LEE MIDDLE &
HIGH SCHOOL
"Always Rebels"

2010-11 PARENT & STUDENT HANDBOOK

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My Personal Scorecard

Below are listed some of the major tests you may take this year, depending on the grade you are in. Your teacher will help you identify those tests that you are likely to take. Your teacher will also help you find out the score you received on the test the last time you took it, if you did. Set a goal for yourself for the next time you take the test. After you take the test this year, write your score in the last column to give you an idea how you compared to last time. At the end of this school year, tear this page out and save it for next year.

Type of Test	Test Part	Previous High Score	Goal Score	Actual Score	Actual Score
MEAP (6-9) or MME	Reading				
	Writing				
	English LA				
	Mathematics				
	Science				
	Social Studies				
MAP Tests	Reading				
	Mathematics				
	Science				
	Lexile Score				
ACT Explore, ACT Plan, or ACT	English				
	Reading				
	Mathematics				
	Science				
	Composite Score				
	Writing				
ACT WorkKeys	Reading for Info				
	Applied Math				
	Locating Info				
Writing Prompts	#1				
	#2				
	#3				

Note 1: MEAP tests are taken in grades 3-9. Social studies is only taken in 6th and 9th grade. MME is taken
Note 2: MAP tests are taken in grades 6-10 at least twice during the school year.
Note 3: ACT Explore is taken in 8th grade, ACT Plan in 10th grade, ACT in 11th and 12th grades.
Note 4: ACT WorkKeys tests are taken initially in 9th grade with re-testing in 11th and 12th grades.

My Cumulative GPA is: _____

My Senior Scholar Points = _____

School Nickname: *Rebels*
School Mascot: "*Rebbie*"
School Colors: *Blue & Gold*

LEE REBEL SCHOOL FIGHT SONG

We're loyal to you, Lee High School.
The gold and the blue, Lee High School.
We'll back you to stand
Against the best in the land,
For we know that you can Lee High School
Fight! Fight!

Go dashing ahead, Lee High School.
Go smashing ahead, Lee High School.
Our team is our main protector,
Come now, for we expect a
Victory for Lee High School
Fight! Fight! Fight!

SCHOOL HISTORY

The first area school was built around 1857 on a one-acre plot of land near what is now the southeast corner of Nagel and Chicago Drive. It was called the "Green School," a small building with four windows, a wooden ceiling, blackboards, and double seats. Approximately thirty-five students attended in the first years. At the time, Chicago Drive was known as the Grandville plank road and a tollbooth located on the corner of Chicago Drive and Godfrey (where the Four Star gas station is now) charged a penny to travel on it.

By 1894, the number of children had grown so large it was time for a new school building on the present Godfrey Elementary site. During construction, a store on the southwest corner of Godfrey Avenue and Seneca Street was rented to relieve overcrowding at the Green School.

Growth was so rapid that the Godfrey school had to be increased in size from the original two rooms to ten rooms by 1910. The first two years of high school were also added. District No. 7, which is what Godfrey-Lee was known as at that time, continued to grow and by 1921 the need for a second school building was evident. Property was purchased and the new school opened in November 1923. The school, which consisted only of the front section of the current building, was built along the Grand Rapids, Holland and Chicago Interurban (electric) train line. The street in front was originally identified as *State Street* on early plat maps but for some unknown reason had been changed to Lee Street around 1914. It was a single-lane dirt road that ran along the interurban right-of-way. Thus, the new school took on the name of the Lee Street School.

The surrounding area looked much different back then. There were very few homes at the time. Havana Street was called *Hawthorne* and Engel was known as *Engelwood*. The district had the second largest number of students for any "rural" district outside of the city of Grand Rapids.

The Lee Street School, which saw its first graduating class in 1925, had five major additions added to it beginning with the east wing during the summer of 1925, the west wing in 1930, the gym in 1952, the east science wing in 1960, and the middle school in 1988. In 1930, the rear of the school was graded for a football field. During 1936-38, a W.P.A. project helped construct the Godfrey-Lee Athletic Field, considered at the time to be the finest athletic complex outside of the city of Grand Rapids. It was built on a piece of ground along Plaster Creek commonly known as "Happy Hollow," and the first games were played during the 1938-39 school year.

PRINCIPAL'S MESSAGE

We're glad to have you join us for an exciting school year. We hope that you enjoy your stay, that you become involved with our many programs, contribute to school life, and meet new friends. We are proud of our high academic achievement and good citizenship. It is our hope to offer you the educational experiences that will better prepare you for the future.

In order for this school to be successful, we need you to work cooperatively with us. This is a team effort. As a student at Lee Middle and High School, you have rights and responsibilities. It is important to respect the rights of others. Familiarize yourself with the information listed in this handbook, realizing that the contents do not cover every existing condition, but only the basic general areas. Please work together with staff and other students to ensure the best possible education for all.

MISSION STATEMENT

Improving student achievement through challenging standards, quality instruction, rigorous assessment, and accountability in a safe environment.

THE REBEL CODE

Lee Middle & High School sets high standards for character and behavior. Administration, faculty and staff make a continuous effort to help students use their talents and abilities in a constructive manner, to meet personal challenges and limitations, to appreciate differences in others, and to set and achieve personal goals with self-determination and persistence. In essence, Lee encourages students to become productive and fulfilled individuals who are aware of their own self-worth and willing to give time and effort to others.

At Lee Middle & High School, the responsibility for good conduct rests on the student. Students follow a code for self-discipline called the **REBEL CODE**. Each student is expected to read this code, understand its implications, and model it daily to the best of his/her ability.

As a Lee student, I will contribute positively to my school by:

1. Being responsible.
2. Striving for excellence in academics, citizenship, leadership, and sportsmanship.
3. Taking pride in my personal appearance.
4. Striving for acceptable, healthy, and positive behaviors.
5. Using good manners and listening while others speak.
6. Always showing respect for people and property.
7. Sharing my time and talents with others in a positive manner.
8. Building community by being kind, courteous, and considerate of others.
9. Taking pride in Lee Middle & High School.
10. Doing my best to bring honor to Lee Middle & High School.

At Lee Middle & High School, no one has the right to keep a teacher from teaching or a student from learning. Anyone who chooses to do so loses the privilege of being in class.

Faculty and staff will assign **consequences** ranging from detention through suspension whenever a student is choosing behaviors contrary to the **REBEL CODE**.

Student Signature: _____

Lee Middle & High School
Parent-Student-Staff Compact

Parents & Students: Please read and complete the first two sections below. Do not remove this page from your Agenda book.

Parent/Guardian Commitment to Supporting My Child's Success

I want my son/daughter to succeed and therefore I commit to doing all of the following to the best of my ability:*

- Ensure that my child attends school each day on time, appropriately dressed, and ready to learn.
- Support the school and its *Code of Student Conduct*.
- Review my child's homework assignments and offer assistance when needed.
- Read and listen to my child read regularly and make reading part of my child's day.
- Participate in parent-teacher conferences and attend school meetings, open house and parent organization activities.
- Share information with school staff about unique family or child circumstances that may affect my child at school.
- Read newsletters, notes, and other communications from school.

* If extenuating circumstances prevent me from a full commitment I will offer an explanation to the appropriate school administrator or staff member.

Parent/Guardian Signature: _____ Date: _____

Student Commitment to Success

I want to succeed; therefore I commit to doing all of the following:

- Attend school regularly, on time, and prepared to learn.
- Respect the rights and property of others, including not acting hostile or creating fear in others.
- Obey all classroom rules and the *Code of Student Conduct* to the best of my ability.
- Put forth my best effort by paying attention in class, asking questions when I don't understand, and participating in class discussions.
- Complete all classroom lessons and homework on time as accurately and neatly as I can.
- Cooperate with others and accept responsibility and consequences for all my actions.
- Read (or be read to) each day outside of normal school hours.
- Take home all newsletters, notes, and other communications from school.

Student Signature: _____ Date: _____

Lee Middle & High School Faculty/Staff Commitment to a Successful Learning Environment

- Provide a safe, positive learning environment that helps each child become responsible for his/her own learning.
- Set high instructional standards and deliver a quality curriculum.
- Communicate academic progress and attendance concerns through progress reports, report cards, notes, phone calls, newsletters and conferences.
- Help parents to support learning and positive behavior at home and at school.

Faculty & STAFF Directory

Math Department

Mrs. Kristen VanderHeide, Chair	Rm 342
Mrs. Yvonne Basham	Rm. 203
Mrs. Regina Grube	Rm 302
Ms. Amanda Wigent (6)	Rm 107
Ms. Julie Davis (7)	Rm 208
Mr. Brett Addis (8)	Rm 211

Science Department

Mr. Brian McKanna, Chair	Rm 310
Mr. Steve Rierson	Rm 111
Ms. Deb Truszkowski	Rm 313
Mrs. Sonna Pohlson (6)	Rm 213
Ms. Janene Parney (7)	Rm 212
Mr. Troy VanTuinen (8)	Rm 210

English Language Arts Department

Mrs. Jody Jensen, Chair	Rm 303
Ms. Alissa Coil (7)	Rm 105
Mrs. Lisa Britten	Rm 305
Mrs. Brandy Coleman (6)	Rm 108
Mrs. Andrea Donovan (9)	Rm 309
Mrs. Christine DeMaagd (8)	Rm 104
Mrs. Kim Plum (Reading)	Library
Mrs. Melissa Gill (Reading 6)	Rm 103

Social Studies Department

Mr. Brian Cahoon, Chair	Rm 205
Mr. Tom DeGennaro	Rm 201
Mr. Gabriel Snyder	Rm.202
Mr. Andy Steketee (6)	Rm 106
Mr. Brian Conway (7)	Rm 101
Mr. Peter G. Foote (8)	Rm 102

Special Education Department

Mrs. Jane Dykhouse, Director	Lee N.P.
Mrs. Jean Dohring	Rm.317
Mr. Tom Konow	Rm 204
Ms. Jill Collins	Rm 206
Mrs. SuAnn Bruggink (6)	Rm 109
Ms. Kristi Boone (Social Work)	Rm 312
Mr. Kevin Haff	HS/MS

English Language Learners Department

Mrs. Tuppin Hauschild	
Mrs. Brenda Caballero, Chair	Rm 306
Mrs. Patricia Doran	Rm 304
Ms. Tiffany Smith	Rm 112

World Languages Department

Mr. Alfredo Solis, Chair	Rm 311
Mrs. Elayna Durso	

Visual & Performing Arts Department

Mr. Kevin Gabrielse	Band
Ms. Dawn Downing	Band
Mrs. Nancy Robinson	Choir
Ms. Isabel Blanco (Art), Chair	Rm 308
Ms. Emily Milanowski (Art)	Rm 113

Computer Education Department

Mr. Tom Egeler, Chair	Rm 300
Mr. Jeff Patin	Rm 301
Mr. Keith Tramper Title 1	Rm 116

Business Education Department

Mrs. Karyl Kramer, Chair	Rm 116

Health & Physical Education Department

Mr. Jared Stehouwer, Chair	Gym
Mr. Bill Andree	Rm 114
Mr. Fred Solis	Rm 311

Instructional Para-Professionals

Mrs. Susan Stevens (MS Special Education)
Mr. Larry Zapata (HS ELL)
Mrs. Rios (MS ELL)

Library & Media Center

Mr. Kelly McGee, Media Specialist
Mr. Daniel Townsend, Technology

Guidance Office

Mrs. Betty Killoran, MS Guidance Counselor
Ms. Carol Hiddema, Registrar
Mrs. Teresa Struve, Secretary

Administration

Mr. Pete Foote, Principal
Ms. Julie Gerard, Principal's Secretary
Mrs. Maria Baker, Office Paraprofessional

Mr. Brett Lambert, Dean of Students
Mrs. Damary Lofgren, Attendance Secretary

Mr. Rendel Todd, Administrative Assistant for Academics & Title 1

Mr. John Cain, Athletic Director

Officer Chris DeBoer, Police Liaison Officer

Part I – Attendance

To achieve academic success, a student must attend school regularly. Participation in classroom activities, exposures to instruction, and involvement in classroom discussions are vital educational experiences that directly influence a student's ability to succeed in school.

State of Michigan Compulsory School Attendance Laws

Michigan Compiled Laws (MCL) Section 1561(1) states that: *Except as otherwise provided in this section every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.*

Section 1588: *The Attendance Officer, after giving the formal notice prescribed in Section 1587, shall determine whether the parent or other person in parental relation has complied with the notice. The Attendance Officer shall make a complaint against the parent or other person in parental relation having the legal charge and control of the child who fails to comply with the Court having jurisdiction in the county of residence for refusal or neglect to send the child to school. The Court shall issue a warrant upon the complaint and shall proceed to hear and determine it in the same manner as is provided for other cases under its jurisdiction.*

Section 1599: *A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days or both.*

Section 571 (3): *An Attendance Officer of an intermediate school district or a local school district shall have the powers of a deputy sheriff within the district or intermediate school district while performing official duties.*

Section 1586 (2): *If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.*

Absence Procedure

When a student misses all or part of any school day (including an assigned Friday School), the parent/guardian **is required to call or send a written note to the school office** within 24 hours after the student returns to school. All absences that are not reported by a parent or guardian are considered to be unexcused regardless of the circumstances.

