subject to be searched at anytime.

18. Any visitor must report immediately to the office upon entering the building and must remain there until being acknowledged by the principal. Friends and relatives of students are not allowed to accompany a student in the building or to classes without total consent of the student's teachers and principal.

19. Student's must have a pass from their teacher to use the office phone. **Students must have their agenda book signed by the teacher any time they leave class.** Students are to go only to the destinations listed on the pass.

20. Cheating /plagiarism is prohibited.

DANCE REGULATIONS

Only High School students are allowed to attend dances. Guests from other schools must have a permission slip on file before the deadline date of the dance. Permission slips may be obtained at the high school office.

CODE OF CONDUCT

The Board of Education established the following categories of misconduct as those which may result in temporary separation, suspension, or expulsion from the Lawton Schools. These categories are general in nature and are not deemed to be all inclusive. **Students suspended (In-school and out of school) or expelled from school will not be allowed to attend or participate in school related activities -- i.e. athletic contests, class or club meetings, concerts, dances, etc.**

CRIMINAL ACTS

- A. Arson
- B. Assault-State Law may apply
- C. Bomb Threat
- D. Burglary, Larceny
- E. Explosives
- F. Extortion, blackmail, or coercion
- G. False Fire Alarms
- H. Weapons of any type
(Michigan weapon law in effect)
- I. Vandalism
- J. Sale, use, or Possession of Controlled Substances
- K. Sale, Use, or Possession of Alcohol
- L. Interference with School Authorities in the performance of their duties.

- M. Intimidation of School Authorities
- N. Involvement of Law Enforcement
- O. Extreme fighting
- P. Other such serious offenses

FIRST OFFENSE

The above listed acts are punishable by a suspension of not less than 5, no more than 10 days. During the term of the suspension, the principal shall convene a conference to be attended by the student, parent/guardian, principal, superintendent, and other involved parties. This conference must be held before such student may be reinstated.

In the case of an extremely serious incident involving any of the above offenses, as determined by the principal, the principal and superintendent may request that the Board of Education convene to consider the expulsion of the student. Due process shall be accorded.

SECOND OFFENSE

The Board of Education shall convene to consider the expulsion of any student who commits more than one criminal act during the course of a school year. Due process shall be accorded.

ALTERNATIVE PUNISHMENT

In the event a student is subject to suspension or expulsion for an offense involving use of alcohol, drugs or controlled substances, the Board of Education or school administrator may, at their discretion, reduce the length of the suspension or change the expulsion to a suspension if the student voluntarily and at the student's expense participates in a substance abuse counseling or therapy program which the Board of Education or school administration believes will assist or rehabilitate the student.

INVOLVEMENT OF LAW ENFORCEMENT AGENCIES

Students are advised that outside law enforcement agencies (Lawton Police Department, Van Buren County Sheriff Department, and/or Michigan State Police) may be involved in instances of any and all of the criminal acts listed above. The decision to involve law enforcement agencies shall be made by the administration.

II. NON-CRIMINAL ACTS

- A. Fighting/Excessive horseplay
- B. Profane/Obscene Language
- C. Degrading Words/Phrases
- D. Disruptive Conduct
- E. Insubordination
- F. Refusal to identify self
- G. Gang related activity, dress, language, symbolism
- H. Possession of laser pointers
- I. Misuse of internet
- J. Bullying
- K. Use or possession of electronic cigarettes
- L. Other such offenses

FIRST OFFENSE

1-3 days suspension, Wednesday School, or the equivalent in detention at the discretion of the principal.

SECOND OFFENSE

3-5 days suspension followed by student, principal, parent conference before reinstatement.

THIRD OFFENSE

Up to 10 day suspension. During the term of the suspension, the principal shall convene a conference to be attended by the student, parent, guardian, principal, superintendent, and other involved parties. This conference must be held before reinstatement.

FOURTH OFFENSE

The Board shall convene to consider the expulsion of any student who commits more than three such acts during the course of a school year. Due process shall be accorded.

III. SMOKING OR POSSESSION OF TOBACCO PRODUCTS

3 days suspension and **police authorities will be notified.**

SECOND OFFENSE

5 days suspension, conference must be held between superintendent-parent and principal before reinstatement.

