

## Board Vision Statement

Excellence in all we do for our students, our schools and our community through:

- ☑ Continuous improvement
- ☑ Diligent effort and
- ☑ Innovative design

## Annual education information

Please visit our district website, [www.lapeerschools.org](http://www.lapeerschools.org), and click on the "Annual Education Report" icon located directly under "Welcome to Lapeer Community Schools." Select from the list to view a building or district Annual Education Report for 2010-2011. A hard copy of the district report and individual building report may be obtained from any school building within the Lapeer Community Schools District or Administration and Services Center. If you have any questions regarding any information contained within the Annual Education Report, call (810) 538-1644.

## MI school safety laws for motorists

### Bus stops:

Vehicles must stop no less than 20 feet from a bus displaying flashing red lights and wait until the lights are turned off to proceed – unless the bus is stopped on a divided roadway and the motorist is headed in the opposite direction. The penalty is \$185, three points on a person's driving record, and up to 100 hours of community service at a school. Tickets can be issued to the owner of a vehicle if a bus driver reports the license plate number to police.

### School zones:

In marked school zones, vehicles must slow to the posted speed limit 30 minutes before and after school. Penalties for speeding in a school zone are more severe than elsewhere. They are \$145 and two points for up to 10 mph over the speed limit, \$155 and three points for 11-15 mph over, and \$190 and four points for 16-25 mph over.

### Child car and booster seats:

Until children are 8 years old or 4-feet-9 inches they must use either a proper-fitting child safety seat or booster seat that is properly installed.

In addition to the booster seat, a child must use both a lap and shoulder belt under the law that went into effect on July 1, 2008. For more information on child seat laws go to: [www.MichiganSafeKids.org](http://www.MichiganSafeKids.org).

## Accident insurance available

Lapeer Community Schools is making accident insurance coverage available to reimburse families for medical expenses for injuries that their student may suffer while at school district facilities. Depending upon your family's circumstances, this may be something worth seriously considering.

Athletic injuries to students at our schools requiring medical treatment have been relatively infrequent. However, they could result in financial hardship for families who either have no insurance or have large co-pays and deductibles.

The district insurance program provides liability coverage but not voluntary medical payments. This means that unless the district is liable for a student's injury, that the district's insurance would not provide coverage to injured students. (Under Michigan Law the liability of schools and other public entities is limited by governmental immunity.)

The available choices include 24-hour-a-day coverage or at-school coverage (both with or without sports). There are options for grades 9-12 football and extended dental. The accident insurance being offered operates irrespective of liability; so your family may find the relatively small cost of this coverage provides a preferable approach by which to handle the risk. If you are interested in this insurance, contact your school building secretary for more information and forms.

## Annual asbestos notification

During the spring of 1989, Lapeer Community Schools filed its asbestos containing building materials management plan with the Michigan Department of Public Health. Prior to that time, all Lapeer Community School District buildings were inspected by an accredited inspector of Clayton Environmental Consultants, Inc.

Since that initial inspection, the Lapeer Community School District has done extensive projects, periodic inspections, and an in-depth three-year re-inspection in accordance with standards established by the Asbestos Hazard Emergency Response Act (AHERA).

The District's management plan specifies areas where asbestos has been and will be handled. All school district maintenance and custodial staff have been trained in the special operations and maintenance involved with managing asbestos containing materials.

Current inspections indicated that some asbestos-containing building materials are located in the following buildings: Administration Building, Lynch, Maple Grove, Mayfield, Turrill, Lapeer West, White, Rolland-Warner, and Zemmer.

A copy of the individual building management plan, the district management plan, and the three-year re-inspection report are available in the main office of every school building and the Lapeer Community Schools' Administration and Services Center, 250 Second Street, Lapeer, MI 48446.