Excused Absences

The school administration determines whether an absence is excused or unexcused. An absence is considered **excused** if it fits into one of the following categories:

1. Personal illness (may require medical documentation if illness is recurring, frequent, or for a long term)
2. Death in the immediate family (examples: parent, legal guardian, sibling, other relative residing with the family)
3. Doctor, dental, or counseling appointments that could not be arranged outside of school hours
4. Family emergency (may require verification)
5. Pre-arranged family vacation up to 5 school days
6. Religious observances
7. Mandatory court appearances or meeting with a probation officer
8. School-related activities (pre-approved by administration and teacher-sponsored)
9. Principal's excuse

Unexcused Absences

The following are examples of **unexcused** absences:

1. Oversleeping
2. Missing your ride or lacking transportation
3. Car trouble
4. Babysitting or dropping off younger siblings at a different school

5. No specific valid reason for the absence
6. No telephone or written excuse from a parent/guardian within 24 hours of returning to school
7. Family vacations or trips beyond the 5-day limitation (exceptions may be granted based on family circumstances)

An absence considered unexcused may adversely affect classroom requirements and grades. Teachers are not required to accept work due on the date of an unexcused absence.

Absence Limitations (High School)

School attendance is important for educational success. We have analyzed the relationships between attendance, test scores, and course grades, and in the majority of cases, students who do not attend school regularly achieve lower grades and test scores. The bottom line is students need to be in class to learn.

Students are expected to arrive on time. Missing more than 10 minutes of a class due to late arrival or leaving class without permission will count as an absence for that class.

Students are expected to attend all of their classes. Parents will be notified by letter after the student's fifth (5th), eighth (8th), and tenth (10th) absence.

When a student earns an unexcused absence, the teacher may assign a failing grade for any work missed during that period.

Any student who accumulates 12 or more absences in a course will not earn credit unless the student earns a passing grade for the course and a grade of C+ or higher on either the end-of-course assessment, or a series of assessments normally used to determine whether or not students have mastered the course content expectations.

Absence Limitations (Middle School)

School attendance is important for educational success. We have analyzed the relationships between attendance, test scores, and course grades, and in the majority of cases, students who do not attend school regularly achieve lower grades and test scores. The bottom line is students need to be in class to learn.

Students are expected to arrive on time to all of their classes. Missing more than 10 minutes of a class due to late arrival or leaving class without permission will count as an absence for that class.

Students are required to attend all of their classes. Parents will be notified by letter after the student's fifth (5th), eighth (8th), and tenth (10th) absence.

A student who has missed more than ten (10) days of school during a single trimester (or equivalent of 60 school days) is considered truant and may be reported to the KISD attendance officer for further action.

Prearranged Absences

Missing school for any reason is strongly discouraged. Much of what is learned in school comes through regular daily interaction between the teacher and the student in the classroom.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to understand that they are placing the student at an academic disadvantage. If a student must be absent, parents should inform the office and students pick up a planned absence form from the office one week in advance.

Prolonged Absence

Parents are encouraged to contact the attendance secretary or principal in the event of a prolonged excused absence from school so that assignments may be sent home. This is normally an absence longer than two (2) school days.

If a parent contacts the school office prior to 10 a.m., makeup work will normally be available for pickup in the office after 2 p.m. Otherwise, expect makeup work to be available after 2 p.m. the next school day.

School-Related Absences

The following circumstances are considered to be school-related functions and will not be charged as absences when pre-approved by administration:

- Field trips
- Student Council or National Honor Society activities
- Office/guidance testing and related excused passes

- Approved college visitations (1 visit during the junior year and 2 visits during the senior year)
- Job shadowing with prior school approval

Make-up Work

Students will be provided a reasonable amount of time to make up missed work due to excused absences. Normally, one additional day for each day absent will be allowed.

Long-term assignments made prior to the absence will continue to be due on the established date, on the first day the student returns to school, or on an extended date if provided by the teacher, whichever is later. All assignment due dates are at the discretion of the teacher.

Truancy

Whenever a student under the age of 16 accumulates excessive absences, excused or unexcused, truancy charges may be filed with the county truancy officer.

Parents will receive notice of the truancy process and procedures along with intervention steps. The determination as to what constitutes excess absenteeism is left to the discretion of the Principal or Dean of Students.

Tardy

Students are tardy to class whenever they enter the classroom after the tardy bell rings, unless they have a pass marked excused from a member of the staff.

Attendance Discipline

Students who are **tardy to class** will earn the following consequences:

1st Tardy – Warning
2nd Tardy – Detention assigned by teacher
3rd Tardy – 2nd detention assigned by teacher
4th Tardy – Friday School assigned by administrator

Students who skip a class will be required to serve two (2) detentions for each class period skipped. Students who leave a class at any time without permission from the teacher are considered skipping.

A student who skips more than two periods in a school day will be assigned Friday School.

Students who are directed to report to a teacher before or after school for any reason will be considered skipping a class if they do not show up.

Students who accumulate an excessive number of unexcused absences will be assigned Friday School.

Part II – CODE OF STUDENT CONDUCT

The staff of Lee Middle and High Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume responsibility for promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. (Godfrey-Lee Public Schools Board of Education Policy 5500)

When determining the appropriate action to take as a consequence of student misconduct, staff will use a variety of intervention strategies and/or discipline actions, depending upon the severity or repetition of misconduct; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school; or any other relevant factors. The Code of Student Conduct will be administered consistently, uniformly, and fairly without partiality or discrimination.

The Code of Student Conduct applies before, during, and after school (as well as to and from school whenever inappropriate behavior is deemed disruptive to the overall mission of the school):

- Whenever a student is at school [in a classroom, elsewhere on school grounds, on a school or school-chartered bus, or at a school-sponsored activity, whether or not it is held on school premises].

- Whenever a student's conduct at any other time or place, including enroute to and from school, has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- Whenever a student is using school telecommunications networks, accounts, or other district services.

Student misconduct is classified in three levels. **In addition to these three levels of discipline, a teacher may remove a student from the classroom for his or her conduct in a class, subject or activity.** The definitions of misconduct at school are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

Level 1 Violations

Level 1 violations are dealt with by the classroom teacher or other staff member. Depending on severity or repetition, a Level 1 violation may be reclassified as a Level 2 or Level 3 violation and the student referred to an administrator.

1. **Disruptive behavior.** A student will not misbehave in a manner that causes disruption or obstruction of the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person constitutes disruptive behavior. Behavior is considered disruptive if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
2. **Insubordination**. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein; refusing to leave a hallway or any other location when directed by a staff member, including custodial/maintenance staff; or, running/walking away from school staff when directed to stop constitutes insubordination.
3. **Inappropriate hallway behavior.** A student will talk softly, will walk on the right side of the halls, and will not run in the halls. This extends to restrooms, stairwells, and other common areas.
4. **Throwing objects.** A student will not throw any type of object except for what is allowed under adult supervision (i.e., a game or phys ed activity).
5. **Needless horseplay, roughhousing, and "play" fighting**. A student will always keep hands and feet to him/herself.
6. **Inappropriate language or gesture**. A student will not direct oral or written words, pictures, or expressions that are profane, insulting, or obscene towards any other student, or that disrupts the educational process.
7. **Inappropriate dress or grooming**. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent it interferes with the learning and teaching process.
8. **Possession of inappropriate personal property**. A student will not bring or otherwise possess at school any personal property that is prohibited by school rules or that is disruptive to teaching and learning.
9. **Personal notes**. A student will not use any portion of the school day, including passing times and lunch periods, to write personal notes [or letters], read personal notes, or otherwise possess personal notes.
10. **Inappropriate displays of affection**. Students will not engage in activities such as kissing, hand-holding, or embraces of a personal nature.
11. **Tardiness/Skipping**. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
12. **Failure to Deliver School-Home Communications.** A student is required to deliver to his/her parent/guardian any progress reports, newsletters, permissions slips, flyers, and other written communications from school staff, whether separate or included as part of the Agenda book. A student will also deliver any written communications from a parent/guardian intended for school staff.
13. **Refusing/Failing to Dress for Physical Education Class**. Students enrolled in a physical education class are to dress appropriately according to teacher directives.

    Note: The following consequences for failing to dress for physical education class will be imposed:

1st offense – warning and loss of grade for the day

2nd offense – loss of grade for the day and a written assignment

3rd offense – loss of a grade for the day and assignment of a Friday School session

Subsequent offenses may result in additional Friday School assignments and suspension

14. **Failure to Yield to a Staff**. When instructed by a member of the staff to stop what you are doing and discuss a problem or provide information, a student will not refuse or walk away.

Level 1 Consequences – one or more of the following actions may be taken consistent with the severity of the violation and previous conduct of the student.

- Discuss violation with staff
- Develop a plan to prevent a future occurrence.
- Removal from classroom and referral to principal.
- Confiscation of inappropriate items.
- Contact parents (student and/or staff) by telephone or in writing.
- Required to complete an action plan or other writing requirement designed to focus on more appropriate behaviors.
- Assigned one or more detentions.
- Referred to the principal for assignment of Friday School sessions.
- Recommended for 1 to 5 days out of school suspension (repeated violations).
- Restitution/restoration.
- School community service assignment.
- Behavioral contract.
- Parent/teacher/student conference.
- Other intervention strategies as needed.

Level 2 Violations

Most level 2 violations are referred to an administrator. Depending upon severity or repetition, a Level 2 violation may be reclassified as a Level 3 violation.

1. **Bullying/Harassment/Intimidation**. Students will not make any gestures in writing, verbally or by physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student, damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such gestures or written, verbal or physical acts, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

   Any student who believes he/she has been or is the victim of harassment or aggressive behavior including bullying or intimidation, should report the situation immediately to a teacher, guidance counselor, or an administrator. Teachers and guidance counselors will report all such incidents to an administrator. All complaints that may violate this policy will be promptly investigated and documented. Retaliation for reporting such a violation or making an intentionally false report will warrant disciplinary action.

   Note: Because the nature of bullying, harassment and intimidation is deemed to be disruptive to the educational mission of Lee Middle and High Schools, the following consequences are established:

   1st offense – 3-day suspension

   2nd offense – 5-day suspension with a parent, principal, and student meeting before the student may return to school

   3rd offense – 7-10 day suspension and recommendation for expulsion

2. **Trespassing**. A student will not enter upon the premises of the school, other than the location to which the student is assigned, without authorization from proper school authorities. This includes entering a classroom without authorization.
3. **Defacement of property.** A student will not willfully cause defacement of, or damage to, property of the school or others. This includes actions such as writing on/in or otherwise damaging school textbooks, library

books, desks or walls; carving woodwork, desks or tables; and otherwise marking on walls or other surfaces.

4. **Sexual harassment.** A student will not use words, pictures, objects, gestures, or other actions relating to sexual acts or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers. Physical contact may be charged as criminal sexual conduct (Level 3).

   Note: Because the nature of sexual harassment is deemed to be disruptive to the educational mission of Lee Middle and High Schools, and threatens the physical and emotional safety of the victim, the following consequences are established:

   1st offense – 3-day suspension
   2nd offense – 5-day suspension with a parent, principal, and student meeting before the student may return to school
   3rd offense – 7-10 day suspension and recommendation for expulsion

5. **Disrespect towards an adult.** A student will not make gestures, use oral or written words, or otherwise demonstrate disrespect towards adult staff members, volunteers or visitors.
6. **Profanity and/or obscenity toward staff.** A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school staff members, adult volunteers or adult visitors.
7. **Destruction of property**. A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment or structures to the point where repair is necessary are examples of acts of property destruction.
8. **Failure to serve assigned detention**. A student will not fail to serve an assigned detention.
9. **False identification.** A student will not use another person's identification or give false identification to any school official, including substitute teachers, with intent to deceive school personnel or falsely obtain money, property or food.
10. **Fighting**. A student will not physically fight with another person.

    Note: Because fighting poses an immediate threat to student and staff safety, consequences will be as follows (including a referral to law enforcement officials if warranted):

    1st offense – 5-day suspension
    2nd offense – 7-day suspension
    3rd offense – 10-day suspension and referral to the Board of Education for expulsion.

11. **Cheating**. A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. A student will not help or otherwise assist another student in any manner to cheat. Academic sanctions such as a lowered grade may be added to any additional consequences.