THIRD OFFENSE

10 days suspension, conference must be held between superintendent-parent and principal before reinstatement.

FOURTH OFFENSE

The Board of Education shall convene to consider the expulsion of any student who violates this prohibition more than twice during the course of a school year. Due process shall be accorded.

IV. COUNTERFEIT DRUGS, LOOK-ALIKE DRUGS, OR OTHER SUCH SUBSTANCES

The Board of Education expressly forbids the possession or use of, including the sale, purchase, trade, exchange, or other distribution of all pills, capsules, tablets, powders, or other substances that are found to be involved in such activity will be subject to the following disciplinary measures:

FIRST OFFENSE

5 days suspension, parent-student-principal conference before reinstatement.

SECOND OFFENSE

10 days suspension. During the term of the suspension, the principal shall convene a conference to be attended by the student, parent/guardian, principal, superintendent, a member of the Board of Education, and other involved parties. This conference must be held before reinstatement.

THIRD OFFENSE

The Board of Education shall convene to consider the expulsion of any student who violates this prohibition more than twice during the course of a school year. Due process shall be accorded.

Students who bring legitimate medicines to school, whether prescription or non-prescription, are required to comply with the Board Policy on Medication of Students. Special request cards may be acquired in the office.

A student will be deemed to be in possession of an alcoholic beverage, intoxicating liquor, drug or controlled substance if the student is in a private, confined area on school property such as a motor vehicle where the alcoholic beverage, intoxicating liquor, drug or controlled substance is being used or consumed by others or if the student is in a motor vehicle on school property where the alcoholic beverage, intoxicating liquor, drug or controlled substance is being transported by another person with the knowledge of the student.

V. USE OR POSSESSION OF BEEPERS/CELL PHONES/ELECTRONIC DEVICES

During normal school hours (7:30-2:50) all such devices must be off and in the student's locker during the school day.

FIRST OFFENSE

30 minute detention, device will be taken to the office and the student can pick up at the end of the day.

SECOND OFFENSE

1 hour detention, device will be taken and parent will be required to pick it up.

THIRD OFFENSE

Wednesday School, device will be taken and parent will be required to pick it up.

FOURTH OFFENSE

3-5 day suspension, parent conference with the student and principal.

FIFTH OFFENSE

Up to 10 day suspension, during the term of the suspension, the principal shall convene a conference to be attended by the student, parent/guardian, principal, superintendent, and other involved parties. This conference must be held before reinstatement.

SIXTH OFFENSE

The Board shall convene to consider the expulsion of any student who commits more than five such acts during the course of a school year. Due process shall be accorded.

STUDENT HARASSMENT

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

All reports of harassment will be investigated in a way to avoid embarrassment and protect the confidentiality of the student.

Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the District.

DRESS CODE

The following guidelines will assist parents and students in understanding what Lawton High School's expectations are regarding dress. Questions regarding attire other than as noted below will be handled on an individual basis. A student may be requested to make the necessary arrangements for changing apparel or clothing in question and subject to disciplinary consequences.

1. Shorts/skirts may be worn if they are at an appropriate length (reach finger tips of arms fully extended). Continued violation of the shorts rule will result in the loss of privilege of wearing shorts.
2. No halters, tube tops, or muscle shirts, tank tops, mesh shirts or belly shirts are to be worn. (No midriffs/back to be exposed).
3. Shoes must be worn at all times.
4. Hats or sunglasses are not to be worn in the building.
5. No coats or jackets are to be worn inside the building unless permission is given by the teacher or principal.
6. No pajama pants or slippers are to be worn.
7. Any attire with obscene or suggestive notations or notations not in good taste is not to be worn in school. This includes references to controlled substances such as alcohol, or look-alike drugs, tobacco etc. This also includes Big Johnson shirts and Coed naked shirts, or Hooter's shirts.
8. No holes in pants will be allowed where the size of the holes are excessive or in a revealing position.
9. No gang related attire or symbolism is to be worn or displayed.
10. The above statements are not all inclusive, and any student who does not comply with these standards may be sent home to change or suspended for multiple infractions.

