The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. This includes instructional opportunities, programs, services, job placement assistance or in policies governing student behavior and attendance. Any person suspecting a discriminatory practice should contact the Department of Human Resources at the Lansing School District, 519 W. Kalamazoo Street, Lansing, Michigan 48933 or call (517) 755-2000.
Lansing School District Family

CARING • COLLABORATION • EXCELLENCE
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Approved by the Board: August 2018
A Message from the Superintendent

Our children are our most precious natural resource. Their experiences in school can shape their lives forever. The Lansing School District is committed to a mission of making sure those experiences are positive and nurturing. However, from time to time, children explore the “boundaries” of behavior and it’s necessary for us to provide guidance when that happens. Not only for ensuring a safe environment for others, but for helping each student understand the acceptable rules of behavior in school, the workplace, and in society in general.

The Lansing School District’s Student Handbook helps students, staff, and families better understand our expectations for behavior and the consequences when those expectations are stretched or broken. We take great pride in providing our staff with unique training in the area of Culturally Responsive Positive Behavior Intervention Support – better known as CRPBIS – so that they are able to diffuse potential problems that would interrupt our students’ learning. We have created an Office of School Culture responsible for ensuring that students are treated fairly and have due process when the consequences merit a suspension or expulsion. In each of our schools we have Student Support Specialists to help implement positive behavior initiatives and rewards in conjunction with the school’s teachers and principal. We also partner with the OK2SAY hot-line to make sure students have a voice in situations where they feel anonymity would be a better way to share their thoughts.

Our district has reduced suspensions over the last four years by almost 40%. We believe that in order for students to be successful, graduate from school, and continue with their career and college futures, they must be in school. We monitor closely the behavioral infractions in each school and provide resources when needed. We want to make sure that every classroom is a positive environment, that every school is a great place to learn, and that this district shed the myth that we are not safe. To do that, we need everyone to support our mission – everyone. That means students, staff, and families. Our community’s future depends on being a safe and nurturing place to live, work, and learn.

Yvonne Caamal Canul
Superintendent
VISION STATEMENT
To accomplish our mission we will create a collaborative, high-performing, safe learning environment that is integrated with our communities and focused on preparing students for global citizenship.

MISSION STATEMENT
It is the mission of the Lansing School District to provide educational excellence in a safe and nurturing environment for all students.

WE BELIEVE...
- All students and their families deserve a quality education.
- Staff, students, families and Lansing communities can contribute and learn from each other.
- The needs of our students are our priority.
- Learning occurs best when students are in a safe environment.
- Diversity is our strength.
- Relationships are based on respect for self and others, mutual trust and teamwork.
- Learning is essential for success in a global society.
- The Lansing School District is committed to its responsibility to deliver a quality education for career and college readiness.
SUPPORT SYSTEMS
The district will identify, improve and implement effective and efficient support systems.

STUDENT ACHIEVEMENT
All students will achieve or exceed state performance targets and graduate career and college ready.

OBJECTIVES:
- Increase student achievement proficiency and on-time graduation rates
- Improve data-driven instruction by regularly utilizing various sources, including iCollaborate, student and behavioral data
- Create district wide coherence and improve student learning by implementing curriculum pacing guides and formative assessments
- Identify and implement models and partnerships that will increase students’ engagement in career preparation

COMMUNITY OUTREACH
The district will maintain and grow strong relationships with greater Lansing’s diverse communities, agencies, organizations, and businesses.

OBJECTIVES:
- Explore and expand opportunities for the greater Lansing community to engage with the district
- Improve communication with Lansing's diverse communities, including translation into other languages
- Explore and expand opportunities for grants, donations, and partnerships in order to increase learning options for students
- Explore and identify approaches that will significantly increase positive family engagement

LEARNING ENVIRONMENT
The district will provide a safe and nurturing learning environment.

OBJECTIVES:
- Identify and adopt models for improving school climate and culture that include professional learning and problem-solving approaches
- Implement programs and protocols that will significantly reduce behavior referrals and out-of-school suspensions
- Implement programs, policies, and protocols that will significantly improve district morale and community perception of the district
- Implement behavior prevention, intervention, and intervention, and supports in all schools

SUPPORT SYSTEMS
The district will identify, improve and implement effective and efficient support systems.

OBJECTIVES:
- Complete a successful bond campaign in order to improve and reconfigure the district’s facilities and provide students with 21st Century learning environments
- Update and/or replace outdated technology in order to provide students and staff with 21st Century learning tools
- Develop and implement rewards and consequences in order to reduce staff absenteeism
- Maximize personnel resources by maximizing staffing efficiencies in all departments

FINANCE
The district will monitor and adjust resources in order to maintain and improve financial stability.

OBJECTIVES:
- Update district infrastructure by implementing technology solutions to improve efficiencies in finance, human resources, and student information management systems
- Develop and implement strategies for increasing student enrollment
- Identify and implement strategies that will increase the district’s fund balance
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Introduction

The Board of Education takes very seriously its responsibility to provide a safe and secure environment for the students and staff entrusted to its care. A respectful atmosphere is critical to the education process. The Board of Education adopted this Student Handbook to provide the standards and structure necessary to foster that safe educational environment in which students can learn as they mature mentally, physically, emotionally and socially. The following principles were used in developing the Student Handbook:

1. The Handbook provides the order necessary for learning. Lack of order interferes with the focus on education. However, the Handbook should not restrict creativity or the excitement of learning.
2. The Handbook protects student and parent rights while also acknowledging their responsibilities to be good citizens.
3. The Handbook includes guidelines for addressing problem behaviors (see pages 19-22) before they become severe. The Code does not just focus on resolving extreme student misconduct problems.
4. The process is built on mutual teacher-principal-student-parent respect. The process does not compromise individual dignity.
5. Parents are responsible for the conduct of their students and must be involved in solving student problems. Students who have reached the age of 18 may elect to be responsible for their own conduct.
6. All members of the school community, including students, were involved in establishing the Handbook.
7. This Handbook considers the importance of restorative justice principles and practices and Positive Behavior Intervention Supports as a framework for addressing negative behaviors and promoting positive school culture and climate.

This Handbook complies with all relevant Michigan Department of Education policies as well as state and federal statutes regarding the disciplining of general education/special education students. The Handbook does not diminish the due process rights under federal or state law of students who have been determined to be eligible for special education programs and services or reasonable accommodation for their disabilities.

The Superintendent of Schools shall have ultimate responsibility for administering this Handbook in a consistent, fair and reasonable manner throughout the Lansing School District.

Throughout this Handbook, the Term:

- “Parent” shall be interpreted to include “parent or legal guardian.”
- “Principal” shall be interpreted to include “the principal or designee.”
- “Teacher” shall be interpreted to include “teacher, school substitute, or long-term substitute.”

K-6 Students

In order to maintain a positive school climate for learning, a Uniform Discipline Code with Levels of Misconduct and Disciplinary Action has been developed. The principal shall notify parent(s)/guardian(s) of any suspension before it occurs. The student shall be assigned homework during the period of suspension for completion and submission to the classroom teacher on the day of readmission. Note: the district reserves the right to recommend more severe discipline based on the nature of the violation.

7-12 Students

It is necessary for students and Parent(s)/Guardian(s) to understand that deviations from expected behavior may result in disciplinary action. Disciplinary action in Levels I through V shall occur in response to student misbehavior as the administrator recommends. The Principal (or designee) is responsible for recommending all disciplinary action, including In-school and Out-of-school program Suspension. In each situation, the question of whether or not an act of misconduct occurred that warrants disciplinary action shall be determined administratively, by a school administrator or a hearing officer.
CITIZENSHIP
The Lansing School District Board of Education expects students to behave themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and contractors.