    Note: Penalties for cheating or plagiarizing are as follows:

    1st offense – receive a zero for the assignment and detention
    2nd offense – receive a zero for the trimester grade and a Friday School
    3rd offense – receive a zero for the trimester and suspension up to 3 days

12. **Forgery**. A student will not sign the name of another person for the purpose of defrauding school personnel.
13. **Theft or possession of stolen property (less than $100 in value).** A student will not, without permission of the owner or custodian of the property, take property or have possession of property that does not belong to the student.
14. **Threat or coercion.** A student will not threaten another person with bodily harm, or coerce another person to act or refrain from acting. This includes threats that are made verbally, in writing, using hand signs or other gestures, or by means of the internet or

email system. The severity of the threat will determine if it is a Level 2 or 3 violation.

15. **Tobacco use or possession.** A student will not smoke, use smoking or smokeless tobacco, or possess any substance containing tobacco in any area under control of the school, including all activities or events supervised by the school district.

    Note: Consequences for use or possession of tobacco will be (not to exclude the possible referral to law enforcement officials and additional consequences for students involved in athletics):

    1st offense – 3-day suspension
    2nd offense – 5-day suspension
    3rd offense – up to 10-days suspension and possible referral to the Board of Education for expulsion

16. **Disorderly Conduct.** A student will not loiter or gather with other students at the scene of a fight (verbal or physical) or other violation of the Code of Student Conduct, even if the student is not actually engaged in the fight or other rule violation.
17. **Persistent Disobedience.** A student will learn from his/her mistakes, complete any assigned consequences, and avoid repeating the same inappropriate behaviors.
18. **Inappropriate behavior during an emergency drill**. A student will follow all directions issued during an emergency drill and will remain quiet at all times unless spoken to by a staff member.
19. **Inappropriate use of cell phone and other camera devices**. A student will not use a cell phone camera or any other camera during school hours without permission of the classroom teacher. At no time will a cell phone camera or any other camera be used in restrooms, locker rooms, or any other room permanently or temporarily used for a dressing facility. In addition, a student will not use a cell phone camera or any other camera to obtain a photograph of another student or member of the staff for the purpose of publicly displaying such photos on the internet or any other means of public broadcast. Depending on the severity of the act, a violation of this rule may be elevated to Level 3.

Level 2 Consequences – one or more of the following actions may be taken consistent with the severity of the violation and previous conduct of the student.

- Any response similar to a Level 1 violation, above.
- Out-of-school suspension for 1 to 10 days.
- Recommendation to the board of education for long-term suspension or expulsion.
- Notification to law enforcement agency.

Level 3 Violations

Depending on severity or repetition, a Level 1 or Level 2 violation may be reclassified as a Level 3 violation. All Level 3 violations are immediately referred to an administrator and/or law enforcement officer.

1. **Alcohol and drugs**. A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, inhalant, alcohol, or arrive to school or a school sponsored activity (home or away) under the influence. This does not include the legitimate use of a legally prescribed medication. Possession includes the storage of such items in one's school-issued locker, backpack, purse, automobile, or other such location.

   Note: Specific consequences for the possession, use, purchase or sale, or offer to purchase or sell alcohol and/or drugs include (in addition to a police referral and possible arrest):

   1st offense – 10-day suspension from school and possible recommendation for expulsion.
   2nd offense – immediate suspension and recommendation for expulsion.

2. **Arson**. A student will not intentionally, by means of starting a fire, cause harm to any person or property, or participate in the burning of any property or person.
3. **Extortion.** A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.
4. **False fire alarm or bomb report; tampering with the fire alarm system; false 9-1-1 call.** Unless an emergency exists, a student will not intentionally sound a fire alarm, cause a fire alarm to be sounded, communicate a false alarm, or destroy,

damage or otherwise tamper with a fire alarm system in the school building.

5. **Felony.** A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.
6. **Fireworks**. A student will not possess, handle, transmit, conceal, or use any fireworks, firecrackers, smoking devices, or any other dangerous item that is fire-related (i.e., matches, lighters, lighter fluid, gasoline, etc.).
7. **Interference with school authorities**. A student will not interfere with administrators, teachers, other school personnel, or adult volunteers by threat of force or violence.
8. **Physical assault.** A student will not physically assault another person. Physical assault is any action causing or attempting to cause physical harm to another through force or violence (MCL 380.1310[3][b], MCL 380.1311a [12][b]). This may also be classified as bullying and/or intimidation.
9. **Robbery.** A student will not take or attempt to take from another person any property by force or threat of force, expressed or implied.
10. **Sexual assault and/or Criminal Sexual Conduct (CSC).** A student will not sexually assault another student as set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to MCL 750.520g), or otherwise violate state statutes regarding criminal sexual conduct.
11. **Theft or possession of stolen property (equal to or greater than $100 in value)**. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.
12. **Verbal assault against an employee**. A student will not make a verbal threat of serious bodily injury directed to or at an adult member of the staff or adult volunteer. This includes any verbal act that leads the adult to believe that he or she is in immediate danger of serious bodily injury and that the student has the apparent ability, actual intention, and means to immediately, or in the near future, inflict serious bodily injury on the adult, if the student is not prevented from doing so.
13. **Weapons – dangerous instruments.** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. This is any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Examples include, but are not limited to, chemical mace, pepper spray or similar substances, stun guns, BB guns, pellet guns, razors, box cutters, laser light pens, or knives of any type with blades under three inches in length. This may also include any caustic substance misused as a dangerous instrument (i.e., perfume or cologne sprayed or splashed in the eyes of another person), noxious gas, or any normal tool (i.e., sharpened pencil, sharp ruler, scissors, etc) misused intentionally in a manner designed to cause harm.
14. **Terrorism** – A student will not knowingly plan and/or commit an act of terrorism or make a false report of an act of terrorism. An "act of terrorism" is all of the following:
    - An act that would be a violent felony under the laws of Michigan;
    - An act that the student knows or has reason to know is dangerous to human life (i.e., can cause serious injury or possible death); and
    - An act that is intended to intimidate or coerce another person, or influence or affect the conduct of the school and/or school staff through intimidation or coercion.

    A student will not hinder prosecution of terrorism or provide material support for terrorist acts. A student will not use the internet or a telecommunications device or system or other electronic device or system so as to disrupt the functions of public safety and education. (MCL 750.543 – Public Act 131 of 2002)
15. **Weapons – dangerous weapons**. A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. Examples include a firearm, slingshot, dagger, dirk, stiletto, knife with blade over three inches in length, pocketknife opened by a mechanical device (switchblade), iron bar, poison, noxious gas, explosive, incendiary, bomb, grenade, rocket/missile with propellant charge, mine, or brass knuckles (MCL 380.1313). A firearm, as defined in 18 U.S.C. Sec 921 means:
    - Any weapon, including a starter pistol, which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
    - The frame or receiver of any such weapon;

- Any firearm muffler or firearm silencer; or
- Any destructive device.

Note: A toy or look-alike gun will be treated the same as a real one.

16. **Gang activity**. A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

    Gangs are defined as groups who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school's educational mission. The student may not necessarily be an actual member of a gang but engages in gang behaviors or shows support for a gang by various means.

    Gang activities include but are not limited to:

    - Wearing or displaying any clothing, jewelry, colors, or insignia that identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
    - Using, writing, drawing, or inscribing any word, phrase, written symbol, or physical gesture to include hand signs that identifies a student as a member of a gang, or otherwise symbolizes support of a gang. This includes inscribing gang symbols on your body or by cutting your hair in a manner that illustrates a gang symbol.
    - Gathering of three or more persons for purposes of engaging in activities or discussions that promote or show support for gangs.
    - Recruiting student(s) for gang membership through persuasion or coercion.
    - Associating with known gang members on school property, whether or not those gang members are Lee students.
    - Contacting non-Lee students or adults by telephone, cell phone, or other device to arrange for them to come to the school for purposes of intimidating or physically confronting other students.

    Note: Because gang activity is harmful to the educational mission of the school and potentially threatens the welfare of both staff and students, the following consequences will be imposed for gang-related behaviors:

    1st offense – 5-day suspension
    2nd offense – 10-day suspension and referral to the Board of Education for expulsion

    Any criminal activity (i.e., theft, violence, threats of violence, graffiti, or other damage to property) associated with gang behavior will result in more immediate severe consequences and will be referred directly to law enforcement officials.

    Any gang-related property that is confiscated for use as evidence will not be returned to the student and may be forwarded to local law enforcement agencies.

Level 3 Consequences – one or more of the following actions may be taken consistent with the severity of the violation and previous conduct of the student.

- Any response similar to a Level 1 or 2 violation, above.
- Recommendation to the board of education for long-term suspension or expulsion.
- Notification of law enforcement agency.
- Placement in an alternative education program.
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation by a source approved by the administration.

HARASSMENT

Harassment of students is prohibited and will not be tolerated. It is the policy of Lee Middle and High Schools to provide a safe and nurturing educational environment for all of our students.

Harassment is listed in the Code of Student Conduct, above. It is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical or emotional well-being. This includes harassment based on any legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as

stalking, name-calling, taunting, and other disruptive behaviors.

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to a teacher, guidance counselor, or school administrator. If an investigation finds harassment occurred, it will result in prompt and appropriate action as detailed in the Code of Student Conduct, above.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Intentionally false harassment reports, whether intended as a joke or to get another student/staff member in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

INTERNET BULLYING & DEFAMATION

A student who uses the internet to bully, harass, intimidate, threaten or defame another student or member of the staff will receive appropriate disciplinary consequences and, if appropriate, reported to law enforcement officials for further action.

Defamation is the communication of a statement that makes a false claim, expressly stated or implied to be factual, that may harm the reputation of an individual. When this is done using the internet, it is referred to as **libel**.

DISCIPLINARY ACTIONS

The goal of any disciplinary action is to assist the student to change behavior in such a way that future conduct will be more acceptable and directed toward achieving an education.

DETENTION

Detentions are assigned as consequences for *Code of Student Conduct* violations and other poor behavior choices. Detentions may be scheduled for morning, during lunch, or after school. Morning detentions are 30-minutes and will be served beginning at 7:00 a.m. Usually, students are provided a copy of the discipline referral form that indicates the day, time, and location for the detention. In addition, students should write the detention in their agenda books. Students are fully responsible for serving the detention.

Students assigned detention are expected to report on time the day the detention is scheduled. If a student fails to report on the day originally scheduled, he/she will be given one additional opportunity to serve the detention on the next school day, however, the student will not receive any reminders. If the student does not serve the detention on the second day, he/she will receive a Friday School and notice will be sent home to parents.

FRIDAY SCHOOL

Friday School provides additional time for students to make up lost instructional time due to excessive tardiness, unexcused absences, skipping classes, failure to attend assigned detentions, removal from class for disruptive or other inappropriate behavior, or as a consequence for persistent or more severe violations of the Code of Student Conduct.

The school will send written notice home by mail whenever a Friday School is assigned. Friday School begins ten (10) minutes after the final school bell and runs for three (3) hours, unless dismissed earlier for good behavior.

Friday School Guidelines

1. Last hour teachers escort students to Friday School. Students must report by on time to receive credit for attending.
2. Tardiness to Friday School may result in an additional assigned Friday School and out-of-school suspension.
3. Report on the Friday assigned.
4. Teachers may assign class work or additional writing assignments may be handed out during Friday School. These must be completed to receive credit for attending.
5. Talking, sleeping, eating food, listening to CD/MP3 players, or playing games will not be allowed.
6. A bathroom and drink break will be provided.
7. Students who are insubordinate or disruptive will be immediately dismissed and suspended from school until a parent conference is held.

Failure to Report for Friday School

When a student misses Friday School due to an excused absence for illness or family emergency, a parent/guardian must **call the Attendance Office at school or send a written note signed by the parent/guardian stating the reason for the absence**. If the absence is determined as excused, the missed Friday School will be rescheduled.

A student who misses an assigned Friday School for any unexcused reason will serve a suspension and the missed Friday School will be rescheduled. Each subsequent skipped Friday School will result in a longer suspension out of school.

SUSPENSION OUT OF SCHOOL

A student may be suspended from school for a definite period of time by the administration for disciplinary infractions. A suspension out of school means that a student is UNABLE TO ATTEND OR PARTICIPATE IN ANY SCHOOL-SPONSORED ACTIVITIES FOR THE DURATION OF THE SUSPENSION, and may not come on school property during or after school hours.

Normally an investigation of the incident will take place before a student is suspended. This includes listening to all accounts of the incident and allowing the offending student the opportunity to raise a defense and submit a written statement. In emergency situations, in which the health and safety of students and/or staff is threatened, or immediate removal from school is necessary to maintain an appropriate educational environment, the administration is not required to conduct an investigation prior to suspension. In either case, parents/guardians will be notified.