## Annual pesticide notification

Lapeer Community Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than bait or gel formulations, at your child's school. This advanced notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at the primary entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a

common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least three (3) days before the application. If you would like to be notified by mail, please contact the Operations Department by calling (810) 538-1622 or sending an email to [dbetz@lapeerschools.org](mailto:dbetz@lapeerschools.org). Please provide your name, mailing address, and what school your child attends.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application. You may review our Integrated Pest Management program or pesticide application records for your child's school by calling or e-mailing Mark Misener, the District's Supervisor of Facilities and Grounds at phone number (810) 538-1622 or (810) 538-1629 or e-mail address [mmisener@lapeerschools.org](mailto:mmisener@lapeerschools.org). This number or e-mail may also be used when school is not in regular session.

## LCS 2011-2012 school meal information

### Income Guidelines for National Free and Reduced Priced Meals for Schools, and Child and Adult Care Programs are Announced

The Michigan Department of Education has announced the household income guidelines established by the U. S. Department of Agriculture for free and reduced price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. The income guidelines remain unchanged from the Fiscal Year (FY) 2009-2010. The rates published below will remain in effect through June 30, 2011.

Contact your school, school district, child care center, or family child care home, to find out whether it participates in these programs.

Schools and child care centers will provide a form for applying for free or reduced price meals. Only one application is required per household. Most participating centers and all participating family child care homes provide meals to all enrolled participants without any separate charge.

Children who are recipients of Michigan’s Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations households, or enrolled in Head Start, Even Start, an At-Risk afterschool center, or an emergency shelter, automatically qualify for free meals. Households with incomes less than or equal to the following guidelines qualify for free or reduced price meals or free milk.

Scale for Free Meals or Free Milk			Scale for Reduced Price Meals	
Total Family Size	Annual	Monthly	Annual	Monthly
1	\$14,157	\$1,180	\$20,147	\$1,679
2	\$19,123	\$1,594	\$27,214	\$2,268
3	\$24,089	\$2,008	\$34,281	\$2,857
4	\$29,055	\$2,422	\$41,348	\$3,446
5	\$34,021	\$2,836	\$48,415	\$4,035
6	\$38,987	\$3,249	\$55,482	\$4,626
7	\$43,953	\$3,663	\$62,549	\$5,213
8	\$48,919	\$4,077	\$69,616	\$5,802
For each additional family member add:				
	\$4,966	\$414	\$7,067	\$589

An application to a school or child care center can be approved if it contains complete documentation of household income, or documentation of current participation in Michigan’s Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations. Foster children usually qualify for free meals or free milk without regard to the foster parents’ income. Information supplied on an application for free or reduced price meals may be verified at any time. An appeal procedure is available for households where applications are denied.

Participating schools and centers accept applications for free or reduced price meals at any time during the year. A household may qualify for free or reduced price meals due to a temporary loss of income, such as a period of unemployment.

If a doctor has determined that a child has a disability, and the disability would prevent the child from eating the regular school or child care meal, the school or child care facility will make any substitution prescribed by a doctor at no charge. The doctor’s statement, including prescribed diet and/or substitution, must be submitted to the food service department of the school or child care facility.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

### Parents can review instructional material

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### Directory information

The following personally identifiable information is declared to be Directory Information: student’s name, address, phone number, photograph/video, sex, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas and honors received, and latest school attended. This information will be released at the discretion of the superintendent or designee without consent of the parent or eligible students unless the district receives a signed directive. A form for this purpose is available.

An amendment to the Freedom of Information Act that took effect on August 1, 2002 provides for the district to take steps to ensure that Directory Information is not used for surveys, marketing, or solicitation.

### Military Recruiting Representatives

High school students and their parent/guardians may prevent disclosure of a student’s name, address, and telephone number to military recruiting representatives by submitting a signed written request to that effect to the high school principal.

### LCS property is Smoke Free

Lapeer Community Schools’ buildings and grounds are smoke and tobacco free at ALL times. This means the use of any form of tobacco product by anyone on school property is prohibited at all times. The “at all times” prohibition went into effect on April 1, 1995.

## Annual notification of rights

The educational records of any student enrolled in the Lapeer Community Schools District are protected under the Family Educational Rights and Privacy Act of 1974.