SCHOOL CITIZENSHIP RULES
This Handbook seeks to ensure that the following citizenship rules are followed:

1. Students will attend school every day and be on time prepared to learn,
2. Students will demonstrate common courtesy, friendliness and respect to both other students and adults,
3. Students will act at all times in a manner that reflects pride in themselves, their family and in the school,
4. Students will respect others’ ideas, beliefs and cultures with an open mind and polite attention,
5. Students will use appropriate and respectful language or gestures when addressing other students and adults,
6. Students will be cooperative, attentive and supportive in class and in the halls,
7. Students will help to maintain a school environment that is safe, friendly and productive,
8. Students will identify themselves to school personnel upon request,
9. Students will bring only the supplies needed for school.
EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

PARENT INVOLVEMENT

The Parent Involvement page is created by parents for parents and guardians of Lansing School District students. As a parent or guardian, your involvement in your child’s education can:

a. help your child achieve a high-quality education,
b. increase your satisfaction with the school, and
c. increase teacher morale

A positive attitude by families and teachers contribute to your child’s academic success!

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

a. The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers’ directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

b. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student’s responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

c. Students must arrive at school on time, prepared to learn and participate in the educational program.
If, for some reason, this is not possible, the student should seek help from the principal, teacher, or secretary of the school community.

i. Adult students (age eighteen [18] or older) must follow all school rules.

ii. If residing at home, adult students should include their parents in their educational program.

**RIGHTS**

1. To be educated in a healthy and safe environment,
2. To participate in the educational process in a climate that is free from fear, harassment, intimidation, disruption and violence,
3. To expect that school rules will be enforced in a consistent, fair and reasonable manner,
4. To have access to review the student’s cumulative records. (Students under 18 may participate in such a conference; those 18 and above may request a conference without their parents being present.),
5. To expect that school staff will investigate reports of any infringement upon student and parent rights and respond in a timely manner,
6. To make up all work missed due to an absence or suspension,
7. To request an educational conference with school personnel,
8. To present complaints, incidents, problems, grievances, or petitions to the principal and to receive an initial response within three (3) school days after receipt of same by the principal,
9. To receive accommodations for health issues and concerns, especially for students with chronic health conditions (i.e. medications, wellness checks, and interventions),
10. It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. The District does not tolerate sexual harassment or other forms of unlawful harassment. This commitment applies to all School District operations, academic and extra-curricular programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct that occurs during an academic or extra-curricular activity sponsored by the Board on school property, a school bus or at another location if such conduct occurs during an event or activity sponsored by the Board.

Any individual wishing to report a violation of the harassment policy should contact: Anti-Harassment Compliance Officer (listed at left).
The Lansing School District will, where appropriate, provide additional support to students reported to be victims of sexual harassment or sexual assault. This support includes (but is not limited to) no-contact orders or changes in student schedules to protect the student. Additionally, the district will offer counseling support, supplemental academic support and resources to students who have been subjected to or who have engaged in sex-based harassment and/or to the harasser.

Employees who fail to report suspected harassment to their principal, supervisor or the District’s Compliance Officers will be promptly disciplined. Such discipline may include, if circumstances warrant, suspension or termination of the employee.

Students or employees who retaliate against individuals who report sexual harassment will be promptly disciplined. If circumstances warrant, such discipline may include suspension or expulsion of a student, or suspension or termination of an employee.

**RESPONSIBILITIES**

1. To respect self and others, as well as district and community property,
2. To respect school rules and participate in discipline proceedings when appropriate,
3. To schedule an appointment to review records at a mutually acceptable time,
4. To report any violation of student/parent rights to school staff,
5. To make up work resulting from an absence or suspension,
6. To participate in an educational conference with school personnel,
7. To pursue grievances through established procedures,
8. To adhere to the guidelines regarding when to keep a sick child home,
9. To provide medication information to the school offices (i.e. the school nurse) including medical documentation of need for accommodations. (It is important that a completed and signed Authorization of Medication at school form for prescription medication or a completed and signed Over the Counter medication form is provided to the school).
10. To provide workable emergency phone numbers and reliable emergency contacts for student emergencies.
STUDENT WELL-BEING

a. Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

b. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

c. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

a. All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

b. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ATTENDANCE POLICY AND REGULATION

The Board of Education believes that attendance is a key factor in student achievement and that any absences from school represent an educational loss to the student. Regular and punctual patterns of attendance shall be expected of each student enrolled in the Lansing School District.

While it is recognized that absence from school is necessary under certain conditions, every effort should be made by students, parent/guardians, teachers and administrators to keep absences and tardies to a minimum.
Student attendance at school is basically the responsibility of the parent/guardian and student. In order for parents/guardians to fulfill their responsibility, the school must keep them informed of student absences and attendance patterns.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The principal shall be accountable for ensuring the accuracy of all attendance records for his/her school.

Absences, even though verified by the parent/guardian, which are excessive and/or interfere with the student’s educational program, will be investigated by school district personnel.

All students shall have the opportunity to make up schoolwork missed due to absences. However, it shall be the student’s responsibility to secure the assignments and return it within the time agreed upon with each teacher.

**STUDENT ATTENDANCE AND ABSENCES**

Students are expected to be in school on time every day. A significant lesson to be learned in school is the importance of regular attendance. Learning is taking place each day in class. These learning experiences can never be duplicated. When a student is not in attendance, he/she is missing a valuable portion of his/her education.

A K-12 student is considered absent when they miss the entire class period. A student is tardy when he/she misses up to 15 minutes of a class period. The student is considered Arrived Late (AL) when they arrive after 15 minutes from the start of the class period. Students who leave a class period prior to the scheduled end time and do not return will be considered Left Early (LE).

**SECONDARY REPORT CARD ATTENDANCE CODES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Days Absent</td>
</tr>
<tr>
<td>AL</td>
<td>Times Arrived Late</td>
</tr>
<tr>
<td>LE</td>
<td>Times Left Early</td>
</tr>
<tr>
<td>TDY</td>
<td>Times Tardy</td>
</tr>
</tbody>
</table>
PROCEDURES FOR GRADES K-6

1. Parents/legal guardians will be responsible for contacting the school office if the student will be absent. Results of that contact will be noted on the official attendance record,
2. School personnel will contact the home if the parent/legal guardian have not called to verify the reason for the student's absence(s). Results of that contact will be noted on the official attendance record,
3. When students return from an absence, they are to bring a signed note from the parent/legal guardian stating the reason for the absence(s),
4. The school staff will make contact with the parent/legal guardian when the student has accumulated five (5) full day (ten [10] half days) absences,
5. Students who accumulate eight (8) full day (sixteen [16] half days) absences may be referred to the district’s Attendance Specialist,
6. When students exceed ten (10) full day parent excused absences (illness or family request), a signed note from the student’s physician will be required. The statement must include the reason for the absence, the number of days the student will be absent, the dates of the absences and the physician’s signature,
7. Before a referral is made to the Attendance Specialist, a letter will be sent by the school to notify the parent/legal guardian of the attendance problems,
8. If all of the above efforts fail to correct the attendance problem, the Attendance Specialist will proceed with legal or other appropriate action against the parent.

PROCEDURES FOR GRADES 7-12

An absence is excused if notification is received by the school within ten (10) school days after the absence and the absence is due to one of the following reasons:

• Parent Excused Illness (up to and including 10 a year) Absences after 10 a year, will not be excused unless accompanied by a medical (physician) excuse
• Funerals
• School Related (suspensions, late bus, administrative reasons, field trips, etc.)
• Legal/Court Appearances
• Incarceration
• Medical (Physician) Excused
• Religious Observations

Is My Child’s Absence Excused?
An absence is excused if notification is received by the school within ten (10) school days after the absence and the absence is due to one of the following reasons:

• Parent Excused Illness (up to and including 10 a year) Absences after 10 a year, will not be excused unless accompanied by a medical (physician) excuse
• Funerals
• School Related (suspensions, late bus, administrative reasons, field trips, etc.)
• Legal/Court Appearances
• Incarceration
• Medical (Physician) Excused
• Religious Observations
1. Parents/legal guardians will be responsible for contacting the school office if the student will be absent. Results of that contact will be noted on the official attendance record.

2. When students exceed ten (10) full day parent excused absences (illness or family request), a signed note from the student’s physician will be required to excuse further absences. The statement must include the reason for the absence, the number of days the student will be absent, the dates of the absences and the physician’s signature.

3. The teacher will notify the school administrator or designee when the student has accumulated ten (10) absences (excused or unexcused) or when unusual patterns of absences occur in a class period during a semester, the school will notify the parent (by mail, e-mail, phone, or in person).