MOTOR VEHICLE REGULATIONS

1. Driving to school is a privilege, not a right. Driving privileges may be suspended or revoked for careless driving or broken rules regarding student's cars on school property. **All vehicles must be registered with the office.** The speed limit

for the high school drive is **20 mph. Cars parked on school property are subject to search at any time.**

2. Students are to park only on the paved surfaces, and between painted lines in the designated student parking lot. Cars, motorcycles and all motorized vehicles are strictly prohibited from the lawns and hillsides.
3. Students are not to be in the student parking lot or in cars at any time during school hours, including lunch hour, without first getting permission from adult office personnel.
4. The faculty parking lot is strictly off limits to students.
5. Sitting in parked cars is strictly prohibited.
6. Students seen driving off the normal driving and parking areas without reasonable cause will lose their driving privileges during regular school hours.
7. Students are to use the transportation provided by the school to go to the Tech Center or to other school sponsored activities, students driving without written permission may have driving privilege suspended or revoked

BUS RULES (INCLUDES VO-TECH CENTER AND FIELD TRIPS)

1. Students must board and exit the bus in the designated area only.
2. Students have complete responsibility for being on time for bus departures.
3. Students may have assigned seats and will be expected to sit where assigned.
4. The driver is responsible for determining which windows are to be opened or closed prior to students' boarding the bus. Students are not to tamper with the windows.
5. Students are to remain completely quiet at all railroad crossings.
6. Students wishing to transport large or potentially unsafe objects on the bus must first secure permission of the driver and abide by whatever arrangements the driver feels are necessary.
7. Students are expected to behave in a courteous and respectful manner to the driver.
8. The following are prohibited.
 - a. Loud talking or shouting
 - b. Throwing objects
 - c. Pushing, hitting, or harassment
 - d. Inappropriate display of affection

- e. Sticking arms or heads out of windows
- f. Obscene, profane language or gesture
- g. Smoking or use of tobacco products
- h. Lighting matches or lighters
- I. Insubordination to driver

9. If a student misses the Tech Center bus, the student will spend the Tech Center period in the office.

10. Infraction of these rules by students will result in disciplinary action.

LIBRARY

A. Library Attendance

1. Library is open before and after school for study purposes with permission.

2. Students may study in the library during lunch hour only if they have a pass from a teacher or librarian.

3. Students may use the library during classes with a pass from their teacher unless a class or other activity has reserved the library

4. Library privileges will be suspended to those who do not use the library properly.

5. Students are not to be in the library without the librarian, aide or teacher present.

B. Borrowing Materials

Two weeks: Most books and paperbacks

Overnight: Magazines, Vertical file materials,
Reference materials, Encyclopedias

STUDENT ATTENDANCE 624-7802

Parents are requested to call school by 10:00 am on the day of their child's absence. If the school does not receive a call verifying the absence by 10:00 am we will try to contact the parent by phone.

Attendance in school is the responsibility of the student and the parents. It is understood that there will be times when a student is absent for illness, injury, or family crisis situation. Parents are urged to consider the educational welfare of their children by taking vacation during non-instructional days. Excessive absences may hinder a student's learning process and may ultimately cause failing grades.

SIX (6) CLASS PERIOD LIMIT: Attendance will be calculated by Trimester. **If the total number of excused or unexcused absences exceeds six (6) absences in any class period during a Trimester, the student will be required to attend Wednesday school for each absence thereafter. Failure to attend Wednesday school will result in a 3% loss in grade calculation for the Trimester.** It is the student's responsibility to sign-up for Wednesday school in the office. Unusual circumstances will be dealt with individually by the administration.

DEFINITIONS: All absences from school shall be considered either excused or unexcused. **An excused absence is an absence verified in writing or by phone by a parent or guardian within 24 hours of a student's return to school.**

A student who is less than fifteen (15) minutes late to class will be considered tardy. Tardiness of fifteen minutes or longer shall be recorded as an absence for the class period.