A parent or eligible student (one who has attained the age of 18 or is in a post-secondary educational institution) may, and is encouraged to, read the records. The review may be done by calling the school or the Administration and Services Center and arranging for an appointment. A member of the staff will accompany the reviewer to provide explanation and interpretation as required. If the parent or eligible student feels some portion of the record is inadequate, misleading, or otherwise in violation of privacy or other rights of the student, he/she may ask that the record be amended. If satisfaction is not achieved at the building or department level, a hearing will be held on the matter upon request. Following the decision of the hearing officer, if satisfaction is not achieved, a written explanation of the rationale for challenging that record may be added to the record. Copies of educational records will be provided to parents or eligible students upon request. A charge may be made to cover the cost of the copies.

The principal of each building or the department supervisor is charged with the responsibility of maintaining and safeguarding the educational records. Employees of the district in the areas of instruction, special services, administration, research/evaluation and student records are authorized to have access to records in the educational interest of the student. This would include the student's academic, physical, social, and vocational decisions. Any other person, except those agencies specified, must have the signed consent of the parent or eligible student to gain access to the educational records. The district will release educational records to another school where the student seeks to enroll, upon request. Parents of eligible students are encouraged to review records prior to them being released. The following educational records of students are maintained:

- Student Cumulative Records contain directory information, medical, educational, psychological, and attendance information. They are maintained at the building in which the student is enrolled.
- Transportation directions, which contain home addresses, alternate addresses, and current details about handling of the child, are maintained by the bus driver at the school attended by the student.
- Emergency cards, which contain information on how to reach parents, are maintained at the building in which the student is enrolled.
- Accident reports, which contain information of any accident that occurs, are maintained at the building in which the student is enrolled.
- Central registry which contains directory information, type of handicap, date of referral, the service rendered, including dates of initiation and termination, the name, address, and telephone number of the parent and the district of residence (this is not a part of the educational record) is maintained by the office of the Director of Special Education, Lapeer County Intermediate School District.

Parents or eligible students have the right to file a complaint with The Family Education Rights and Privacy Act office, United States Department of Education, Switzer Building, Room 4512, 330 C. Street SW., Washington DC, 20202, telephone (202) 245-0233, concerning an alleged failure of the school district to comply with the requirements of the Act.

## Notice of non-discriminatory policy

Title IX of the Education Amendments of 1972 of the United States Congress specifically states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance with certain exceptions."

It shall be the policy of the Lapeer Community School District to fully comply with Title IX under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress.

The Board of Education, the administration, and the staff of Lapeer Community Schools will seek to take whatever policy and procedure steps necessary to eliminate discrimination on the basis of sex in all education programs, curricular and extracurricular activities, and employment practices which come under the regulations of Title IX. All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services. It is a violation of policy for the district, Board, administration, teachers, or other staff to discriminate against students on the basis of sex or marital or parental status including pregnancy in terms of disciplinary actions, entitlement and provisions of services, selection of courses or programs, counseling services, physical education and athletics.

Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities and school time shall be provided to any non-school organization or individual which discriminates on the basis of sex.

All employment decisions will be made in a nondiscriminatory manner in relationship to recruitment, hiring, assignment, promotion, transfer, layoff, termination, reinstatement, job clarification, salary and fringe benefits. In addition to compliance with Title IX, all such employment decisions shall be made in compliance with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Further, individuals with disabilities may request accommodation(s) needed to successfully complete the employment application process or essential job functions.

In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquiries, and to guide the implementation of compliance efforts, Mr. Craig Gerard has been appointed the local Civil Rights Compliance Coordinator. All questions, requests for information, or complaints relating to discrimination should be directed to Mr. Gerard at the following address:

Lapeer Community Schools  
250 Second Street  
Lapeer, MI 48446  
Phone: (810) 667-2401

Inquiries concerning the nondiscrimination policy may also be directed to:

U.S. Department of Education  
Office for Civil Rights, Customer Service Team  
330 C Street, SW  
Washington, D.C. 20202  
Fax: 202-205-9862; Email: OCR@ed.gov

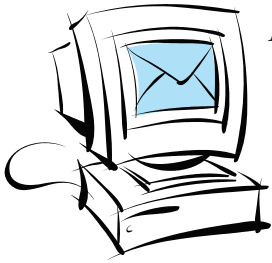
and/or

Director  
U.S. Equal Employment Opportunity Commission  
1801 L Street, NW  
Washington, D.C. 20507

The local Coordinator, on request, will provide a copy of the district's grievance procedure and is responsible for the investigation of all complaints in accordance with the procedure.