4. If all of the above efforts fail to correct the attendance problem and the student is under the age of 18, the Attendance Specialist may proceed with legal or other appropriate action against the student and the parent. If the student is between the ages of 16 and 18, parents may drop the student from school by signing the Consent to Withdraw From School form in the presence of a school administrator. This form is available at each of the high schools.

**HOMEBOUND SERVICES**

a. The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

b. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Office of School Culture and the Ingham Intermediate School District. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

c. Applications for individual instruction shall be made by a physician licensed to practice in this State, a parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student’s ability to participate in an educational program.
I have the right to free speech

We can have a disagreement, without being disagreeable.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:
   i. is obscene to minors, libelous, indecent and pervasively or vulgar,
   ii. advertises any product or service not permitted to minors by law,
   iii. intends to be insulting or harassing,
   iv. intends to incite fighting or presents a likelihood of disrupting school or a school event,
   v. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the school.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.
DISTRICT-WIDE DRESS HANDBOOK

Students, together with their parents, have the responsibility to dress and groom themselves in a manner appropriate for school.

Apparel worn in school shall be neat and clean. To maintain a healthy, safe and orderly environment, footwear must be worn. Footwear which may present a safety hazard to students, such as footwear with wheels, is prohibited. Footwear such as flip flops and high heels are discouraged, but may be worn at the parents’ discretion. Outerwear such as coats*, hats or headgear (other than for religious or medical reasons), jackets and non-prescription sunglasses shall not be worn once a student is in the school building.

Attire which is revealing, vulgar, or depicts profanity, illegal activities or substances (i.e. alcohol, drugs, tobacco, etc.), offensive words or pictures, or gang emblems, symbols or messages is prohibited. Students are not to wear heavy or large link wallet chains, spiked bracelets, insignias, or ornaments that project messages of, or identify organizations known to mistreat people on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, religion, or mental or physical disability.

Unacceptable clothing shall Include, but is not limited to, halters, clothing which exposes bare midriffs or chests, tank tops or muscle shirts (unless worn with a T-shirt underneath), spaghetti straps, pajamas and shorts or pants below the waist to reveal undergarments or bare skin. Sagging pants/shorts are not permitted. Pants/ shorts must stay up on their own without the use of hands.

Principals have the responsibility and right to interpret this dress Handbook in a consistent, fair and reasonable manner.

EXTRACURRICULAR STUDENT HANDBOOK

Lansing students and their guests attending school related events are subject to the Lansing School District Handbook and may be subject to disciplinary action, including removal from a team if they violate the Handbook.

Individual coaches or sponsors may establish an additional set of rules for participants with prior approval from the principal. If a set of rules is established, the rules must be in writing and be provided to the participants prior to the activity season. Copies of the rules signed by each participant and parent must be on file in the principal’s office.

* The principal shall have the authority to permit the wearing of coats.
DISTRIBUTION OF PRINTED MATERIALS

Only materials that have been approved by the principal may be posted or distributed.

The principal or designee will establish specific times and locations for the distribution of printed materials by students. All materials distributed must bear the name of the sponsoring person or organization and indicate the author or printer.

The principal or designee may confiscate any materials which are not pre-approved.

RULES FOR USE OF ALL ELECTRONIC COMMUNICATION DEVICES

ECDs are all electronic devices used to communicate with another and include, but are not limited to cell phones, iPads and personal computers. Use of ECDs in an unauthorized manner may result in disciplinary action, including confiscation, depending on the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences as appropriate.

ECDs must be surrendered to an administrator or Public Safety Officer upon request.

Inappropriate use of any ECD is strictly prohibited. ECDs may not be “on” or otherwise used in school locker rooms or restrooms, whether here or at another school district where a school activity or athletic event is occurring. Use of ECDs is prohibited on buses. Any device of this type will be confiscated and the student subject to disciplinary action.

Students who possess an ECD shall assume responsibility for its care.

1. At no time shall the District be responsible for preventing theft, loss, vandalism or damage to ECDs brought onto school property and/or buses. Students and parents are strongly encouraged to ensure that, if students have ECDs in their possession, they should not leave them unattended or unsecured.

2. At any time, the use of electronic communication devices, or social media to harass, threaten or otherwise create a hostile environment at a school, or to disrupt the learning environment is subject to disciplinary action. This will range from confiscation of the device up to and including suspension from school.

Misuse of ECDs May Result In...

1st Offense - Device confiscated and returned to student at end of day.

2nd Offense - Device confiscated, parent to pick up at the end of the day and ECD privilege revoked.

Subsequent Offenses Device confiscated and additional disciplinary consequences up to and including suspension will be assigned.
TECHNOLOGY USE AND SAFETY RULES

Use of technology in the Lansing School District (the “district”) is a privilege extended to students. That privilege carries with it the responsibility to use technology in a manner that is consistent with the Handbook as well as all applicable laws and regulations. Technology use must comply with the mission of the district and is intended solely for the enhancement of the educational process. Technology refers to, but is not limited to, ECDs, voice mail, computer hardware, software and peripherals, hand-held computing devices, calculators, science equipment, televisions, e-mail, intranet resources and internet access.

Technology Rules for Grades K-6

1. Students will only use electronic devices with permission of the teacher and follow all teacher directions for use,
2. Students will never give anyone on the internet his/her name, school name, home address or telephone number,
3. If a student finds information in the ECD that makes the student uncomfortable, or that he/she knows is wrong, the student is to tell the teacher,
4. If the student gets a message that is unkind or makes him/her feel bad, the student is to tell the teacher right away and NOT reply to the message,
5. When a student uses an ECD, the student will be very careful not to break or damage any of its parts,
6. The student will not install, download, or otherwise utilize any software that is not authorized by the Technology Department. This includes, but is not limited to any software or program downloaded from a CD, thumb drive or found on the internet.

Technology Rules for Grades 7-12

1. The student will use ECDs for approved educational purposes only,
2. Recognizing that use of ECDs is a privilege, the student accepts responsibility for the proper care of all technology for which he/she is authorized,
3. The student will keep all accounts and passwords assigned to him/her secure and will not share these with other students, staff or guests. This includes passwords for e-mail and network access,
4. The student will never share personal information over the Internet,
5. In addition, if the student is asked for personal information or harassed in any way, he/she agrees to report it immediately to the teacher or another staff member,
6. The student will not install, download, or otherwise utilize any software that is not authorized by the Technology Department. This includes, but is not limited to any software or program downloaded from a CD, thumb drive or found on the internet,
7. The student will comply with all copyright laws.

Possession of an electronic communication device (ECD) by a student is a privilege.

Failure to comply with the above rules may lead to loss of technology privileges as well as other disciplinary consequences and/or legal prosecution.
RULES AND REGULATIONS FOR SAFE SCHOOL BUS BEHAVIOR

All provisions of the Lansing School District Student Handbook apply to students who are school bus passengers. In addition, the following special rules must be observed because of the unique safety requirements presented by a moving school bus. Any student violating these rules or committing other acts of misconduct on the bus may be given a written conduct warning and/or suspension notice. A suspended student must receive authorization from the principal before riding privileges can be reinstated.

1. The bus driver is responsible for the school bus and passenger safety. **Students must cooperate with and obey the driver at all times.** To ensure the safety of the driver and passengers, students are prohibited from bringing glass and other objects which could be used as weapons (e.g., baseball bat, scooter, skateboard, etc.) onto a school bus,

2. Loading and unloading of the school bus will be controlled by the driver, principal and school staff,

3. The emergency exit will be used only as the driver directs and is never to be touched at any other time,

4. Students shall arrive at their bus stop five (5) minutes before the scheduled pickup time and wait in a safe area off the roadway. Students will enter the bus in an orderly fashion and remain seated and quiet until it is time to leave the vehicle. Heads and arms will be kept inside the bus windows; feet will be kept out of the center aisle and on the floor at all times. Students will be instructed to stop and look both ways before crossing in front of the school bus,

5. A driver may require students to take assigned seats whenever it is necessary and may establish a seating chart for that purpose,

6. Information on bus stops and time schedules will be mailed to all eligible students prior to the opening of the school year.