A student will get a warning for the first tardy. When a student is tardy unexcused the second time in a trimester a thirty (30) minute detention will be issued. If a student is tardy unexcused a third time a 1 hour detention will be issued. Further fourth and fifth unexcused tardies will be issued a Wednesday School. On the sixth tardy an out of school suspension will be issued and a parent meeting is requested. On the seventh tardy an out of school suspension will be issued and a Board hearing may be held to determine punishment. Students must attend school for at least Achievement and the last two periods of the day in order to participate in after school activities. Any exception to this will be determined by the attendance clerk and/or H.S. Principal.

An excused absence will only be granted at the parent's request for the following reasons:

1. Short-term illness of one or two days;
2. Family crisis;
3. Appointment with a physician, dentist, or other professional which cannot be arranged outside of school hours
4. Unusual circumstances which, at the principal's discretion, may be considered to be excused absences.
5. Special events for which prior administrative approval has been granted.

MAKE-UP WORK: Make-up work shall be limited to an excused absence, within the following guidelines:

1. The student shall be responsible for making arrangements for make-up work with his or her teachers on the day the student returns to school. These arrangements should be made before or after school or during achievement time, unless the teachers are able to provide these assignments during class periods.
2. Make-up time allowed for students completing missed work shall be limited to one calendar day for each day of absence following the student's return to school, up to a limit of seven calendar days. Assignments turned in later than this time limit will be denied if special arrangements have not been made in advance with the classroom teacher.
3. In the case of an extended illness of 3 or more days, assignments may be obtained by contacting the high school office. Teachers must be given 24 hours to provide assignments.

UNEXCUSED ABSENCES: Unexcused absences shall be dealt with in the following manner:

FIRST OFFENSE: The student will be assigned to a Wednesday school. If a student fails to report as scheduled for Saturday school, they will be suspended for a one-day period. The principal will contact the parents or guardians regarding this unexcused absence.

SECOND OFFENSE: The student will be suspended for a period of at least one day, pending a parent-principal conference. This conference must be held before the student can be reinstated in school. For absences of less than a full school day, and at the discretion of the principal, the student may be assigned to Wednesday school and/or detention, as an alternative to suspension.

THIRD OFFENSE: The student will be suspended pending a required reinstatement conference to be held in the office of the superintendent. Parties to be included will be the student, parent, or guardians, principal, superintendent, and a member of the Board of Education. This conference must be held within ten (10) school days of the suspension.

FOURTH OFFENSE: The Board of Education will convene to consider the expulsion of any student who accumulates more than three unexcused absences during the course of a school year. Due process will be accorded.

MEDICATION OF STUDENTS

No kind of medication shall be dispensed by the school personnel or nurses. This includes those medications which are often considered simple home remedies such as aspirin, antacids, toothache drops, etc. because some children may be allergic to such medication.

Children receiving medications which must be taken during school hours should have a written order from their physician stating the reason for which the child is taking the medication, the name of the medication, directions for administering, possible side effects which may be anticipated and length of time the child is to receive such medication. Long-term medication orders should be reviewed each year by the physician and a written statement must also be obtained from the parents for the teacher or other designated person to remind the child to take their medicine. The principal, together with the parent, should decide whether the children themselves, teachers, or the building office should handle the medication. If medication is administered by a school employee, it shall be administered only in the presence of another adult employee of the school district and in strict compliance with the above-described written physician' order. In addition, a written record of that date, time and amount of medicine administered, together with names of the employees administering the medication shall be maintained.

LAWTON ATHLETICS

For a complete list of sports offered at LHS please visit our website at www.lawtoncs.org

Following is a complete copy of the Athletic Code, which all Lawton student-athletes are responsible for reviewing. Individual coaches will be asked to discuss the Athletic Code and any other purposeful comments with their team members.

It is recognized and mutually agreed that citizenship, sportsmanship, positive attitude, life-long values and the mental and physical well-being of students are of

primary concern. The varsity teams, as representative of the school, are expected to win when possible, but they are not to ignore the above mentioned ideals. Other teams, i.e. junior varsity, freshman, and middle school, exist for the purpose of providing training and experience for the future varsity teams. A secondary and often forgotten purpose is to provide the opportunity for more students to participate in athletic endeavors. Winning at these levels is desirable, but is not the only objective. Learning fundamentals, developing coordination, and attitudes, instilling self discipline, building bodies and the opportunity to participate should not be minimized.