Whenever a student is suspended out of school for five (5) or more days, he/she may be required to complete all assignments sent home during the suspension period before being readmitted back to classes. If the student reports back to school without the completed assignments, the suspension may be extended. Parents will be contacted when assignments are ready to be picked up in the office.

EXPULSION

Expulsion from school is a denial of the right to attend school and to participate in or attend any school function. Following expulsion, the student will not be re-admitted any Godfrey-Lee Public School so long as the order of expulsion remains in effect. The Board of Education may expel a student upon the recommendation of the Superintendent of Schools and the principal of the school attended by the student, after notice is given to the student and his/her parent/guardian of the charge against the student, and a hearing is held by law.

The principal may immediately remove the student from school if the student's presence poses a danger to persons or property, or an ongoing threat of disruption of the educational environment.

FAILURE TO FOLLOW PRESCRIBED CONSEQUENCE: SEPARATE VIOLATION

If a student fails to comply with the consequences resulting from a disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined. The student may receive additional consequences.

MAINTAINING CLASS PROGRESS

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

DUE PROCESS

Whenever disciplinary action is taken against a student, he/she may choose to exercise the following rights:

- Be informed of the reason for the disciplinary action.
- Present facts that will support a defense.
- Request a conference to discuss the issue and resulting disciplinary action. Such a conference will be held at a time that is mutually agreeable between the student and staff member, and does not disrupt the educational mission of the classroom.
- Appeal the decision.

APPEAL PROCESS FOR DISCIPLINE

Whenever a discipline action occurs, parents have three (3) school days from the date of notification to register a written request for appeal, otherwise the decision will stand.

There are three (3) levels in the appeal process:

1st Level – A conference with the principal or designee scheduled as soon as possible following receipt of the written request for appeal; decision will be rendered within two (2) school days following the conference.

2nd Level – A conference with the superintendent or designee (same procedures as above).

3rd Level – A written appeal to the Board of Education two (2) school days after receipt of the

superintendent's action. A review hearing will be scheduled for a regular Board of Education meeting and a decision rendered within five (5) school days following the hearing.

During the appeal process for disciplinary purposes, the prescribed consequence will not be imposed until a final determination is rendered.

PART III – ACADEMICS

GENERAL HIGH SCHOOL POLICIES

- All students are required to take five (5) classes each trimester (with the exception of the senior year third trimester).
- A subject may be dropped only during the first three (3) days of the course.
- All coursework, including makeup work for absences, must be completed within five (5) school days of the end of a trimester for work to be counted toward the final grade.
- Grades earned in all subjects taken are counted in the grade point average (GPA).
- If a subject is retaken to improve the grade earned, the higher grade will be noted on the permanent record (this policy is under review).
- A maximum of six (6) credits in band and/or choir may be counted towards graduation.
- A maximum of two (2.5) credits in physical education may be counted towards graduation.
- Students who receive a failing trimester grade in a required core class (math, science, English, or social studies) are required to retake the class the very next trimester it is offered.
- Kent Intermediate School District center programs, special courses at other schools, and/or Co-Op are not guaranteed to students.
- Students desiring to take any Vision Quest course for graduation credit must have prior written approval of the counselor and principal.
- A senior student may not transfer to Lee after the start of the 2nd trimester and graduate from Lee High School at the end of that same school year.
- Participation in commencement exercises is limited to those students who meet graduation requirements by 3:00 p.m. on the day preceding commencement.
- A valedictorian and salutatorian will be honored during commencement exercises. Selection will be based on Senior Scholar points, equivalent of eleven trimesters of high school study, and five trimesters of attendance at Lee High School.
- High school students progress in grade-level with their peers but will not earn a high school diploma or be allowed to participate in commencement exercises unless the minimum credit requirements (27.5) have been achieved.

ADVISING DAYS

Two advising days will be scheduled on which regular classes will meet for a shortened schedule in the morning and advising activities will be scheduled in the afternoon. The purpose is to ensure that all students are fully aware of where they stand academically and provide them with a roadmap to maximize their high school experiences.

September Advising Day – scheduled during the second week of school, students will report to an assigned faculty member who will:

- Help students review their transcripts and graduation requirements.
- Facilitate goal setting for the trimester and entire school year.

January Advising Day – scheduled during the second week after returning from Christmas break, students will be divided into groups and rotate to various teachers to receive information about courses, course requirements, course sequences, and graduation requirements to facilitate scheduling for the next school year. Eighth graders will participate in this as well while seniors will be required to conduct a job shadow experience or make a college visit.

Middle School Advising – teachers will use advising days to review grades, test results, set goals, and conduct traditional middle school advisory activities.

COUNSELING & GUIDANCE: HIGH SCHOOL

Academic advising is available for each student. Services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, as well as assistance with home, school, and/or social issues.

Students may see the guidance counselor during class time only in the event of an emergency. Regular appointments may be scheduled before or after school hours. A sign-up sheet is available in

the counseling office and you will be contacted for your appointment.

COUNSELING & GUIDANCE: MIDDLE SCHOOL

Counselors see each student as a special person. Through the counseling relationship, the counselor will assist you in solving problems, help with your school program, talk to you about your plans, decisions, and the way you feel about yourself. Counseling groups for students with similar problems meet periodically throughout the school year. See your counselor if you are interested.

Appointments with your counselor may be made on a first-come, first-serve basis by signing your name on the counselors' door. Do not sit and wait for a counselor. If you are late to class you will receive a tardy. A counselor will see you as soon as he/she is available. Parents should feel free to call if they have questions regarding their child.

EARLY GRADUATION FROM HIGH SCHOOL

A student who has completed all graduation requirements by a date earlier than his/her designated class may submit a request in writing (signed by a parent if the student is under the age of 18) to the principal to graduate at the earlier date.

The principal will review the request to ensure all conditions for graduation are met. A letter will be issued in lieu of the regular diploma attesting to the student's early completion of graduation requirements. A diploma will be mailed to the student after the scheduled commencement date. The student may opt to return and participate in regular graduation ceremonies with his/her designated class.

GRADUATION REQUIREMENTS

The following credits are required for graduation:

	Possible	Required
Credits Earned	30.0	27.5

Classes of 2010

To graduate with a diploma from Lee High School, a senior in the graduating Class of 2010 must have successfully completed the following credit requirements:

- 3 credits of English Language Arts (4 credits for the Class of 2010)
- 3 credits of Mathematics
- 3 credits of Science
- 3.5 credits of Social Studies (Freshman Social Studies, US History, Gov/Economics, and Senior Civics)
- .5 credit each of Health and Physical Education
- 1 credit of Technology applications
- 3 credits from one or more of the following: Foreign Language, Visual or Performing Arts, Vocational Education, Applied Arts
- Remaining credits can be earned by taking additional math, science, social studies, English, or other elective courses including technical, dual enrollment, and/or on-line courses.

Note: Each trimester course = .5 credit; two trimester courses = 1 credit; year-long courses = 1.5 credits; KCTC courses = 1 credit per trimester (11th & 12th graders only)

Class of 2011 and Beyond

Beginning with the Class of 2011, to graduate with a diploma from Lee High School, a senior must have successfully completed the following credit and course requirements from the Michigan Merit Curriculum:

- 4 credits in English Language Arts including:
  - English 9
  - English 10
  - English 11
  - English 12 or AP English
- 4 credits in Mathematics including:
  - Algebra I
  - Geometry
  - Algebra II
  - An additional math-related course
  - At least one math credit must be earned during the senior year
- 3 credits in Science including:
  - Biology
  - Chemistry or Physics
  - One additional science credit
- 3.5 credits in Social Studies including:
  - U.S. History & Geography
  - World History & Geography
  - Government (.5 credit)
  - Economics (.5 credit)
  - Senior Civics (.5 credit)

- .5 credit each in Physical Education and Health
- 1 credit in Technology applications
- 1 credit in Visual, Performing, or Applied Arts
- Complete an on-line learning experience that may or may not be for credit
- Remaining credits can be earned by taking additional math, science, social studies, English, foreign language, or other elective courses including technical, dual enrollment, and on-line courses.

Michigan Merit Curriculum Credit & Graduation Policy

A student shall be considered to have completed a high school credit if the student meets or exceeds the minimum proficiency level in the subject area content expectations or guidelines developed by the State of Michigan for that subject.

Proficiency for award of high school credit is established at a minimum of sixty percent (60%) of eighty percent (80%) of the course content expectations or guidelines, as determined by end-of-course or multiple assessments throughout the course administered by the teacher.

For **students with disabilities** as documented by an individual education program (IEP), a **personal curriculum** may be requested by the parent or emancipated student which may modify subject area content expectations or guidelines based strictly on the student's disability. For a student with an IEP and personal curriculum, proficiency for award of high school credit shall not be less than sixty percent (60%) of sixty percent (60%) of course content expectations or guidelines, as determined by end-of-course or multiple assessments throughout the course administered by the teacher, and as agreed to by that student's personal curriculum committee.

Any student who demonstrates proficiency below the levels specified in this policy will not be eligible for a high school diploma. Students in this situation will receive a four-year attendance certificate and transcript that specifies the portion of the Michigan Merit Curriculum that was successfully completed. Students not eligible for a high school diploma at the conclusion of their four-year high school period will have the following options:

- Special education students may continue working towards a high school diploma until reaching the maximum age allowed by law.
- Students who transferred into Lee High School from out of state or from a non-public school in Michigan after the first count day of their freshman year, may continue for a fifth year to pursue a high school diploma.
- All other students who have not completed their graduation requirements by the end of four years after the start of their ninth grade year will be transferred to Vision Quest Alternative High School to complete their requirements for a diploma.

Personal Curriculum Modification

There are options for students in the Class of 2011 and beyond to request personal curriculum modifications consistent with State of Michigan graduation requirements. These modifications are very restrictive and must be requested by the student's parent in consultation with the principal, guidance counselor, and teachers. Students and parents should talk over any possible curriculum modifications with the high school guidance counselor.

Testing Out Option

When a student registers for and attends a class, he or she agrees to the requirements for earning a grade in the class, including attendance, homework, etc. A student who fails to meet these requirements may lose credit for the course. However, a student may choose to test out of any class offered at LHS. The following policies and restrictions apply:

1. A student may test out of a class before the class is offered. If the student receives a C+ grade or higher on the assessment, he/she will be given a grade of "Credit" on his/her transcript along with the appropriate credit. If the student does not receive a C+ grade or higher on the assessment, no entry will be made on the transcript and the student will not earn credit for the class. Students opting to test out prior to a class being offered will be allowed to do so only in June of each year. Specific dates and times will be established for each assessment during the week following the final week of school. There will be no make-up dates and students must be on time to the testing session to be admitted.

2. A student may not test out of a class that is considered at a lower level to classes already completed by the student. An example of this

would be a student who successfully completes Geometry cannot go back and test out of Algebra I or pre-Algebra.

3. A student may not request to test out of a class not currently offered at LHS.

Waiver for Physical Education

A student may request a waiver of the physical education requirement (but shall not receive any credits associated with the waiver) by completing four (4) full years of Marching Band (a full year of academic credit will be earned for band participation).

Senior Capstone Experience

The senior year is designed to provide for several culminating experiences while preparing seniors for graduation and the world of education, training, and work beyond. The Senior Capstone Experience is divided into three parts

Part I: All seniors are required to enroll in and successfully complete a one-trimester Senior Civics course during the first or second trimester. This course has an 18-hour community service requirement that is mandatory to receive credit for the course. The community service must be completed during the trimester the course is offered unless special arrangements are made with the teacher.

Part II: All seniors participate in a "Senior Exhibition" that will require each student to demonstrate something they have learned in school by completing the following requirements:

- Choose a career pathway that will be the focus of your Senior Exhibition. Obtain a mentor who has or is working in the field related to your Senior Exhibition,
- Write a research paper on a topic related to the career pathway,
- Create or demonstrate a project or product related to your research paper. You will use your mentor to assist you in this requirement,
- Develop a portfolio that outlines the steps you take during the entire Senior Exhibition experience, and
- Make an oral presentation on the topic to a faculty committee appointed by the principal. Presentations will be scheduled in May.

Seniors are registered for Senior Capstone and assigned to a teacher during the third trimester to assist with the final steps in the Senior Exhibition. This course meets periodically as scheduled by the teacher. Time out of the classroom is expected to be used to complete work on the Senior Exhibition. Completion of the Senior Exhibition will earn students ½ credit on their transcript for Senior Capstone and is in lieu of a regular course.