7. No pets or other animals will be allowed on the bus.

8. **The use of cell phones is prohibited on school buses.**

9. Only authorized students are permitted on the bus.

10. Visitors may not ride school buses, i.e. prospective students, parents, non-Lansing School District students.

11. School bus routes, stops and time schedules will be established by the Ingham Intermediate School District. Any proposed changes will be discussed with the Lansing School District Chief of Operations.
# PROCEDURES FOR SAFE SCHOOL BUS BEHAVIOR

## Warnings and Suspensions

**Riding a school bus is a privilege, not a right.** It is essential for students to observe a standard of safe conduct while riding a school bus. The bus driver will have the authority to issue a written conduct warning or a recommendation for suspension to any student who violates provisions of this Handbook or commits other acts of misconduct.

The driver will issue a written conduct warning, if the offense is so severe as to cause continuing danger to the safety of the bus and its passengers. In the case of severe behavior, a request for suspension will be submitted to the principal.

A copy of the bus conduct warning will go to the parents with the student. The form must be signed by the parent and returned to the bus driver by the student the next time he/she is to board the bus.

1. The principal is responsible for bus suspensions.
2. A student whose riding privileges are suspended will not be able to board the bus for the term of the suspension. Drivers will be available for parent conferences at the principal’s request. A student suspended in the morning will be transported home on the bus that afternoon.
3. A student will be suspended from the bus at the end of a bus run. In extreme cases where the safety of others on the bus is in immediate jeopardy, secondary students may be suspended en route. Such en route suspensions will be communicated immediately to the school principal by the driver. In the event a student is suspended from the bus at school, it will be the principal’s responsibility to contact the parents and arrange for the student to get home after classes are dismissed. At no time will a student be sent home on foot without the knowledge and consent of the parent. A student suspended from riding a bus to and from school will still have access to regularly scheduled school district transportation arranged for field trips, extracurricular activities and other school-sponsored functions.

## Issuance of Negative Behavior Warnings

## Issuance of Suspension Notices

## Student Complaints

A student who feels a driver is executing responsibilities in an unsafe or improper manner may file a complaint with the principal, who will contact Dean Transportation. Dean Transportation will investigate the complaint and take whatever action is deemed necessary. Results of the investigation will be communicated to the parent either verbally or in writing as soon as is practical.
Disciplinary Action

Following the rules promotes a safe and orderly environment where learning will take place. Each school shall have a program of positive consequences for acting in accordance with school rules which may include: verbal and written recognition, special privileges, home reports, monthly activities and marking period awards.

STUDENT CONSEQUENCES FOR DISORDERLY BEHAVIOR

Students who do not follow school rules will be subject to a series of interventions intended to correct the behavior. The student’s school is responsible for issuing behavior consequences. The Handbook shall apply to students:

1. On school property or in a school-related vehicle;
2. In attendance at school or at any school-sponsored activity;
3. En route to or from school or any school-sponsored activity;
4. Whose conduct at any place or time directly interferes with the operations, discipline, or general welfare of the school and school students/personnel;
5. When using school-owned telecommunications or computer resources and accounts or other district services.

PARENT NOTIFICATION

In every case resulting in suspension, the parent, or student (if age 18), will be notified by telephone and/or in writing the day of the suspension. In some cases of disciplinary action, a student may be suspended from school pending investigation of the incident. If disciplinary action involves suspension, no student will be sent out of the building during school hours unless a parent or another responsible person has been contacted. If a non-custodial parent, who is legally authorized for access to student records, wishes to have copies of suspension information mailed to their home, it is the responsibility of said parent to provide the school with the necessary address.

To prevent problems from escalating, schools may take appropriate action that may include counseling, restorative justice, mediation, conflict management and/or referrals to community agencies. Parents shall contact the principal when they have concerns.
CORRECTIVE ACTION

A student who exhibits behavior problems which interfere with teaching and learning may be temporarily removed from the classroom. In such cases, the teacher will fill out a discipline referral form and submit it to the principal as promptly as teaching obligations allow, but in no case later than the end of the teacher day unless extenuating circumstances dictate otherwise. Notice of the corrective action shall be recorded in the student’s disciplinary file.

SEARCHES AND SEIZURES

Searches: Searches of students, personal property of students, lockers and motorized vehicles shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests and school property.

Authorized Personnel: Personnel authorized to conduct searches shall include any principal, assistant principal, member of the Department of Public Safety, or any other school official specifically designated by the principal to conduct searches.

Searches of Students

Authorized school personnel may conduct a search of a student, book bag, backpack or any other student possession or belonging if they have reasonable suspicion for a search. In special circumstances, random searches may be necessary. Reasonable suspicion for a search means circumstances that would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of any local ordinance or state/ federal law;
2. Evidence of a violation of the Handbook or any other Board of Education policy or administrative regulations;
3. Any item which represents a danger of physical harm or illness to any student, staff, guest or school property, whether on school property, at a school sponsored event or going to or from school.

Upon reasonable suspicion and in order to protect the health, safety, or welfare of the students under the supervision of the school district, the principal or their designee may search students. Two adults shall be present during a search of a student.
If the student refuses to comply, an attempt will be made to contact a parent and the matter will be turned over to the Department of Public Safety or other law enforcement agency, as appropriate. The Department of Public Safety or other law enforcement agency will conduct a physical search of the student as permitted under law.

**Locker Searches**

All lockers in the Lansing School District are the property of the district and are under the supervision of the school principal or designated representative. At no time does the district relinquish its exclusive control of its lockers. Students are prohibited from placing private locks on school lockers. Authorized personnel shall remove any private locks placed on school lockers.

School lockers are assigned to students for their convenience and temporary use. Students are to use school lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids and lunch. Students are solely responsible for the contents of their lockers and may not share their locker or locker combination with other students.

Random searches of school lockers will be conducted. Authorized personnel may search lockers and locker contents at any time, without notice and without student or parent/guardian consent. A certified detection dog and handler may be used to conduct random searches of lockers. Two (2) adults shall be present during a locker search.

If a law enforcement officer desiring to search a locker assigned to a student has a warrant for such search, the principal or his/her designee shall immediately take such officer to the locker assigned to the student and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the principal or his/her designee.

If a law enforcement officer, other than an officer of the Lansing School District Department of Public Safety, desires to search a locker assigned to a student without a warrant, the principal or his/her designee shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the school principal or his/her designee is not of the same opinion as the officer, he/she will permit the officer to proceed on his/her own authority but shall not participate in the search. The principal or his/her designee shall immediately report the incident to the Director of Public Safety, who will notify the officer's superior of the incident.

**Seizures**

Items believed to be connected to illegal activity or violation of the Handbook, Board policy, administrative regulation, or which represents a danger of physical harm or illness to any student, staff, guest, or school property may be seized by the person conducting the search. Any items seized as a result of a search shall be turned over to the Department of Public Safety or other law enforcement agency. Confiscated items may not be returned.
Searches of Motor Vehicles

Authorized personnel may search any motorized vehicles brought onto school property by a student at any time upon reasonable suspicion that the motorized vehicle contains:

1. Evidence of a violation of any local ordinance or state/federal law;
2. Evidence of a violation of the Code or any other Board of Education policy or administrative regulations;
3. Any item which represents a danger of physical harm or illness to any student, staff, guest, or school property, whether on school property, at a school sponsored event, or going to or from school.

Such a search may be conducted without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their driving and parking privileges and shall be subject to further disciplinary action as specified in the Handbook.

To protect the health, safety or welfare of the students and school community, law enforcement will be contacted to assist in searching vehicle brought on to school property by a non-student. A certified detection dog and handler may be used to develop reasonable suspicion and initiate a search.

PHYSICAL INTERVENTION OR SECLUSION BY STAFF

The Lansing School District does not permit employees to use corporal punishment (the use of or threat of physical punishment to change behavior) on a student. Emergency Physical Restraint involves direct physical contact that prevents or significantly restricts a student’s movement. Emergency Physical Restraint is a last resort emergency safety intervention. Emergency Physical Restraint is an opportunity for the student to regain self-control.