In order to participate in practices or competitions, the student-athlete must be in school for at least achievement hour and the last two periods of the day. Any exceptions to guideline this will be determined by the Athletic Director and/or building Principal.

ATHLETIC CODE

PREAMBLE

Representing Lawton Community Schools in interscholastic athletic competition is a privilege and not a right. Students who participate in Lawton's interscholastic athletic program are expected to represent the highest ideals of character by exemplifying good conduct, good citizenship, and good sportsmanship. Lawton athletes are also expected to engage in good training habits, which include abstaining from the use of tobacco, alcohol, or drugs. Separate and apart from a student's performance as an athlete, the student's conduct, citizenship, sportsmanship, and training habits reflect at all times on the student athlete, his or her team, our school, and our community. Accordingly, the Board of Education establishes this Athletic Code for all students who aspire to participate in interscholastic athletics as representatives of the Lawton Community Schools.

ATHLETIC CODE

*All athletes are required to have a current physical on file with the athletic department before competing in any athletic event or practice.

I. ELIGIBILITY RULES

A. All student athletes must have a full time schedule of classes.

B. Weekly Eligibility: The student must be passing all of the courses in which he/she is currently enrolled. Students will be granted a one week probationary status when a grade falls into the failing level.

C. Trimester Ineligibility: Any student failing one class period will be ineligible for 10% of the total contest dates of the sport they are currently participating in 5% if they fail achievement. If they are not currently participating in a sport, they will be ineligible for 10% of the total contest dates of the next sport season. Students failing more than one class period at the end of any trimester period including achievement shall be ineligible for 60 school days or the next trimester. When a student fails one or more classes in the third trimester the penalty of 10% for 1 failed class or 60 days for 2

failed classes will be assessed for the next school year's fall season / first trimester. If a student makes up a credit in summer school or credit recovery before the start of the next season, their ineligibility may be reduced.

II. STANDARDS OF CONDUCT FOR ALL ATHLETES

A. Training rules are in effect for all athletes year around. Once a student participates in athletics, he/she shall be subject to the Athletic Code for the duration of his/her academic/athletic career at Lawton High School.

B. Standards of Conduct:

The following behaviors constitute a violation of the Lawton Athletic Code and subject the athlete to discipline as outlined in the "Penalties for Violations of Rules" section of the Athletic Code.

1. Violation of federal, state, or local law/ordinance, including felony or misdemeanor, acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the athletic code, which will be determined through an independent school investigation.
2. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming of an athlete and a representative of Lawton Community Schools.
3. A Major Violation of the Student Code of Conduct
4. Violation of any team conduct rule as may be established by the team's head coach and approved by the Athletic Director.
5. Use, possession, concealment, distribution, sale or being under the influence of (substance abuse prohibitions).
6. Remaining at a function or place where the athlete knows that a minor present at the function or place possesses or is using a controlled substance or alcohol.

Students suspended In-school or out of school cannot participate in athletic contest and or practices scheduled on the day of the suspension.

III. TRAINING RULES 9TH - 12TH GRADES

A. Training rules are in effect for all athletes are year round. Once a student participates in athletics, he/she shall be subject to the Athletic Code for the duration of his/her academic/athletic career at Lawton High School.

B. All reports of training rule violations must be investigated by the Athletic Director and the Principal, with appropriate follow-up action taken. Parents of athletes who are not 18 years of age and who have violated training rules shall be notified in writing by the Athletic Director. This notification shall include the basis of the accusation, the penalty involved and shall be delivered as soon as possible after the investigation is concluded.

C. Training Rules

The following behaviors constitute a violation of the Lawton Athletic Code and subject the athlete to discipline as outlined in the "Penalties for Violations of Rules" section of the Athletic Code.

The basic training rules that apply to all athletes are:

1. No athlete shall use, possess, transmit tobacco or tobacco products.
2. No athlete shall use, possess, transmit or be under the influence of any

alcoholic beverage or intoxicating liquor.