Part III: Seniors will go beyond the first two Senior Capstone experiences and participate in an experiential or high level learning activity (Capstone Experience) during the final trimester of high school. This capstone learning experience may be in lieu of regular courses and may earn from ½ to 1 full credit, depending on the experience elected and hours devoted to it. Options may include:

- A paid or unpaid internship,
- A paid or unpaid apprenticeship,
- A job shadowing experience of at least one full day.
- Additional, extensive community service in a local, non-GLPS community agency,
- Cadet teaching,
- Freshman Focus Student Leader (this is a year-long commitment and requires an application to the Freshman Focus steering committee)
- An on-line, college-level learning experience, or
- A college course or series of related workshops.

A school-to-work coordinator and your Senior Capstone teachers will assist you with this experience.

MICHIGAN MERIT CURRICULUM DIPLOMA

Beginning with the Class of 2011, a graduating senior who has completed all requirements of the Michigan Merit Curriculum, without electing a personal modification, shall have embossed in gold lettering on his/her diploma the distinction of ***"Michigan Merit Curriculum."***

SENIOR SCHOLARS

At the conclusion of the high school junior year, students will have their respective Senior Scholar points calculated and used for the purpose of recognizing achievement and class standing.

Senior Scholar points will be derived from the cumulative grade point average (GPA) and ACT composite score, and will be calculated using the following formula:

(GPA x 333.333) + (ACT x 18.518) = Senior Scholar Points

A maximum of 2,000 points may be earned with 2/3 of the total points derived from GPA and 1/3 from the ACT composite score.

The initial ACT composite score for this formula will come from the Michigan Merit Exam (MME) administered in the spring of the junior year. A student who retakes the ACT and subsequently earns a higher composite score will have the higher score used to recalculate his/her Senior Scholar points.

The final Senior Scholar ranking will be calculated at the conclusion of the second trimester of the senior year.

The class **honor graduates** shall be the ten students with the highest Senior Scholar points, provided that no student shall earn the distinction of honor graduate unless he/she has attained a minimum cumulative grade point average of 3.33.

Beginning with the Class of 2011, no student shall earn the distinction of honor graduate unless he/she has also earned a diploma with the Michigan Merit Curriculum endorsement.

The class **valedictorian** will be the honor graduate with the highest Senior Scholar points. The class **salutatorian** will be the honor graduate with the second highest Senior Scholar points.

EXTENDED DAY ROOM (EDR)

The number one mission of the Lee Middle & High School faculty, staff and administration is to set high standards of achievement and prepare our students for college and the world of work. Not completing your assignments in college will mean no degree. Not completing your assignments at work will lead to lesser pay or being fired.

Students who do not complete assignments on time will be directed to attend a **mandatory** Extended Day Room (EDR) immediately following the normal dismissal bell. This will provide you with an opportunity to complete the assignment(s) and improve your grade. EDR operates on Mondays-Thursdays. Failure to report will result in appropriate consequences.

HOMEWORK

The faculty of Lee Middle & High School believes that completing homework will help a student become a successful, independent learner, a highly desired trait in today's global market.

Students are expected to do all assigned homework. **Homework is to be turned in by the date assigned by the teacher to receive full credit.** Teachers have the discretion of assigning subsequent due dates for late work at full or reduced credit. This is important for the student in order to continue with the work begun in the classroom and to build good study habits essential for continuing school success.

Good study habits result in good grades. Some recommendations students should consider:

1. Know what you are to study. Fill in your Agenda Book daily with assignment due dates, dates for tests/quizzes, or other classroom activities.
2. Know the homework policy for make-up work in each of your classes.
3. Be responsible for obtaining assignments from your teacher when you are absent from class.
4. Be responsible for understanding all of the requirements of an assignment.
5. Take materials home that are required to be successful on the assignment.
6. Have a definite time and quiet place to study without distraction.
7. Read! Review! Ask yourself questions!
8. Stay on the job and keep up with daily homework. Make it a daily routine.
9. Plan to spend 5 to 10 hours per week studying at home.

HIGH SCHOOL HONORS

The Lee High School honor roll is determined at the end of each trimester. There is one honor roll. A grade point average of 3.0 and above for the trimester will place a student on the honor roll. Students may not have earned a letter grade lower than a "C" to be eligible for the honor roll.

A scholastic letter will be awarded to students with a grade point average of 3.5 or higher for the entire school year. For seniors, this will be computed at the end of the second trimester. A maximum of four (4) academic letters may be earned by each student. The first award is a sew-on "L" with a certificate. Subsequent awards are certificates indicating "2nd", "3rd" or "4th" award.

An "honor hour" will be scheduled during each trimester to recognize honor roll students from the previous trimester. In addition, academic letters will be awarded in the honor hour held during the first trimester (seniors will receive their academic

letters at the spring senior awards assembly). Honor hour may also be used to recognize perfect attendance, departmental awards, and students of the month.

MIDDLE SCHOOL HONORS

Students at Lee Middle School are recognized for academic excellence, citizenship and attendance. Team "Honor Hours" will be held at the conclusion of each marking period to recognize academic excellence. Specific honors include:

Super Honor Roll – a student who has earned all A's on the report card

Honor Roll – a student who has earned all A's and B's

Honorable Mention – a student who has earned A's and B's with only one grade that is no lower than a C-

Perfect Attendance – a student who has **no** absences and **no** tardies

PLAGIARISM

To plagiarize is to "steal and pass off (the ideas or words of another) as one's own without crediting the source; present as new and original an idea or product derived from an existing source (Webster's New Collegiate Dictionary, Springfield: G& C Merriam Company, 1973, 870).

Types of Plagiarism

1. **Theft of Words:** One of the most obvious forms of plagiarism is the theft of actual words of another writer. As few as three or four words strung together in a distinctive manner may be proof enough for plagiarism in a court of law. To avoid this type of plagiarism, writers must be sure that all words quoted are placed within quotation marks and attributed to the original writer within the text and endnotes.
2. T**heft of Ideas:** A clever argument of a persuasive concept taken from someone without credit to the source constitutes plagiarism even if the ideas are presented in words quite different from the original. To avoid plagiarism of this kind, writers must clearly name the person who conceived the ideas, just as they would name the source of a direct quotation.
3. **Theft of Artistic Expression:** In the visual and performing arts, plagiarism is defined as the representation of another person's creative expression as one's own. Using all or part of a design, an image, or a musical composition without giving due credit to the appropriate artist or composer constitutes an infringement. No work that has been directly copied from any published source may be used unless the student has significantly and creatively modified or reinterpreted the original work.

PROGRESS REPORTING

A progress report will be sent home for each student at the sixth (6th) week of the trimester. The primary purpose of this report is to provide a warning as to whether a student is passing or failing and indicate any missing assignments (the most likely reason a student is failing).

Parent/teacher conferences will be scheduled during the eighth (8th) week of the first and second trimesters.

A final report card will be mailed home at the end of each trimester following the exam period. Final exams, when required, are worth no more than 20% (1/5) of the final grade, and all other class work, projects, quizzes, and tests are worth at least 80% (4/5) of the final grade.

MIDDLE SCHOOL PROMOTION & RETENTION

The Godfrey-Lee Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth (Policy 5410).

Lee Middle School students are not automatically moved to the next higher grade from year to year. Promotion and retention is dependent on a student's achievement in the core academic areas of math, science, social studies, and language arts. Non-core classes will also be taken into consideration when a student is borderline for promotion or retention. Students who clearly demonstrate by lack of academic achievement that they are not ready for the next grade level will be considered for retention in the current grade.

Students who consistently fail all four core academic areas will automatically be retained in the current grade.

All other students who do not earn passing grades in at least 3 of the four core academic areas will be considered for retention in the same grade. Other factors will be taken into consideration when determining if a student should repeat the current grade.

In special circumstances, a student may be promoted to the next grade, but be required to repeat 1, 2, or all 3 trimesters of core academic area where a failing grade was earned.

A faculty committee will review all students being considered for retention and make a recommendation to the principal. For special education students, the IEP team will be the reviewing committee. Final determination of all grade placements is the responsibility of the principal.

Students may be required to attend any available after-school or summer school programs for credit-recovery or remediation before being promoted to the next grade. Parents may also choose to send a student to a summer school or special tutoring program outside of the district at your own expense. In this case, written verification that the student completed the program would have to be submitted to the principal for consideration.

Parents will be notified by the middle of the 3rd trimester if your child is a candidate for retention in grade. Final notification will be sent out at the end of the school year.

REMOVAL FROM A CLASS

Prior to the removal of a student from a class, the student's parent(s)/guardian(s) will be notified. The student may be provided a hearing concerning the removal in the presence of the teacher.

SCHEDULE CHANGES

Schedule changes are disruptive to the overall educational mission of the school and will be made for extraordinary reasons.

Middle school schedule changes will only be made for one or more of the following reasons:

1. The student's teachers and guidance counselor jointly agree the change will benefit the student academically.

2. The student's parent(s) make a request in writing and agree to meet with the student's teachers and guidance counselor if necessary.

3. The student has a change of program agreed to by a special education IEP team.

High school schedule changes will be accommodated only if they meet one of the following reasons:

1. Incomplete schedule.
2. Inappropriate academic placement.
3. Improper grade-level placement.
4. Adjustment to a vocational/technical program.
5. Approval of independent study.
6. Approval for a student aide position.

High school classes dropped after the official change period will earn a grade of "E" unless administrative approval is given. A student has three (3) class days after the start of the course to drop or add a course.

SENIOR EXEMPTION

Seniors with a grade of B- or higher and four (4) or less absences during the spring trimester will not be required to sit for the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in the exam exemption. A senior who is not required to take an exam may elect to do so to try to better his/her grade. In this event, the exam score will not be averaged into the final grade if it does not help the grade.

SKILL CENTER

Kent Career Technical Center is available to students at Lee High School. Juniors and seniors may elect a program at the center. Transportation will be provided to the center and back. It is required that all KCTC students ride to and from the center on the school bus unless a transportation waiver has been signed by a parent and submitted to the guidance office. Attendance at KCTC classes is often required on days/afternoons when Lee High School is not in session. Students are expected to attend on those days.

TESTING

Lee Middle & High School students participate in a broad range of academic tests to determine if teaching and learning are consistent with curriculum, college, and career-readiness objectives. Tests include:

MAP Testing

Students in grades 6 through 10 participate in the Measures of Academic Progress or MAP tests. Testing for middle school students occurs once each trimester while for high school students, testing will be conducted each fall and spring. MAP tests students in reading, mathematics and science. The results provide a valuable tool to determine academic growth.

MEAP

All students in grades 6 through 9 participate in the Michigan Educational Assessment Program (MEAP) unless excused due to educational programming restrictions (those students may be required to take an alternate assessment such as the ELPA or MI-Access). Students take the following MEAP tests in October of each school year:

Grade 6 – Math, Social Studies and English Language Arts
Grade 7 – Math and English Language Arts
Grade 8 – Math, Science and English Language Arts
Grade 9 – Social Studies

ELPA

The annual English Language Proficiency Assessment (ELPA) is administered each spring to all English language learners (ELLs) who are in grades 6-12 and eligible for limited English proficiency (LEP) services. The purpose of ELPA is to determine progress in acquiring English language skills.

ACT Explore and Plan

Students in 8th grade take the ACT Explore test in January of each year while 10th graders take the ACT Plan in late September. Both of these tests measure the extent that students are on track to be successful on the ACT college-admissions test they will take in the spring of their junior year. In addition, both the ACT Explore and Plan survey students on college and career plans as well as the courses they have taken and/or will take in high school. This survey, when combined with the results of the test, will give students a good indication as to whether they are on track for their post-high school plans or what they need to do to get on track.

Michigan Merit Exam (MME)

This test is administered to all Lee High School juniors in March, unless a student is exempted for special education purposes. Attendance at and completion of this test is a Lee High School graduation requirement. The various tests that make up the MME are administered over a three-day period and include:

- Day 1: ACT college entrance exam with tests in reading, math, English, science, and writing
- Day 2: ACT WorkKeys
- Day 3: Michigan science, social studies and math tests.

VARSITY READERS

Reading is one of the most fundamental skills a student will learn in school. It is a skill that requires practice, something many high school students lack. To emphasize the importance of reading, Lee High School students may earn an academic letter in reading by participating in Rebel Readers and accomplishing the following criteria during a single school year. To earn a letter, the student:

Academic Standing Maintain a minimum 2.5 grade point average.

Rebel Readers Participate in at least 20 sessions of the after-school reading program where students read for 30 minutes twice weekly beginning in November and ending by spring break. Students who participate in 12 of the 28 sessions earn a Rebel Reader t-shirt (this part of the requirements is open to middle and high school students).

Elementary Book Talk Arrange and present one book talk or read-aloud to Godfrey or ECC elementary students. Visit must be approved by the Media Specialist and the elementary teacher in advance.

Book Recommendations Complete five (5) book suggestion/analysis forms on books you have read and recommend as new purchases for the Media Center. At least one of these suggestions must come from a visit to a local bookstore.