Employees are permitted to use physical restraint (instead of ‘force’) upon a student to:

1. Protect themselves or another person from physical attack
2. Prevent the student from harming him/herself
3. Stop a disturbance that may result in physical injury to any person
4. Obtain possession of a weapon or other dangerous object
5. Protect property
6. Physically escort a student who is engaging in behavior disruptive to the educational environment and who has failed to comply with verbal directions to stop such behavior. Physically escorting is the touching or holding of a student with a minimum use of contact for the purpose of directing movement from one place to another
7. The school district reserves the right to talk with students to investigate issue arising at school, on the bus, and at school related activities.

The intervention shall be safe, appropriate, proportionate and sensitive to the severity of the behavior, the age and development stage of student, physical size, gender, physical medical and psychological conditions, and personal history (physical or sexual abuse or trauma).

Emergency Seclusion

Emergency seclusion may not be used longer than necessary for a student to regain control.

- No longer than 15 minutes for elementary;
- No longer than 20 minutes for middle/high school;
- If longer than 15/20 minutes:
  - Additional support may be required (eg. Substitute personnel, nurse, or additional key personnel.)

1. Evidence of a violation of any local ordinance or state/federal law;
2. Evidence of a violation of the Code or any other Board of Education policy or administrative regulations;
3. Any item which represents a danger of physical harm or illness to any student, staff, guest, or school property, whether on school property, at a school sponsored event, or going to or from school.

1. Protect themselves or another person from physical attack
2. Prevent the student from harming him/herself
3. Stop a disturbance that may result in physical injury to any person
4. Obtain possession of a weapon or other dangerous object
5. Protect property
6. Physically escort a student who is engaging in behavior disruptive to the educational environment and who has failed to comply with verbal directions to stop such behavior. Physically escorting is the touching or holding of a student with a minimum use of contact for the purpose of directing movement from one place to another
7. The school district reserves the right to talk with students to investigate issue arising at school, on the bus, and at school related activities.
BEHAVIORS WHICH MAY LEAD TO DISCIPLINARY ACTION

The following are examples of offenses for which students may be disciplined. The specific disciplinary action will be determined according to the severity of the offense and the circumstances surrounding it.

MINOR OFFENSES Nuisance behaviors which have a negative impact on the school environment.

MODERATE/REPEAT OFFENSES Disruptive behavior which significantly interferes with the school environment, but is not dangerous to students, others or property, OR that does not result in significant injury.

MAJOR OFFENSES Behavior that is dangerous to health and safety of the student, peers, staff or property. Persistent misconduct that has been resistant to other interventions.

Abusive Language (level 1-5) Verbal messages that use words in an inappropriate way and may include, but are not limited to swearing, name calling, and profanity.

Alcohol or Other Drugs (level 1-6) Sale, Use, Possession, or Distribution of legal or illegal drugs, drug paraphernalia, cigarettes, tobacco substances, or alcoholic beverages. This policy is inclusive of, but not limited to, e-cigarettes, hookah pens, look-alike drugs and non-alcoholic beer, wine, etc. (Excludes medication taken in accordance with Administrative Regulation No. 5141.3.) Please note the consequences for possession/use of legal or illegal drugs and/or paraphernalia are as follows: 1st offense 3-9 day suspension with a substance abuse referral to an outside agency; 2nd offense may result in suspension to the Office of School Culture with documentation of 7 Factors consideration and substance abuse referral to an outside agency.

Arson (level 6) The deliberate burning or attempt to burn any building or property belonging to, rented by, or on loan to the school district or property belonging to any person.

Assault (Physical) (level 3-6) Intentionally causing or attempting to cause physical harm to another through force or violence (i.e. staff or students).

Bomb Threat (level 3-6) Making a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

Bullying (level 1-3) is defined as any written, verbal, of physical acts, including cyber bullying [i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device] that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
1. Ethnic/Racial Harassment or Intimidation - The malicious and intentional act of harassing or intimidating another person due to that individual’s color, ethnic origin or race.

2. Sexual Harassment or Intimidation - Unwelcome sexual advances, teasing, jokes, remarks, or questions, either verbal or physical, toward another person because of his/her sex or sexual orientation. Also includes a request for sexual favors or other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance by creating an intimidating, hostile or offensive educational environment.

The Lansing School District prohibits unlawful sexual harassment. This prohibition covers sexual misconduct towards students by students, District staff, Board members or school vendors, at school or at a school-sponsored event or activity.

Any student who believes s/he has been a subject of prohibited sexual harassments should immediately report to a principal, teacher or one of the District’s Compliance Officer (see page 6). Parents may also report these concerns.

Students or employees found to have engaged in acts of sexual misconduct—which includes unwelcome or coerced sexual acts or conduct of a sexual nature—will be promptly disciplined.

Discipline may include, if circumstances warrant, suspension or expulsion of a student and suspension or termination of an employee.

Cheating/Plagiarism (level 1-4) Falsely presenting work as your own original work or providing others with test responses or work to copy. The quality of the work will not be a consideration in determining disciplinary action.

Disorderly Behavior (level 1-6) Any conduct in or around the school, including the classroom, which is dangerous or disruptive and threatens the safety of students, staff or others, including that of the disorderly individual. This is to include but is not limited to: throwing snowballs, stones, or other objects; blocking security cameras; pushing; shoving; shouting; or running in the halls; and instigating, watching or escalating offenses for which students will be disciplined. Being a bystander in a bullying situation or at a fight could be considered disorderly conduct.

Misuse of Electronic Communication Devices (ECDs) (level 1-3) An electronic device that has the ability to transmit messages via the use of internet, data packages, or other Wi-Fi access points. Possession of ECDs is allowable within the guidelines listed on page 6 of the Handbook.

Ethnic/Racial Harassment or Intimidation (level 1-5) The malicious and intentional act of harassing or intimidating another person due to that individual’s color, ethnic origin or race.

Explosives/Incendiary Devices (level 1-6) Sale, Possession, or Use of explosives or incendiary devices including bombs and fireworks.

Extortion/Robbery (level 2-6) Obtaining money or property (something of value) from an unwilling person by either physical force or intimidation.

False Alarms (level 2-5) Falsely activating the fire alarm system in any school building or on school property.

Fighting (level 3-6) Physical contact in which blows are exchanged with another person. Please note the consequences for fighting by student in grades 7-12 are as follows: 1st offense one (1) to nine (9) days suspension; 2nd offense may result in suspension to the Office of School Culture with documentation of 7 Factors, subsequent fights - suspension to Student Services with possible expulsion.

Please note the consequences for fighting by a student in grades 7-12 are as follows: 1st fight 1-9 day suspension; 2nd fight referral to the Office of School Culture (may not exceed 20 days); Subsequent fights suspension to the Office of School Culture with the possibility of expulsion.

Forgery (level 1-5) Using or writing the name or identity of another person for purposes of gain, or falsifying times, dates, grades, addresses, or other information, including school forms.

Gambling (level 1-5) Gambling is unlawful and will be subject to suspension. Gambling is accepting money or any valuable thing contingent on an uncertain event.
**Gang Activity (level 1-6)** Displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership; initiating, advocating or promoting activities that threaten the safety or well-being of others or participating in activities intended to intimidate others; involvement in behaviors intended as initiation activities.

**Hazing (level 1-5)** Subjecting others to ridicule or abuse which creates a risk of physical, mental or emotional harm that must be tolerated to become a member of a class, organization or group. Willingness of the person seeking initiation into the group will not be considered in determining disciplinary action.

**Insubordination (level 1-5)** The failure to obey, comply with, or carry out a reasonable directive from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, assistant or bus driver).

**Intimidation/Stalking/Threats (level 1-6)** Placing another person in reasonable fear of bodily harm through the use of threatening words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Also includes any behavior (written, verbal or physical) that has the purpose or effect of interfering with a student’s educational performance or creating an intimidating, hostile, or offensive educational environment.

**Malicious Destruction (level 1-6)** The deliberate destruction or defacing of property belonging to, rented by, or on loan to the school system or property (including automobiles) of people employed by the school or in attendance at the school.