3. No athlete shall use, possess, transmit or be under the influence of any drug or controlled substance, including but not limited to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana. Nor shall any athlete use, possess or transmit drug paraphernalia or counterfeit or look-alike drugs or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria. The use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. A look-alike drug is a substance that is not a controlled substance or is not a drug for which a prescription is required, which by dosage unit, appearance including color, shape, size and/or markings and/or by representations made, would lead a reasonable person to believe that the substance could be a controlled substance.

4. A person shall be deemed to be in possession of an alcoholic beverage, intoxicating liquor, drug or controlled substance if the athlete is in a confined area such as, but not limited to, a motor vehicle or room where the alcoholic beverage, intoxicating liquor, drug or controlled substance is being used or consumed by others. This also includes situations where a student athlete is in a motor vehicle where an alcoholic beverage, intoxicating liquor, drug or controlled substance is being transported by another student with the knowledge of the athlete. This provision is not intended to apply when an alcoholic beverage, intoxicating liquor, drug or controlled substance is being used, transported or consumed by a responsible adult who has reached the legal drinking age, such as a student's parent or guardian, and where neither the students nor people who have not reached the legal age are not participating in the consumption or use.

III. PENALTIES FOR VIOLATIONS OF RULES

A. For the first violation, the athlete shall be suspended from twenty percent of the originally scheduled full team dates of competition. If the athlete chooses to complete the TND (Project Toward No Drug Abuse) program sponsored by the Van Buren County District Health Department or another approved program, the suspension will be reduced by half. The athlete **MUST PARTICIPATE IN PRACTICES** during the period of time the athlete is suspended from participating in contests. Failure to do so will result in the athlete being disciplined in accordance with the rules and guidelines set forth by the individual coach. When an athlete has violated a training rule he/she must finish a season for any served suspension to be counted. An example would be a person serving a suspension in baseball, and then immediately quitting. This person would have to serve a suspension in the next season of participation. To be reinstated the student-athlete must receive permission from the Athletic Director. Permission will be granted after the Athletic Director has verified that the terms of the suspension have been met and after he/she has conferred with the student-athlete and his/her parents or guardians.

B. For the second violation, the athlete shall be suspended from forty percent of the originally scheduled full team dates of competition. The athlete **MUST PARTICIPATE IN PRACTICES** during the period of time the athlete is suspended. Failure to do so will result in the athlete being disciplined in accordance with the rules and guidelines set forth by the individual coach. To be reinstated for athletic participation, the

athlete must:

1. Voluntarily, and at their own expense, begin a program of substance abuse counseling, if the first and second violations involved alcohol or controlled substances. The student-athlete is responsible for verification of participation in this program being delivered to the Athletic Director.
2. Work as a volunteer at three (3) athletic contests or an approved equivalent.
3. Attend a committee meeting with his/her parents, the Athletic Director, the Athletics and Student-Community Activities Committee of the Board, and the Superintendent, to discuss the violation of the Athletic Code, and to review the athlete's progress in fulfilling the requirements for resuming contest participation. The athlete will not be allowed to resume participation unless and until this committee determines that the athlete has satisfactorily fulfilled the above requirements.

C. For the third violation, the athlete shall be suspended from contest participation for ninety (90) school days. The athlete **MUST PARTICIPATE IN PRACTICES** during the period of time the athlete is suspended. To be reinstated for athletic participation, the athlete must:

1. Voluntarily, and at his/her own expense, begin a program of substance abuse counseling, if two of the three violations involved alcohol or controlled substances; or, voluntarily, and at their own expense, resume a program of substance abuse counseling, if all three violations involved alcohol or controlled substances.
2. Work as a volunteer at ten (10) athletic contests, or an approved equivalent.
3. Attend, with his/her parents, a meeting of the Board of Education, and the Athletic Director, to present a 500-word paper on the perils of substance abuse, to discuss the violations of the Athletic Code, and to review the athlete's progress in fulfilling the requirements for resuming contest participation. The athlete will not be allowed to resume contest participation unless and until the Board of Education determines that the athlete has satisfactorily fulfilled the above requirements. During the suspension, the athlete may participate in practices only at the discretion of the coaches of the sport or sports involved

D. For the fourth and subsequent violations, the athlete shall be suspended from contest participation for double the number of school days for the most recent violation (180 school days, 360 school days, etc.). All other provisions of the third violation will be repeated. During such suspensions, the athlete may participate in practices only at the discretion of the coach or coaches of the sport or sports involved.