Copies of the Title IX of the Educational Amendments of 1972, The Americans with Disabilities Act of 1990, and the regulations on which this notice is based may be found in the Office of the Superintendent, Lapeer Community Schools, 250 Second Street, Lapeer, MI 48446

## Computer usage



At Lapeer Schools, we believe that the use of technology and Internet on-line services is a privilege extended to students and staff to enhance learning and information exchange. It is for this reason that all students at Lapeer Schools will have Internet access unless a parent or guardian fills out a Parent Waiver Form for Non-Internet Use, which can be obtained in the office or library.

## Immunization forms must be complete

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. Pursuant to the Lapeer County Health Department, students who do not meet the immunization requirements on the opening day of school shall not be admitted. Transfer students shall not be admitted without proof of immunization. Please contact your child's building secretary to submit or update your child's immunization record as soon as possible.

## Medication Reminder

### Students in grades K-8

LCS does not allow students in grades K-8 to possess medication -- even over-the-counter medications -- on school premises. Students are not permitted to self-medicate; school personnel must administer all medicines except as provided below. The following are required in order for school personnel to supervise the administration of medication on school time:

1. Physician's prescription
2. Parent's consent in writing
3. Medicine must be brought to school by parents (not sent with the child in lunch boxes, etc.) in the pharmacy bottle with the child's name, name of medication, dosage, and times to be given. We prefer a two-week supply, if appropriate.
4. Inhalers -- many children with Asthma are taught to carry their own inhalers and are able to self-medicate. Students may be allowed to carry and self-medicate with an inhaler ONLY with a doctor's written prescription, written parental permission, and the principal's authorization.

### Students in grades 9-12

A student in grades 9-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330-FLA - *Authorization for Non-prescribed Medication and Treatment* and submit it to the school office for filing in the student's records.

## Hygienic Management

In order to provide a safe and healthy environment for students, staff, and the community, the school district has implemented the following Administrative Guidelines:

- Fur and feathers in classrooms: No animals with fur or feathers are allowed in school buildings. Service animals are permitted when attending to owner who has a disability requiring said animal.
- Animal assemblies: Animal assemblies are permitted only with at least one-week advance notice being provided to parents that animals with fur and/or feathers will be in the building.
- Show and Tell: Animals with fur and/or feathers are not allowed in school buildings for "Show and Tell."

## Policy for acceptable use of computers and other technology

It is a general policy that all computers and other technology are to be used in a responsible, efficient, ethical and legal manner.

Lapeer Community Schools declares irresponsible, inappropriate, unethical, obscene, or illegal behavior, or support of such activities, as unacceptable behavior and as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action. The Acceptable Use Policy guidelines are listed below:

1. Use of the School District's network must be consistent with the School, and the School District's primary goals.
2. The School District network will not be used for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others.
3. The School District network will not be used to send or receive threatening, obscene, or harassing materials. The District will not be held responsible if the user participates in such activities.
4. The School District network will not be used to interfere with, disrupt, or cause damage to network users, services, software, equipment, or files that do not belong to the student.
5. Users of the School District network will respect copyright and fair use practices as is appropriate, legal and ethical. The user will not use the network for financial or commercial gain without written consent from Lapeer Community Schools.
6. Students will not access multi-user talk sites (chat rooms) and Internet games, except those designated as permissible.
7. Students are prohibited from gaining or attempting to gain unauthorized access to resources or data.
8. Students are prohibited from posting anonymous messages including using the District technology to send messages to other District computers. Students are also prohibited from using the identification or name of another to access another person's account, programs or files.
9. Students are prohibited from distributing personal information without consent of that individual.
10. Students are not to tamper with technology equipment except when authorized.
11. Students are not to use District Technology or the District network without adult supervision or permission.

Lapeer Community Schools reserves the right to review any material stored in files to which users have access and remove any material which the District, in its sole discretion, believes may be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable. The use of technology is a privilege, which may be revoked by LCS.