**Obscene or Lewd Behavior (level 1-5)** The act of using obscene or profane language in verbal or written form, possessing pornographic pictures, performing offensive gestures or acts or engaging in conduct of a sexual nature on school property, a school bus or at a school sponsored event or activity.

**Persistent Misconduct (level 1-6)** Frequent misconduct and/or consistently breaking the same rule.

**Possession or Use of a Toy Gun/Look-Alike or a Facsimile Weapon/Replica of a Firearm (level 1-6)** Possession or use of a look-alike firearm/toy gun, or a facsimile/replica of a weapon. Examples will include but are not limited to: toy guns, movie or stage props, starter pistols, models, replicas or any other device designed or used to imitate a firearm.

**Possession or Use of an Airsoft Gun (level 1-6)** Considered non-lethal object that projects plastic pellets that are powered by gas, compressed air or spring-loaded. Airsoft guns are manufactured with an orange tip, but that has often times been removed by the user.

**Sexual Assault (level 1-6)** The Lansing School District will immediately investigate the report and determine the extent to which there has been any violation of the district’s Student Handbook. The Lansing School District prohibits sexual contact between students at school, on a school bus, or at a school sponsored activity or event. The District will not tolerate acts against students that constitute sexual assault or sexual conduct of any nature.

Sexual Assault is legally/criminally defined as Criminal Sexual Conduct in degree’s one through four, which includes any sexual act directed against another person, forcibly and/or against that person’s will, or any non-forcible sexual act against the person’s will where the victim is incapable of giving consent and where force or coercion is used or threatened. Use of authority is a form of coercion.

A person age 15 or under cannot legally consent to sexual acts. The Student Handbook prohibits sexual acts regardless of age. If such conduct occurs at school, on the school bus, or at a school sponsored event or activity, a student should report the conduct both to staff of the Lansing School District (i.e., principal, teacher, public safety, or the district’s Compliance Officer) and to law enforcement.

**TITLE IX policy/interim measures** may be applicable to instances that occurred outside of school, and/or before and after school.

All sexual activity or conduct between District employees and students is a violation of Board policy, is prohibited and must be reported by District employees, when known. Students are encouraged to promptly report all such conduct to the District’s Compliance Officer (see page 6), your principal or other trusted adult.
Sexual Harassment (level 1-6) Unwelcome sexual advances, teasing, jokes, remarks, or questions, either verbal, written or use of sexually explicit gestures toward another person because of his/her sex or sexual orientation. This also includes a request for sexual favors or other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with a students educational performance by creating an intimidating, hostile or offensive educational environment. (Sexual intimidation is included under “Intimidation/Stalking/Threats”)

Conduct is considered unwelcome if the student did not request or invite it and considered the conduct to be undesirable or offensive. The age of the student, the nature of the conduct, and other relevant factors affect whether a student was capable of welcoming the sexual conduct.

A student's submission to the conduct or failure to complain does not always mean that the conduct was welcomed.

Example 1: A student makes offensive sexual jokes to another student, but the student does not object to the jokes or speaks out against them. The student's failure to object does not mean that s/he has welcomed the comments.

Example 2: Student #1 willingly blows a kiss at student #2 on one occasion at school. The next school day, while on the school bus, student #1 blows a kiss, again, to student #2 and uses sexually explicit gestures toward student #1. Student #1 smiles, but does not respond or report. Because student #1 did not respond or report, does not mean s/he has welcomed the behavior.

The Lansing School District prohibits sexual contact between students at school, on a school bus, or at a school sponsored activity or event. The District will not tolerate acts against students that constitute sexual assault or sexual conduct of any nature.

Sexting (level 1-5) The act of sharing or displaying lewd or nude pictures or images of students, via social media or otherwise.

Theft/Possession of Stolen Property (level 1-6) Unlawful taking, stealing or possession of money or property.

Unauthorized Presence/Trespassing/Loitering (level 1-5) Being in or around any area of the school when the student has no legitimate reason to be there; the act of congregating or lingering in a school building or on school property without permission of a staff member. This also includes unauthorized presence at any school property or community location during school hours when a student has traveled to or from a Lansing School District building or activity.

Violations of City Ordinances, State or Federal Law, or Criminal Acts Commission of or participation in any acts prohibited by federal or state law or local ordinance when such acts affect the safe and orderly operations of the school, regardless of whether criminal charges result.

Weapons Sale, Possession, or Use, carrying, using, handling, storing or threatening with weapons or other dangerous objects in a school or on school grounds may require expulsion. Weapons are identified in three (3) categories: (1) dangerous weapons that require expulsion: (firearm, dirk, dagger, stiletto, knife with a blade in excess of three (3) inches, knife opened by mechanical device, iron bar, brass knuckles); (2) other weapons commonly used or designated to inflict bodily harm or to intimidate including, but not limited to: air guns (air guns can be lethal, and are different from airsoft guns), bb guns, blackjacks, billy clubs, bludgeons, tazers, gas- ejecting devices, knife with a blade three (3) inches or less in length, stun grenades, chains, clubs and martial arts weapons; (3) articles designated for other purposes that are used to inflict bodily harm or to intimidate, including but not limited to: belts, box-cutters, combs, pencils, files, razors and compasses.

Suspensions to exclude a student from school for disciplinary reasons for a period of fewer than 60 school days.

Non-severe violations to the Student Handbook (see pages 21-22) may result in suspension from school. School principals may suspend a student for up to 9 days for any violation. Suspensions will be included in the student's records, subject to future disciplinary action based on a pattern of behavior. Any recommended suspension for 10 or more days may require a referral to the Office of School Culture with documentation supporting state legislative 7 Factors consideration.

A suspended student may not be on school property, attend any school- related
activities or participate in any extracurricular school activities while on suspension, without permission of the principal. The school must provide academic work for a suspended student during the suspension period. It is the parent’s responsibility to contact the school about receiving such work which shall be made available to the parent 24 hours after the request has been received. Immediately upon returning to the school from a suspension, the student will be responsible for contacting each teacher to ensure that all missed classwork has been completed. The principal may require a conference with the parent and student and, when appropriate, the teacher before a student returns. The goal of this conference is to create a plan for student success. A plan will be written, signed and copies given to the student, parent and teacher, as well as filed at the school.

Snap Suspension

Pursuant to Michigan Law, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to effectively teach the class, subject, or activity, or the student’s behavior interferes with the ability of other students to learn. (MCL 380.1309)

Snap Suspension Guidelines

People eligible to utilize snap suspensions include teachers in the Lansing School District who are responsible for the class, subject or activity.

At the elementary level, a class, subject or activity is defined as the time period that the teacher is directly responsible for providing instruction or supervision. At the secondary level, a class, subject, or activity is defined as the single time period within a student’s schedule for which a teacher has the direct responsibility for providing instruction or supervision.

If the teacher suspends the student, the teacher must report the suspension and the reason for the suspension to the principal in writing as promptly as teaching obligations allow, but in no case later than the end of the teacher day, using the student snap suspension form. The teacher must send the student to the principal for appropriate action. If the student remains in school, the principal shall ensure that the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject or activity from which he or she was suspended without the mutual agreement of the suspending teacher and the principal. A snap suspension may be for only one full school day at the elementary level or one full class period at the secondary level.

As soon as possible after the snap suspension, but not later than the next school day, the teacher shall ask the student’s parent to attend a parent-teacher conference to discuss the suspension. The teacher shall report the outcome of the conference to the principal in writing no later than the following school day using the parent-teacher conference report form. Whenever practicable, a school counselor, psychologist or social worker shall attend the conference. A principal shall attend the conference at the request of the teacher or parent.

Suspensions to the Office of School Culture

All recommended school suspensions for 10 or more days may be referred to the Office of School Culture. It shall be the responsibility of the principal to provide documentation supporting state legislative 7 factor consideration. A Department of Public Safety Report is required for any suspension to the Office of School Culture.

It shall be the principal’s responsibility to schedule a conference with the Office of School Culture by the end of the next school day. The principal shall notify the parent of the time, date and location of the meeting. The principal will participate in the conference with the student and parent, whenever possible and shall implement the decision rendered by the Office of School Culture.

Expulsions to exclude a student from school for disciplinary reasons for a period of 60 or more school days.