Public Library Visit Arrange with the Lee Media Specialist to tour either the Wyoming or Grand Rapids Public Library. Must provide signed proof of the visit from one of the librarians working at the public library.

Reading Strategies Demonstrate knowledge of and the ability to use at least two different reading strategies, one of which must be a strategy specifically designed for non-fiction or content-area reading. You may make an appointment with the Media Specialist or your English language arts teacher to give your demonstration.

The first award will be a sew-on, chenille letter "L" with a book device, along with a certificate of award. Subsequent awards will be certificates only.

VISION QUEST ALTERNATIVE HIGH SCHOOL

The district operates an alternative high school for students who have demonstrated that they cannot be successful in a traditional high school setting. Transfer to and from the alternative high school (Vision Quest) is not automatic. Procedures for transfer were put in place by the superintendent and two building administrators.

When a Lee High School student desires to transfer to Vision Quest, a joint LHS-VQ Faculty Council appointed by the two school administrators, shall meet to review the student's request, academic records, discipline records, and any other evidence. The Council will make a recommendation to the principal who will decide on the request and notify the student. If denied, the principal will take steps to secure appropriate assistance for the student to be successful at LHS. The student may appeal the principal's decision to the superintendent. Any request by a student under the age of 18 must have a parent/guardian signature.

A student who previously transferred to VQ may petition to transfer back to LHS. A joint LHS-VQ Faculty Council appointed by the two school administrators, shall meet to review the student's request, academic records, discipline records, and any other evidence, including the following:

1. The student has successfully completed at least one full semester at VQ.
2. The student is not transferring for the final semester of his/her senior year.
3. The student has maintained or improved his/her academic standing while at VQ.
4. The primary reason the student transferred to VQ has been rectified.
5. The student accepts the condition that he/she will not be allowed to transfer back to VQ a second time (except for rare circumstances when agreed to by the two school administrators).
6. The transfer, if approved, will not take affect until the beginning of the next trimester.

The faculty council will make a recommendation to the two building administrators who will jointly decide on the request and notify the student.

PART IV – ADDITIONAL POLICIES & PROCEDURES

AGE OF MAJORITY

The administration recognizes that when a student reaches the age of majority (18), he/she is afforded all of the rights and privileges of adulthood once a waiver has been signed. It is imperative that students, who reach the age of majority and sign a waiver, recognize that school authorities are afforded the right to establish rules to govern the school's operation. **A student attending Lee High School, regardless of age, is expected to adhere to all school policies, rules, and procedures.** A student's responsibilities do not change upon reaching the age of majority.

AGENDA BOOK

Each student is provided with an Agenda "planner" book for use during the entire school year. The purpose is to help you improve your organizational skills, set goals, and take more responsibility for your education. The Agenda remains the property of Lee Middle and High School and must be taken care of to prevent damage or loss.

Your Agenda must be brought to school every day and taken to every class. You are expected to write your assignments in your Agenda and make other entries that help you to plan and organize your school and personal life. **You are not to remove any pages from your Agenda.** If a member of the staff writes a note in your Agenda that is intended for your parents, you will be expected to take it home and show them. If a member of the staff directs you to have a parent sign your Agenda, you are expected to do so.

Your Agenda is also your pass anytime you leave your classroom. Be sure you have it with you and the **"hallway passport"** is filled out.

ANNOUNCEMENTS

Daily announcements are provided by video display on Channel 83 in your classrooms as well as on monitors located in hallways, gym lobby, and the OAC. In addition, a copy of the announcements is posted daily on the middle and high school bulletin boards and on the school's website. Students are expected to review the announcements each day for activities, events, due dates, and other general information. Choosing not to read the announcements will not be considered an excuse for missing a deadline or event.

ARMED FORCES RECRUITING

Congress has passed two major pieces of legislation that generally require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. LEAs are also generally required to provide students' names, addresses, and telephone listings to military recruiters, when requested. These requirements are contained in § 9528 of the ESEA (20 U.S.C. § 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), the education bill Congress recently passed.

Lee High School recognizes that the Armed Forces provide our students with an option for postsecondary training, education, and employment. As such, Armed Forces recruiters are allowed to come to school to meet with students on a voluntary basis and provide them with information. At any time a student feels a member of the Armed Forces, or any organization for that matter, is providing inaccurate information or placing undue pressure for enlistment, that student should report the specific incident to the Guidance Counselor, Dean of Students, or Principal.

ATHLETICS

The Lee Middle & High School athletics department strives to provide a learning environment where students may experience problems and situations similar to those that may be encountered in later life. The environment provides natural opportunities for students to develop physically, mentally, emotionally, and socially while developing wholesome attitudes towards competition and sportsmanship. This applies to interscholastic competition as well as intramurals and club sports.

Lee is a member of the O-K Silver Conference. We encourage all students to participate in athletics throughout the year. Athletic participation augments academics as well as provides physical and mental exercise. Leadership, teamwork and sportsmanship are fundamentals in all sports and can benefit a student with lifelong career-enhancing skills.

Participation in athletics is a privilege available to all eligible students. This privilege carries with it personal responsibilities. Students from Vision Quest Alternative High School who participate in Lee High School athletics will also be expected to abide by this policy and all MHSAA rules and provisions.

Student athletes are expected to abide by **THE REBEL CODE** (in front of this handbook) while in the classroom and on the athletic field. In addition, student-athlete **responsibilities** include:

1. Always exhibit good sportsmanship.
2. Be on time for practices and games.
3. Be committed for the season.
4. Keep grades up.
5. Notify the coach the day prior if an appointment will interfere with a practice or game.
6. Take care of school uniforms and equipment.
7. Return uniforms and equipment promptly.
8. Treat each other, the coach, opponents, and officials with respect.
9. Win with character - lose with dignity.

Academic Eligibility

At Lee Middle & High School the emphasis on **academic achievement** is of primary importance and athletic achievement is secondary to this responsibility. Eligibility regulations of the Michigan High School Athletic Association (MHSAA) require the following:

1. Student athletes must achieve a passing grade in four (4) core academic classes in the preceding trimester.
2. Student athletes must maintain a passing grade in four classes from the beginning of the current trimester and throughout the current trimester.

Academic Ineligibility

The Director of Athletics will conduct a check of student-athlete grades at the beginning of each week. Any athlete who is earning two or more E's when this check is made will be ineligible for the period Monday through Sunday. Grades will be checked at the beginning of the following week to determine if the athlete has raised the failing grades. If he/she is now passing four (4) or more classes, he/she can play. If not, the athlete will continue to be ineligible for the next Monday through Sunday period.

Bonus Period
Any student-athlete who is earning a grade of D or lower in any class will be **required** to attend "bonus period." At the start of each week, the Director of Athletics will check grades and send an email message to teachers listing student-athletes who are expected to attend their "bonus period."

The "bonus period" begins promptly at 2:40 p.m. and ends at 3:00 p.m. each day, except Fridays. A student-athlete who fails to attend "bonus period" will be ineligible to play that week. When the teacher determines that the student-athlete has improved his/her grade(s), the teacher will release the student-athlete from attending "bonus period."

Attendance Eligibility
Members of the team must be in school all day to participate in a game or practice that day, except to attend a funeral or for medical or court appointments. Requests for other exceptions will be reviewed by the Director of Athletics.

Code of Conduct
All training rules and expectations will be clearly stated by the coach at the beginning of each season. The Athletic Code of Conduct will be handed out and reviewed with all athletes at the beginning of each season. It must be signed before the start of the new season by both the athlete and a parent/guardian.

"Quitting" Policy
Once an athlete has decided upon a sport to try and has begun official practice, the athlete may not change to another sport without permission from the head coach for the sport the athlete is dropping and the head coach for the sport the athlete is adding. If a student is cut from a team for other than discipline reasons, the student may immediately try out for another team.

If a student quits a team without first meeting with the coach for the sport the athlete is quitting, the student will not be allowed to participate in any other sport during the remainder of that season.

Coaches of each sport are responsible for explaining this policy to their athletes during the first practice of the season, or the first practice the athlete participates in.
Coaches are prohibited from recruiting athletes who have already decided upon a sport and have attended the first official practice. Coaches are also prohibited from encouraging or mandating students be "single sport" athletes, and should encourage all of their athletes to try other sports during the off -seasons.

For the purposes of this policy, the term "season" is defined as beginning with the first MHSAA-sanctioned team practice and ends with the final contest. It does not include off-season conditioning or participation in non-MHSAA sanctioned games, meets, or contests.

AUDIO/ELECTRONIC EQUIPMENT

Radios, tape, CD, MP3 or any other type of digital music player, head phones, pagers, lasers, toys, games, and skateboards are **not permitted during school hours.**

Any student who violates this policy will have the item confiscated and returned on a date solely at the discretion of the staff member. Students who repeatedly violate this policy will receive additional consequences ranging from detention to suspension.

The school will not be responsible for any lost or stolen electronic devices that are brought to school or a school-related function. This includes any items that were confiscated and turned into the office.

CELLULAR TELEPHONES

The staff recognizes that many students have cellular telephones provided by parents who want their students to keep in touch and be prepared for emergencies. However, cellular telephones brought to school must be done so according to the following restrictions:

The school will NOT be responsible for or investigate any lost or stolen cell phones. This includes phones that were confiscated and turned in to the office. All phones confiscated by classroom teachers or other staff (as a result of inappropriate use), will be turned in to an Administrator and arrangements will be made for pick up. The number of violations will be considered when a pickup time is given.

CLOSED CAMPUS

All students are required to remain on campus in the designated area during the entire school day (with exception of seniors authorized "senior privilege" by the principal). No student may leave the school building or grounds without permission from an administrator. This includes a student leaving the building to enter or retrieve items from his/her automobile without permission from an administrator. Any student who violates this policy is subject to the following discipline:

- 1st offense – Friday School
- 2nd offense – Friday School
- 3rd offense – Minimum of a 1-day suspension until a meeting is held between parent, student, and administrator

COMPUTER ACCEPTABLE USE POLICY (AUP)

Students are expected to adhere to district policies regarding the proper usage of school technology, including computers. These policies are outlined in an Acceptable Use Policy (AUP). Any student using any school-owned computer must first have an AUP on file in the Library/Media Center.
AUP forms will be distributed at the beginning of the school year and must be signed by both the student and a parent/guardian. Failure to turn in a signed AUP will prevent the student from using school technology and could result in a failing grade for the course.

E-Mail: All e-mail and e-mail attachments on or traveling through the Godfrey-Lee network are the property of Godfrey-Lee Public Schools. E-mail and attachments can and will be reviewed periodically if a problem arises.

If a student sends an e-mail or e-mail attachment with threats, obscenities, or containing pornography, he/she will be subject to the consequences listed below under the AUP.

Students sending chain letters or spam will be subject to disciplinary procedures under the AUP.

Students vandalizing computer equipment including the removal of mouse rollers or other peripheral devices, will be subject to disciplinary procedures under the AUP.

Students who violate the AUP may receive the following consequences:

- Detention
- Friday School
- Suspension
- Restriction from using school computers or other technology
- Recommendation for expulsion

In addition, committing a criminal act while using school computers or other technology will be grounds for additional consequences and referral to law enforcement officials.

ELEVATORS

The elevators are not for general student use. If it is necessary for a student to use an elevator, either on a temporary or permanent basis, he/she is to obtain permission for the office staff.

EMERGENCY INFORMATION SHEETS

All Lee students are required to have accurate emergency information on file with the middle and high school office. The sheet is provided at registration for each school year and contains the person(s) and phone numbers (parents, guardians, or others) of those authorized to give permission for medical assistance in case a serious illness or accident occurs. Parents/guardians are requested to keep this information up to date when changes are made and to notify the school in writing of any special health problems which should be noted on the emergency information sheet. A deadline is established each September for having these sheets on file and a student may be excluded from school for failure to turn it in.

DANCES – HIGH SCHOOL

High school dances are open to students in grades 9-12 only. A non-Lee guest may be sponsored by a Lee High School student with a guest pass. The limit is one guest pass per Lee student. Lee graduates will be considered guests.

A dance guest application must be filled out and returned to the Dean of students by 3:00PM the day PRIOR to the scheduled dance. Students are encouraged to get the request forms in early so verifications can be made and avoid the possibility of a day off school due to inclement weather the Friday prior to the dance. No guest applications will be accepted at the door the day of the dance.

High school student clubs or organizations desiring to hold a dance must have the following chaperones:

1. The sponsor of the club or organization holding the dance.
2. Two additional faculty members other than the sponsor.
3. One parent or set of parents.
4. A bonded or deputized security official.
5. An administrator or a designated administrative representative on site to assist with admitting students and guests.