NOTE: These suspensions carry over from one season to the next and from one year to the next, effective with the beginning of the ninth grade year through the end of the twelfth grade year.

E. Due process and right of appeal shall be offered to athletes.

ENFORCING THE ATHLETIC CODE: DUE PROCESS AND APPEAL

In the event that there is reason to believe that a student athlete has violated the Athletic code of Conduct, the following procedures shall be employed:

I. THE ATHLETIC DIRECTOR AND PRINCIPAL:

The Athletic Director (A.D.) and the Principal are responsible for

ensuring that athletes adhere to the Athletic Code. Should the A.D. and Principal have reason to believe that a violation may have occurred; the A.D. and Principal shall investigate the circumstances.

A. The Investigation: In the event it is alleged there was a violation of the Athletic Code, the A.D. and Principal shall conduct an investigation. This investigation may include discussion with the athlete in question. If the investigation results in the A.D. and Principal believing that there was a violation of the Athletic Code, the A.D. shall reduce the charges to writing. The charges shall (1) state the facts establishing the basis for the A.D. and Principal's belief that the Athletic Code was violated; (2) state the penalty proposed by the A.D. and Principal; and (3) advise the athlete that the athlete shall be given the opportunity for a hearing in the event the athlete disagrees with the charges. The charges shall be given to the athlete and, where appropriate, to the athlete's parents.

B. The hearing: In the event the athlete does not agree with the written charges of the A.D. and Principal, the athlete shall be entitled to a hearing before the Athletic Council before the charges and the penalty proposed in the charges are imposed. The athlete must submit a written request for a hearing to the A.D. within three (3) school days after he or she receives the written charges from the A.D. The athlete's failure to follow this procedure will terminate the right to a hearing. The hearing shall be held as soon as it can be reasonably scheduled, but not later than five (5) school days after the athlete requests a hearing in writing. The purpose of the hearing is to determine if a violation was committed and, if so, to render discipline as stated in the Athletic Code. At the hearing, the A.D. shall state the charges, may call witnesses, or allow the student to answer the charges, call witnesses, produce other evidence, and be assisted by others. The athletic council shall decide on the guilt or innocence of the student, based upon the evidence presented, and renders discipline as required by the Athletic Code. Guilt shall be established if the preponderance of evidence indicates guilt. Evidentiary rules required by a court of law are not required for purposes of school or athletic discipline. The athletic council shall consist of three varsity coaches, but not the varsity coach of a sport in which the accused student athlete participates. The Athletic Director and Principal shall not be a member of the Athletic Council.

C. Notification: At the conclusion of the hearing, the Athletic Council shall render a decision to the athlete, and to the parents of the athlete. The Athletic Council's written decision shall be considered timely if it is mailed within three (3) school days of the hearing. The A.D. shall not sit as part of the Athletic Council, but shall be responsible for writing and mailing the decision of the Athletic Council as herein specified.

D. Appeal to the Board of Education: In the event the athlete disagrees with the decision of the Athletic Council the athlete shall have the right to appeal the Athletic Council's decision to the Board of Education. To do so, the athlete must submit a written appeal to the Superintendent stating the grounds for appeal and the remedy sought within five (5) calendar days of receiving written notice of the Athletic Council's decision. The athlete's failure to follow this procedure will terminate the right to appeal. Discipline rendered shall continue in effect during the appeal process, not to exceed that set by the Athletic Code. The Board of Education shall convene a hearing within ten (10) calendar days after

receipt of the athlete's appeal. Board shall render a decision at the conclusion hearing. The decision of the Board is final.

E. The Coach/Athlete Relationship: Nothing contained in this policy shall interfere with the coaches' responsibility and right to speak freely with their athletes, to correct them, to discipline them for less serious incidents, to encourage proper attitudes and behaviors, and to maintain their authority as coach.