Severe or major violations to the Student Handbook (see pages 34-35) may result in expulsion from the school district. The Board of Education or its designee makes the final decision on expulsions. State mandated expulsions will be decided by a panel of Board of Education members and its decision is final. All non-mandatory expulsions will be decided by the Consultation Team designated by the Board of Education.
State-Mandated Expulsions
(Revised School Handbook 380.1311)

State law suggests the Board of Education or its designee to consider permanent expulsion, subject to possible reinstatement by the Board of Education, for any student who:

1. Possesses a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three [3] inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles) in a weapon-free school zone;
2. Commits arson in a school building or on school grounds;
3. Commits criminal sexual conduct in a school building or on school grounds;
4. Commits (in grade six or above) a physical assault against a school employee, volunteer, or contractor on school premises, or a school-related vehicle, or at a school-sponsored activity, regardless of location.

State law suggests that the student be expelled for the minimum duration noted below before possible reinstatement:

1. Dangerous weapon (grades six or above): permanent expulsion
2. Dangerous weapon (grades five or below):
   • Ninety (90) school days if a firearm or weapon is used to threaten another person
   • Ten (10) school days if not a firearm or if not used to threaten another person
3. Physical assault to employee or volunteer:
   • Students grades six and above: permanent expulsion
   • Students grades five and below: discretion of the Board of Education or designee
4. Criminal Sexual Conduct which qualifies as a felony under the Michigan Penal Code: One hundred eighty (180) days
5. Arson: One hundred eighty (180) days
6. A recommendation to permanently expel a student shall be presented to the Board of Education or its designee by the Superintendent of Schools within thirty (30) school days following the suspension based on the resulting investigation of the incident by the appropriate school safety officer and/or Public Safety Department’s central staff. Should extenuating circumstances arise, the Superintendent shall have ten (10) additional school days in which to bring an expulsion recommendation to the Board.

Mandatory Factors to Consider
(Revised School Handbook 380.1310d [4])

Except for use/possession of a firearm, consideration of the following factors is mandatory before suspending or expelling a student for 10 or more school days:

1. Student’s Age
2. Disciplinary History
3. Status Disability
4. Seriousness of Behavior
5. Whether the behavior posed a safety risk
6. Whether or not restorative justice would change the behavior
7. Whether or not a lesser intervention would address the behavior

Schools shall consider using restorative practices as an alternative to suspension or expulsion. If a school suspends or expels a student, the school shall consider using restorative practices in addition to suspension or expulsion.

Rebuttable Presumption An assumption that a suspension is not justified unless 1310d factors are considered. Rebuttable presumption is one that may be overcome if the evidence demonstrates that the presumption is not correct.

For suspensions of 9 days or less, there is no rebuttable presumption, but the school shall consider each of the above factors in the determination.

One Exception A student in possession of a weapon (with the exception of a firearm) may establish one of the following in a clear and convincing manner:

1. The weapon was not intended to be used as a weapon, or for the delivery for use as a weapon;
2. The weapon was not knowingly possessed;
3. The student did not know the object was considered a weapon;
4. The weapon was possessed at the suggestion, request or permission of school personnel, DPS, or the police
Rebuttable Presumption for Weapons:

- Board OR designee determines in writing that at least one of the weapons exemptions has been established in a clear and convincing manner AND
- Student has no history of suspension or expulsion

The Lansing School District may exercise discretion with regard to suspension of more than 10 days or an expulsion. However, there will be rebuttable presumption (an assumption that suspension is unnecessary based on evidence) that a suspension is not justified unless the (school) can demonstrate each of the above factors.

NON-MANDATORY EXPULSIONS

As suggested by State Law, Board or designee may suspend or expel, subject to possible reinstatement, a student in grades 6-12 who:

1. Makes a bomb threat or similar threat directed at a school building, other school property or a school-related event
2. Commits a physical assault against another student on school premises, on a school-related vehicle or at a school-sponsored activity regardless of location

Any behavior, grades K-12, which threatens the safety of the students and/or staff of the Lansing School District may result in expulsion.

When appropriate, expelled students will be referred for prosecution. Students who believe they are victims of criminal sexual conduct may (1) pursue a formal or informal complaint with the District’s Compliance Officers (see page 6); (2) may pursue a criminal complaint with the appropriate law enforcement agency; or (3) pursue both types of complaints, simultaneously.

APPEAL PROCEDURES

School Level Suspension

1. The parent of a student under 18 years of age or a student (if 18) shall first appeal a disciplinary action to the administrator who imposed the penalty.
2. At the secondary level, a further appeal may be made to the principal.
3. Appeals beyond the school level will be directed to the Superintendent of Schools or their designee.

The student’s disciplinary status shall remain the same through the appeal procedures.

Office of School Culture Decisions

1. The parent of a student under 18 years of age or a student (if 18) shall request an appeal form from the Office of School Culture.
2. The appeal form must be returned to the Office of School Culture within five (5) school days of written receipt of the decision.
3. The Associate Superintendent for School Culture will convene a meeting within ten (10) school days after the request is filed to hear the appeal.

The student’s disciplinary status shall remain the same through the appeal procedures.

Consultation Team Decisions

1. The parent of a student under 18 years of age or a student (if 18) shall request an appeal form from the Office of School Culture.
2. The appeal form must be returned to the Office of School Culture within five (5) school days of written receipt of the decision.
3. The Consultation Team will convene a hearing within ten (10) school days after the request, if filed.
4. The parent of a student under 18 years of age or a student (if 18) will receive written notification of the decision from the Expulsion Consultation Team.
The student's disciplinary status shall remain the same through the appeal procedures.

The Consultation Team is the designee of the Board of Education; therefore the appeal decision is final. There is no further appeal process for this decision.

All mandatory expulsions decided by the Lansing School District Board of Education are final and there is no appeal process.

**REINSTATEMENT**

A permanently expelled student may apply for reinstatement to the Board of Education as permitted by law. Any other expelled student shall be reinstated subject to readmission conditions. These conditions are as follows:

1. A statement, provided by the parent, from a licensed counselor, stating that the student has satisfactorily participated in a minimum of 6 counseling sessions and it is recommended that he/she return to the regular school program.
2. A written statement, provided by the student, indicating a willingness to comply with all rules and regulations of the Student Handbook.
3. A statement from local law enforcement authorities, obtained by Student Services, indicating that there has been no further negative contact with law enforcement.
4. Verification, obtained by Student Services, that the student has not been found trespassing on Lansing School District during the term of his/her expulsion.
5. Verification, obtained by the Office of School Culture, of participation in Graduation Alliance for students who are between the ages of 14-19.

Satisfactory completion of the above criteria would not automatically result in readmission, but would serve as the minimal standard of effort and behavior which the student must demonstrate in an application for readmission. Additional conditions may be imposed, as necessary for individual circumstances.
THE NATURE OF DISCIPLINE

The nature of discipline implies the acceptance of rights and responsibilities by everyone involved in the process: student, parent, teacher, administrator and all other school personnel. While the School Administrator bears the primary responsibility for maintaining proper control and discipline within the school building and grounds, each teacher bears the primary responsibility for maintaining proper control and discipline within the classroom. Teachers also share responsibility for the maintenance of proper control and discipline in other areas of the school building and grounds. Disciplinary actions and methods shall be reasonable, just, prompt and in accordance with the policies and procedures of the Lansing School District Student Handbook.

The Lansing School District recognizes that parents are an integral part of their child’s education, which includes behavior at school. Therefore, in order to keep parents informed, teachers and other staff will contact parents to ensure parents’ knowledge of behavioral issues.