Dress for the dance must be modest and appropriate, within the boundaries set by this handbook. Students failing to adhere to the policies will be directed to leave the dance. Blue jeans may not be worn to Homecoming, Sweet Heart Swirl, or Prom dances.

Dancing is to be appropriate and not contain moves that are considered sexually suggestive or an imitation of a sexual practice. Rubbing together of the genital area or buttocks is considered an example of inappropriate dancing. Students will receive one reminder and then will be directed to leave if this behavior persists.

Students leaving the dance may not return. All dances will end by 11:00 p.m. and the club or organization holding the dance must assist with cleanup.

Anyone suspected of drinking or using illegal substances will not be admitted to the dance or other activity. If the offender is a Lee High School student, he/she will be detained and parents contacted. Additional consequences under the Code of Student Conduct will be administered. A referral to law enforcement officials will also be made.

DANCES – MIDDLE SCHOOL

Middle school dances are held at the discretion of the principal and faculty advisor of the sponsoring activity. Middle school dances are open only to Lee Middle School students. Dances are held from 2:45-4:45 p.m. in the OAC. Students are required to show their student ID to be admitted to the dance. Staff has the discretion of prohibiting students from attending a dance if they fail to turn in class assignments, serve assigned detentions or serve Friday Schools. Students leaving the dance early will not be re-admitted.

Dancing is to be appropriate and not contain moves that are considered sexually suggestive or an imitation of a sexual practice. Rubbing together of the genital area or buttocks is considered an example of inappropriate dancing. Students will receive one reminder and then will be directed to leave if this behavior persists.

DIRECTORY INFORMATION (STUDENT RECORDS)

Each year, the district will provide notice to students and parents of the intent to make available, upon request, certain information known as "directory information." The Board of Education designates as student "directory information" a student's name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, or any additional information which would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" on former students without student or parent consent.

DOOR OPENING/CLOSURE

School doors are open at 7:20 a.m. Students must enter through the front main door only and are welcome to come in, prepare for the school day, eat breakfast in the OAC, and meet with other students or teachers if available as long as their behavior is acceptable under the Code of Student Conduct.

Five (5) minutes prior to the first period starting time, all students are to be heading to their lockers and/or first hour classes. When the 1st hour tardy bell rings, all students are expected to be in their 1st hour classrooms (<u>not</u> entering the building or walking through the hallways).

The 25-30 minute period immediately after the last class period on Monday through Thursday is considered a "bonus period," where teachers are available to assist students who are having academic problems or need to gather missed assignments. Teachers may also use this period for students to serve detentions or complete quizzes/tests. If a teacher directs a student to report to him/her at this time and the student fails to do so, it will be treated similar to skipping class and a detention will be assigned. Students who remain after school with a teacher will be allowed to use the classroom telephone to contact a parent/guardian.

At the end of the school day, all students are to leave the building within ten (10) minutes following the dismissal bell, unless they are with a coach, activity advisor, or another staff member. The school administration considers loitering in the school building a serious offense. If waiting for another student or a ride home, it must be done so outdoors. Students may not loiter (hang out) in the school building or on school grounds. **Students who violate this policy will have their residency status checked by the school administration.**

DRESS CODE (Revised)

The dress and grooming of Lee Middle & High School students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Administrators, faculty, and staff members will enforce the dress code.

Requirements for student dress during regular school hours and while attending school-related functions are listed below:

1. All shirts, tops and blouses must cover the midriff, back, sides, cleavage and undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves or shoulder straps that cover bra straps and other undergarments. Spaghetti strap or sleeveless tops or dresses are not permitted.

2. Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be hemmed and be mid-thigh length or longer.

3. Sagging is not permitted at any time. The waistline of trousers, pants or shorts must be worn on the student's waist and totally cover undergarments, including boxer shorts or any other shorts worn underneath.

4. Coats and jackets must be stored in your locker during school hours.

5. All clothing, jewelry or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; racist graphics or statements; alcohol, tobacco, drugs or advertisements for such products.

6. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes and bedroom slippers.

Further clarification/other requirements:

1. Form fitting leotard/spandex type clothing (including sport bras) is not allowed unless proper outer garments cover it.

2. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

3. Clothing must be appropriate size. Excessively oversized shirts, sweatshirts, sweaters, pants or shorts will not be worn.

4. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.

5. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

6. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.

7. Bandanas are not allowed to be visible on school grounds during the regular school hours.

8. Hats or any other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.

Consequences for dress code violations:

1. The student will be directed to fix the problem.

2. If the student **cannot fix the problem**, he/she will be sent home until it is fixed and classes missed will be counted as unexcused absences.

3. If the student **refuses to fix the problem**, he/she will be suspended and may not return to school until a conference is held with you and your parent/guardian. All classes missed will be counted as unexcused absences.

4. If a student persistently violates the dress code, he/she will be further disciplined for insubordination according to the Code of Student Conduct.

Certain classes such as KCTC skills, physical education, science or art, and certain events such as dances, may have additional dress code requirements or restrictions. These will be announced by the teacher or event organizer.

DRILLS (Emergency)

The signal for a fire drill is a steady tone on the fire horn and a strobe light. The signal for a tornado drill is intermittent blast of the horn. The teacher will take roll, so you must remain with your class.

Fire Procedures:

1. Leave the building according to directions in the classroom.
2. Walk quietly without talking or pushing on the paved walks.
3. Remain with your class.

Tornado Procedures:

1. Proceed to the designated area and sit on the floor facing the wall.
2. Maintain silence throughout the drill.
3. Remain with your class.

Code Red Lockdown Procedures:

1. Immediately become silent when a code red is announced over the PA system.
2. If you are in the hallway or a restroom, move quickly to the nearest classroom even if it is not your classroom. Hurry, because teachers will be locking their classroom doors and may not answer if you knock.
3. If you are outside of school, move away from the school building and meet at the Lee Street Christian Reformed Church.
4. If you are in a classroom, move to a corner/section of the classroom where you are least visible from the classroom door or windows.
5. If necessary, quickly and quietly move classroom furniture around to provide additional cover.
6. Remain silent until an administrator or law enforcement officer gives you the "all clear" signal.

HALLWAYS & STAIRWELLS

Students are to walk on the right side of the hallway and stairwell. Students are to act respectfully and responsibly in the hallway, talking in quiet tones and keeping hands and feet to themselves at all times.

Lee Middle & High School has a "no loitering" policy between classes. Students are to go directly to their next class. While students may talk in normal tones to other students while traveling to the next class, you are not to stop or congregate in the hallways or stairwells.

Students are to pass through hallways quietly, being considerate of others in the halls and classrooms.

Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

Generally, it is expected that all students will remain in the classroom during class periods. Students must have a pass **(Agenda Book Hallway Passport)** to be in the halls while classes are in session.

Students are <u>not</u> allowed to have food and/or drinks in the hallways at any time. Students may only use vending machines during the lunch period and after school hours.

IDENTIFICATION CARDS

Lee students are provided with one identification card on a lanyard at the start of the school year. Besides being an important part of our safety and security plan, your ID card also serves as your "point-of-sale" debit card for purchasing lunch and for checking out library books.

1. Identification cards must be worn at all times and shown/given to a staff member whenever asked.
2. Failure to have your ID card will result in an assigned detention, Friday School, or suspension for repeated offenses.
3. You may never use or possess another student's ID card. If you find a lost card, turn it into a staff member immediately.
4. You will be charged a fee for replacement of lost or damaged cards and lanyards.
5. Students attempting to purchase lunch without an ID card will be required to wait until all other students have been served and

may be served an alternate (but nutritious) lunch.

6. The issued ID card is required for admission into dances and other extra-curricular social activities, and to receive any special student discounts to athletic contests.

LEAVING SCHOOL

Lee is a closed campus. Students may not leave the school grounds during the day without obtaining permission from an administrator. If it is necessary to leave school during the day, the procedure below is to be followed:

1. Report to your present teacher and receive a pass from that teacher to go to the school office.
2. Present your reason to an administrator in the school office.
3. Leaving school must be confirmed by a parent and approved by office personnel. Students must report to the office and sign out after receiving permission to leave.
4. If you return before the school day is over, report back to the school office and sign in before heading back to class.

LOCKERS

Each student is assigned a locker after a completed enrollment form is turned into the office.

1. Lockers are school property provided for your use. School personnel may have access to lockers to insure the health, welfare and safety of the school.
2. Do not give your combination to others or permit them to use your locker.
3. Do not keep your things in other students' lockers; do not allow other students to use your locker.
4. You will be responsible for any damage or defacing of your assigned locker.
5. Do not use tape or stickers in your lockers.
6. Before closing your locker, check to ensure coats, backpacks and other items are not in the way of the door or locking mechanisms.
7. Keep your locker neat and orderly.
8. Do not store food or sweets in your locker overnight. Open drink containers may not be kept in your locker.
9. There will be periodic locker clean-ups at which time teachers will check the condition of your locker.
10. Do not attempt to jam oversize backpacks, coats, band instruments, etc. in your locker as this will damage the door.

Students who fail to follow prescribed locker policies will be at risk of losing your assigned locker.

LOST AND FOUND

It is the student's responsibility to see that all his/her personal property contains proper identification. This will help to minimize the number of lost/unclaimed items. All articles found should be turned into the office. Unclaimed articles will be given to a charitable organization.

LUNCHROOM

All students must eat lunch at school. You may buy your lunch in the lunchroom (OAC) or bring your lunch from home. Information and applications are available in the school office and lunchroom serving area regarding the free or reduced lunch program.

Students are provided with a lunch account and ID card. This card is to be safeguarded and brought with you each day if you desire to purchase lunch.

Students are not allowed to take any food or beverages from the lunchroom. No food or beverages are to be consumed in hallways or classrooms except for special events approved in advance by a school administrator.

Conduct expected in the lunchroom is the same as conduct expected by parents if the students were to go to a restaurant.

1. Students are to walk quietly to the lunchroom, get your lunch if you are eating one, and be seated at a table while eating or drinking.
2. Use a normal tone of voice when talking to students seated around you. Do not yell to students at other tables.
3. CD/MP3/tape players, other digital music devices, and headphones are not to be brought to the lunchroom. Cellular telephones may not be used during the lunch period.
4. Keep your hands off other students' food at <u>all</u> times (this will be considered as theft or food tampering).
5. All food and drinks are to be consumed at your table. This includes snack items.
6. Soda pop and other sugared drinks will not be sold during the school day.
7. When you finish eating your lunch, clean up around your seating area.

8. Students must have a signed pass in their agenda book to leave the OAC.
9. The stage is off limits during the lunch period. Do not sit on it or place personal or school belongings on it.
10. The restrooms immediately outside the OAC may be used during the lunch hour, otherwise students are not allowed in the halls and stairwells around the OAC until dismissed to return to class.
11. At the conclusion of the lunch period (5 minutes prior to the start of your next class, and not one minute earlier!) students are to throw any remaining trash away, gather up your belongings, and quietly head to your next class period. Middle school students will be given specific instructions as to when it is time to leave the OAC for your class.
12. The administration reserves the right to assign lunchroom tables and seating whenever it is necessary to address inappropriate behaviors.

LIBRARY/MEDIA CENTER

We encourage you to use the Media Center. Using the Media Center and observing the rules is an essential part of the everyday school curriculum.

Our Library/Media Center is open from 8:00 a.m. to 3:45 p.m. A pass must be secured from your classroom teacher to visit the Media Center during any class period or lunch.

Observe all Library/Media Center rules and directives given by the Media Specialist and/or Paraprofessional.

Library/Media Center computers are for use by students in conducting appropriate research and completing assignments. They are not to be used for playing non-academic games or listening to music. Purposely visiting inappropriate websites or downloading inappropriate files will be grounds for discipline under the Computer Acceptable Use Policy (AUP).

MEDICATION

Parents are responsible for picking up a medication form from the office and delivering all medications to the office.

The term "medication" includes both prescription and nonprescription medications taken orally, by inhaler, injection (including epi pen), or application (including drops or creams).

Staff will dispense no medication of any kind unless a parent and/or physician sign a medical authorization form. The medicine, in the original prescription bottle, will be stored in the school office. All over-the-counter medicines must also be dispensed from the main office with a signed medical authorization form.

The school nurse is available for medical emergencies, only.

NEWSLETTERS

Two different newsletters are sent to homes throughout the school year as a key part of our school-to-parent communications plan. Parents are requested to read each newsletter completely for information pertaining to student and parent activities or requirements. All newsletters are available on the district and school website.

Lee Middle & High School News – sent home monthly with each student, usually on the fourth Friday of each month. The Code of Student Conduct requires that students bring this newsletter home to parents/guardians.

District Newsletter – mailed to each household in the District on a bi-monthly basis.

PARENT/GUARDIAN INVOLVEMENT

Parents and guardians are always welcome at Lee Middle and High School. It is expected that parents/guardians will enter the front door near the office on Lee Street and stop at the office (first door on right).