Level 1: Teacher/Staff Directed Interventions

Teachers/teams/staff members may initiate any of the following actions:

1. Create classroom rules/expectations and consequences as a community based on school-wide expectations and implement with fidelity
2. Provide positive feedback to students on appropriate behavior
3. Identify and reward appropriate behavior of all students
4. Focus on and reward appropriate behavior
5. Refer to Child Study Team/Behavior Intervention Team
6. Referral to case manager, intervention assistance team
7. Telephone contact with parent (share positive areas of growth)
8. Letter to parent (share positives and areas of growth)
9. Time-out/Buddy Room: The removal of a student from classes for one-half day or less
10. Detention: Detaining a student for disciplinary reasons before, during or after school hours
11. Restricted Activity: The denial of participation in school activities and/or extracurricular events (including recess)
12. School/community service: Assignment of a student to perform school/community service
13. Snap Suspension
14. Referral to school counselor, case manager, intervention assistance team (Community Outreach Specialist, social workers, Student Support Specialists, Student Advocates, Behavior Specialists), attendance staff, Restorative Justice practitioners or other staff person(s)
15. Behavior Contract or Success/Behavior Plan with student/parent: A written statement listing steps and consequences to be taken to improve behavior or attendance
16. Refer to the Problem Solving/Behavior Intervention Team: A meeting of school personnel, parents and other individuals to consider the behavior and/or progress of the student and make recommendations
17. Other options as discussed among parents, teachers and administrators

Level 2: Administrator Directed Interventions

An administrator/parent/student conference must be held and may occur in combination with one or more of the following:

1. Official notification of truancy sent to parents
2. Referral to Restorative Justice Practitioner
3. Saturday/evening school: Detention programs on Saturday or other non-school hours
4. Suspension of parking permit, if applicable (based on age)
5. Referral to Student Support Specialist for behavior support and management
6. Other options as discussed among parents, teachers and administrators, i.e. community service, restitution, etc.
7. Consultation with the Office of School Culture
8. Referral for a substance abuse or mental health assessment.

**Level 3: In-School Alternatives**

1. Placement of a student in a specially designed in-school alternative program
2. Placement as outlined above and in combination with Levels 1 and 2 consequences
3. Change of class assignment
4. Behavior plan with school-related community service
5. Behavior plan with student/parent: A written statement listing steps and consequences to be taken. The statement also describes the support to be provided by school staff and/or parent as well as the date when the plan will be reviewed
6. Referral for restorative justice processes with completed contract with affiliated parties
7. Referral to behavior intervention personnel
8. Referral to Problem solving Team/Behavior Intervention Team

**Level 4: Out-Of-School Suspension (Up To And Including 9 Days)**

Suspension with parent conference and a re-entry plan, which must include an intervention from Levels 1-3 as appropriate.

**Level 5: Alternative Consequences/Programs**

1. Behavior plan with modified schedule with approval of Central Administration
2. Behavior plan may be in combination with Levels 2, 3, 4 consequences
3. The Office of School Culture consultation/intervention
4. Administrative Transfer
5. Referral to alternative programs
6. Suspension of 10 or more days is recommended with documentation supporting state legislative 7 Factors consideration

**Level 6: Expulsion Meeting/Expulsion**

Expulsion is the denial of a student’s right to attend school or school sponsored activities.

- Recommendation for suspension to The Office of School Culture to consider expulsion, with consideration for 7 factors.

*The administrator must contact the parent/guardian and make arrangements to provide the student’s daily or weekly assignments and/or tests.

**District Compliance Officer**

Mark Coscarella, Ed.D. | Deputy Superintendent
mark.coscarella@lansingschools.net
517-755-1020
Lansing School District
519 West Kalamazoo
Lansing, MI 48933

The Board designates the above individual to serve as “Anti-Harassment Compliance Officer” for the District.
<table>
<thead>
<tr>
<th>BEHAVIORS LEADING TO DISCIPLINARY ACTION</th>
<th>DPS REPORT REQUIRED</th>
<th>MINOR OFFENSE LEVELS</th>
<th>MODERATE REPEATED OFFENSE LEVELS</th>
<th>SEVERE/MAJOR OFFENSE LEVELS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive Language</td>
<td>No</td>
<td>1-2</td>
<td>1-4</td>
<td>5-6</td>
</tr>
<tr>
<td>*Arson</td>
<td>Yes - contact Fire Marshall</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Assault of Staff (Physical)</td>
<td>Yes - if referred to the Office of School Culture or involves injury</td>
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<tr>
<td>Bomb Threat - Threat Against School</td>
<td>Yes</td>
<td>2-3</td>
<td>2-3</td>
<td>4-5</td>
</tr>
<tr>
<td>Bullying</td>
<td>No - unless suspended to the Office of School Culture</td>
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</tr>
<tr>
<td>Cheating / Plagiarism</td>
<td>No</td>
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<td>2-4</td>
<td>-</td>
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<tr>
<td>Disorderly Behavior</td>
<td>No</td>
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<tr>
<td>Electronic Communication Devices (ECDs)</td>
<td>No - unless suspended to the Office of School Culture</td>
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<tr>
<td>Explosives/Incendiary Devices</td>
<td>Yes</td>
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<td>2-4</td>
<td>5-6</td>
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<tr>
<td>Extortion / Robbery</td>
<td>Yes</td>
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<td>False Alarms</td>
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<td>-</td>
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<tr>
<td>Fighting</td>
<td>No - unless suspended to the Office of School Culture</td>
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<td>5-6</td>
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<tr>
<td>Forgery</td>
<td>No</td>
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<td>Gambling</td>
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<td>Gang Activity</td>
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<tr>
<td>Hazing</td>
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<td>Insubordination</td>
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<tr>
<td>Intimidation/Stalking/Threats to Students</td>
<td>Yes</td>
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<td>Malicious Destruction</td>
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<td>Obscene or Lewd Behavior</td>
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<td>Persistent Misconduct</td>
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<td>Possession/Use of Alcohol</td>
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<td>Possession/Use of Other Drugs</td>
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<td>Possession/Use of Tobacco</td>
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<td>Possession/Use of a Look-Alike Firearm/Toy or Facsimile</td>
<td>No - unless suspended to the Office of School Culture</td>
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<td>*Sale/Distribution of Drugs or Alcohol</td>
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<td>Violations of City Ordinances, State, or Federal Law or Criminal Acts</td>
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*Requires an Office of School Culture suspension.
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<td>One Fight - No Subsequent Fights - Yes</td>
<td>First Fight 4 3-9 day suspension</td>
<td>2nd Fight 5 Office of School Culture suspension</td>
<td>Subsequent Fights**</td>
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<tr>
<td>Intimidation/Threats to Students</td>
<td>No</td>
<td>1-3</td>
<td>1-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Malicious Destruction</td>
<td>No - unless the situation involves property valued at $200+</td>
<td>1-3</td>
<td>2-4</td>
<td>5</td>
</tr>
<tr>
<td>Obscene or Lewd Behavior</td>
<td>No</td>
<td>1-2</td>
<td>3-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Persistent Misconduct</td>
<td>No</td>
<td>1-2</td>
<td>1-4</td>
<td>5</td>
</tr>
<tr>
<td>Possession/Use of Alcohol</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Possession/Use of Other Drugs</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Possession/Use of Tobacco</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Possession/Use of a Look-Alike Firearm/Toy or Facsimile</td>
<td>Yes</td>
<td>-</td>
<td>2-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Possession/Use of Airsoft Gun</td>
<td>Yes</td>
<td>-</td>
<td>2-4</td>
<td>5-6</td>
</tr>
<tr>
<td>*Sale/Distribution of Drugs or Alcohol</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5-6</td>
</tr>
<tr>
<td>*Sexual Assault</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5-6</td>
</tr>
<tr>
<td>Sexting</td>
<td>No</td>
<td>1-3</td>
<td>2-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Yes</td>
<td>1-3</td>
<td>2-4</td>
<td>5</td>
</tr>
<tr>
<td>Theft</td>
<td>No - unless the situation involves property valued at $200+</td>
<td>1-2</td>
<td>2-4</td>
<td>-</td>
</tr>
<tr>
<td>Unauthorized Presence / Trespassing / Loitering</td>
<td>Yes - utilize trespass warning or letter, rules charges are being sought (full report required)</td>
<td>1-2</td>
<td>2-4</td>
<td>-</td>
</tr>
<tr>
<td>Violations of City Ordinances, State, or Federal Law or Criminal Acts</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5-6</td>
</tr>
<tr>
<td>*Weapon - Sale, Possession or Use</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
<td>5-6</td>
</tr>
</tbody>
</table>

*Requires an Office of School Culture suspension.