We ask that an appointment be made to see a teacher, administrator or visit a classroom. It must be understood that the teacher's time in a classroom is devoted to providing instruction. If a parent wishes a conference, this time should be scheduled during the teacher's conference period or during other non-teaching time periods.

Any visitor in this building who causes a disruption of the learning environment for our students, or is a hazard to the safety of students or school employees, will be directed to leave. If necessary, law enforcement officials will be contacted.

Parental involvement in school leads to higher academic achievement for your son/daughter. Parents are encouraged to participate in conferences, Open House, Band Boosters, Athletic Boosters, Senior Safe Night, as dance chaperones, and on field trips. Parent volunteers are always welcome to help with tutoring during and after school (contact the guidance office).

POSTERS AND SIGNS

Students, student organizations, and outside organizations must receive permission from the Dean of Students before putting up posters and signs in school. The regular bulletin boards will be used as much as possible. Do not tape signs to windows and do not hang signs in the hall area outside of the office. Do not use masking or duct tape to hang signs. The person (organization) hanging the sign/poster must remove it/them immediately after they have served their purpose.

ROOM NUMBERS

All rooms below 200 are located on the ground floor (lower middle school and computer lab areas). All rooms between 200 and 299 are located on the main floor. This includes the gym and OAC. All rooms numbered 300 and above are located on the upper floor.

SCHOOL ACTIVITIES

Students in good standing will be allowed to participate in extra activities, both during and after school hours. A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend a school activity, regardless of location, during the suspension (including weekends, holidays, or other days which school is not in session).

SENIOR PRIVILEGES

The Board of Education has provided the principal with authority to grant two senior privileges. Seniors who meet and maintain the criteria described in this policy will be awarded these privileges. Seniors who violate them will have their privileges revoked. There will be no exceptions and no excuses.

Seniors who have not signed an age-of-majority letter require written parent permission to participate in either or both of these privileges. The appropriate parent permission form will be provided and must be completed, signed, and returned to the principal before you can participate in either of the following privileges. After turning in the permission form, you will be notified by the principal as to when your privilege(s) begin:

Privilege #1: Seniors in good standing may be awarded open campus during their designated lunch period.

Privilege #2: During the 3rd trimester, seniors in good standing may register for a reduced class load of not less than two (2) credits (four regular classes or equivalent). Exceptions to the four class requirement may be made only with written permission of parents and Principal.

To be considered in "good standing" a senior must:

1. Have earned the minimum credits necessary to be classified as "senior status." A student who is in his/her fourth year at Lee but has only earned enough credits to be considered a junior (11th grader) does not have senior status and cannot be granted these privileges.
2. Be passing the minimum number of classes necessary to graduate by the end of their senior.
3. Be adhering to all established rules for conduct and attendance outlined in the parent/student handbook.
4. Not violate any of the rules or procedures for either of these two privileges.
5. Not have been suspended out of school at any time during the previous trimester.
6. Not have received two or more failing grades for the previous semester/trimester.
7. Not have been classified as "truant" during the previous semester/trimester.

Senior Honor Card – a senior who has earned a cumulative grade point average of 3.25 or higher and completed at least 22.5 trimester credits by the start of the senior year, has maintained a good discipline and attendance record, and has no indebtedness to the school or cafeteria, may apply for a **senior honor card**. This card will allow seniors to:

1. Call themselves in for **all-day** absences (note: for safety concerns, a senior already at school will not be allowed to leave due to illness without parent approval).
2. Sign themselves out for scheduled appointments (proof of appointment must be turned into the attendance office when you return to school).
3. Park in the staff parking area in front of school on a space-available basis.
4. Enter the school building in the morning prior to the official school opening time, and remain in the school building after the time limit set for other students.

5. Use the visibly worn **senior honor card** in place of a hall pass.
6. Enjoy other senior privileges outlined above.

At no time will any of these privileges be extended to students below the 12th grade level. Any senior who encourages or allows an underclass student to accompany him/her out of the building will lose either, or both, privileges for a minimum period equivalent to one trimester (12 weeks).

SENIOR YEAR INFORMATION

Each fall, the senior class begins planning for graduation. Questions always arise regarding expenses that are incurred by seniors. The following costs are provided as estimates (may be higher or lower):

- Senior trip - $900-950 (optional)
- Senior pictures - $100-300 (optional)
- Cap and gown - $35
- Yearbook - $45 (optional)
- Graduation announcements - $150 (optional)
- Class Dues - $20

STUDENT DRIVING AND PARKING

All students driving cars or motorcycles to school must register the make and license number of the vehicle with the school office. A registration form must be completed and returned to the school office to obtain a parking permit. **Driving to school and parking on school property are both considered privileges, not rights.** Students desiring to maintain the privilege of driving to school and parking on school property are required to follow these rules:

1. Student vehicles will be parked in the rear school lot at the corner of Havana and Engel streets. Parking in any other location is prohibited (except for students with a **senior honor card**).
2. Student vehicles will not be parked in any unauthorized location on the streets surrounding school. This includes parking in such a way as to block neighboring driveways, or in spaces designated as no parking zones or bus parking zones during school hours.
3. Student vehicles must have a parking permit displayed properly (lower right hand corner of the front windshield).
4. Once the school day has begun, students are not allowed in the student parking lot without permission from an administrator. This will be considered skipping or leaving the closed campus and subject to disciplinary action.
5. Vehicles parked on school property are subject to the search and seizure policies of Godfrey-Lee Public Schools.
6. Students are not to operate their vehicles at speeds in excess of 10 miles an hour while on school property; vehicles are to be operated in a safe manner and drivers will be cognizant of pedestrians at all times.
7. The administration will not be responsible for lost or stolen items or damages to any vehicle or vehicular accidents incurred on school property. Park at your own risk.
8. Vehicles will not be overloaded with passengers at any time.
9. Consequences for non-compliance with the student driving and parking policy include:

   1st offense – detention

   2nd offense – Friday School

   3rd offense - suspension of driving and parking privileges for up to 10 school days

   4th offense – suspension of driving and parking privileges for the remainder of the school year

STUDENT SENATE

The principal and other invited staff members will meet monthly with students elected/appointed to the following positions for the purpose of engaging in a dialogue regarding school policies, school spirit, student body concerns, school improvement initiatives, and other issues regarding Lee High School.

- Student Council President
- Senior, Junior, Sophomore and Freshman Class Presidents
- Varsity Club President
- National Honor Society President
- Additional at-large members selected by the principal
- The 8th grade is invited to send a representative to senate meetings during February through April.

SUSTAINED SILENT READING (SSR)

To provide daily reading practice, all students will have a scheduled SSR period of approximately 20 minutes. Students are encouraged to bring a personal choice book to read during this period, or use any reading materials available in your SSR

classroom. No other activity may be conducted during scheduled SSR.

TELEPHONE

Office phones may be used only in case of emergencies. An administrator or office personnel must grant permission. **A forgotten lunch, lunch money, homework, gym clothes, making after-school plans to go to a friends house, etc., are not considered emergencies.** The office telephones are for school business. Emergency messages from parents will be forwarded to the student.

UNAUTHORIZED SALES

The unauthorized selling of food, candy, gum, trading cards, CDs/tapes, etc., is prohibited. The sale of all items in the school must have the permission of the principal.

VISITORS

Our school policy is to accept only those visitors who have legitimate business at school. Students may not bring non-adult guests to school. Adult visitors may be allowed at the principal's discretion and with prior approval at least 24 hours in advance. If the visitation is approved, a pass for visitors is obtained in the High School office and the pass must be shown to each teacher at the beginning of the hour.

Any visitor in the Lee building who causes a disruption of the learning environment for our students, or is a hazard to the safety of students or school employees, will be directed to leave. If necessary, law enforcement officials will be contacted.

It is the policy of the Godfrey-Lee Public Schools that no person shall, on the basis of race, sex, color, national origin, religion, or handicap, be excluded from participation, be denied benefits, or be subjected to discrimination in employment or in any of its programs or activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Godfrey-Lee Public Schools recognizes and complies with Section 504 of the Rehabilitation Act of 1973. Godfrey-Lee Schools also:

- Adheres to the requirement that all students with handicaps be provided with a free appropriate public education (FAPE).
- Recognizes that all students covered under the Individuals with Disabilities Education Act (IDEA) are also considered protected under Section 504.
- Recognizes that both laws require an individualized plan for the student. The Special Education IEP will suffice for students under IDEA.

Any one or more persons knowledgeable about a student may refer that student for consideration under Section 504. Generally, this referral is made to a teacher, counselor, principal, social worker, or other employee of the district.

Generally, the student is considered for coverage under IDEA by a team of qualified professionals. To qualify for consideration, it must be demonstrated that the student's disability adversely affects his or her ability to be successful in school. If this is the case, the team will meet with the student's parents to develop an evaluation plan.

If the response to the above question is "no," the student will automatically be considered under section 504. The qualifying question for section 504 is: Does the student's disability substantially limit one or more major life activities? A decision will be made by a committee knowledgeable about the student, including a parent or guardian. If the response is "yes," the student is automatically covered under section 504 and is eligible to a free, appropriate education comparable to that provided to non-disabled students. This includes the right to reasonable physical and/or instructional accommodations agreed to by the committee and written into a student accommodation plan developed by the student's teacher, parent, administrator, counselor, and others as necessary, such as a school social worker, consultant, psychologist and/or the student's doctor.

All section 504 plans must be reviewed annually and updated if necessary, including termination of the plan if the condition that established eligibility is no longer valid.

GRIEVANCE PROCEDURES FOR…

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendment Act of 1972
- Title II of the Americans with Disability Act of 1990
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975 (and any subsequent acts that amend or modify any of the above)

Section I

Any person believing that the Godfrey-Lee Public School District or any part of the school organization has inadequately applied the principles and/or regulation of the above acts may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Godfrey-Lee Public Schools
Telephone (616) 241-4722 ext. 5320
Administration Building
1324 Burton Street SW
Wyoming, MI 49509

Section II

The person believing a valid basis for grievance exists shall discuss the grievance informally and verbally with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with a response within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1 – Submit a written statement of the grievance signed by the complainant to the local Civil Rights Coordinator within five (5) business days upon receipt of the response to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing within five (5) business days.

Step 2 – If unsatisfied with the response, the complainant may appeal through a written, signed statement to the Board of Education within five (5) business days of receiving the Coordinator's response in step 1, above. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative(s) within forty (40) days of the receipt of such appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 3 – If the grievance has not been satisfactorily settled, the complainant may further appeal to the Office of Civil Rights, Department of Education, Washington, DC 20202. Inquiries concerning any of the above nondiscriminatory policies may also be directed to this agency.

A copy of each of the Acts and regulations on which this notice is based are maintained in the office of the district Civil Rights Coordinator and are available for inspection.

VERIFICATION PAGE

This verification page must be completed before this Agenda Book may be used as a hall pass. Students who are age of majority on the date this Agenda is issued do not require a parent signature.

Student Verification:

I have received, read and understand the Lee Middle and High School handbook. As a student, I shall abide by the policies, procedures, rules and code of student conduct established in this handbook.

Student Signature:
_____

Grade: _____ Age: _____ Date Signed: _____

Parent Verification:

I have reviewed the contents of this handbook with my son/daughter. As a parent/guardian, I will work with the school to see that my son/daughter abides by policies, procedures, rules and code of student conduct contained in this handbook.

Parent/Guardian Signature:
_____

Date Signed: _____

LEE MIDDLE & HIGH SCHOOL
GENERAL FIELD TRIP PERMISSION – COMPLETED BY A PARENT/GUARDIAN ONLY

During the course of the school year, your Lee Middle and High School student may have opportunities to participate in various field trips. Field trips provide a means of extending the learning environment beyond the classroom walls and provide rewards for responsible behavior at school.

In order to facilitate the process of granting permission for your student to participate in these experiences, please sign this form at the bottom of this page and keep it in the Agenda book.

Teachers will notify you of upcoming field trips and dates will be announced in the school newsletter. Any out-of-state trips will require additional approval by a parent/guardian and you will receive notice early on.

Check one of the following by initialing in the blank. Please sign and date.

_____*"I hereby grant permission for my son/daughter to participate in any field trips this year. I understand that I will be given prior notice of any field trip."*

_____*"I hereby grant general field trip permission ONLY for field trips that are within 20 miles of Lee Middle & High School. I wish to be contacted about each field trip outside of this zone before granting permission."*

_____*"I do not grant general field trip permission for my son/daughter. I wish to be contacted about each individual field trip before granting permission."*

Parent/Guardian Signature: _____

Date Signed: _____

Special Instructions: _____

_____

_____

_____

_____

_____

Miscellaneous Notes: _____

_____

_____

_____

_____