

**L'Anse Jr/Sr High School  
Student Code of Conduct Handbook  
School Year 2010-2011**



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**Notice of Non Discrimination**

**It is the policy of the L'Anse Area School District that no person on the basis of race, sex, color, religion, national origin or ancestry, age marital status, disability, weight, or height shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the nondiscrimination policies should be directed to the Superintendent, L'Anse Area Schools, 201 N. Rourth St., L'Anse, MI 49946, 9069.524.6001.**

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**L'ANSE AREA SCHOOL  
CALENDAR  
2010-2011**

<b>Aug. 31 &amp; Sept. 1</b>	- <b>Teacher In-Service</b>
<b>September 7</b>	- <b>First day for students -school begins at 8:07 a.m.</b>
<b>October 8</b>	- <b>In-Service – No School</b>
<b>October 11</b>	- <b>Progress Reports</b>
<b>November 5</b>	- <b>End of 1<sup>st</sup> Marking Period</b>
<b>November 10</b>	- <b>Parent/Teacher Conf. 12:30 – 3:30 &amp; 5: 00 – 8:00</b>
	- <b>School Dismissal at 11:55</b>
<b>November 12</b>	- <b>½ day – School Dismissal at 11:55</b>
<b>November 15</b>	- <b>No School</b>
<b>November 24</b>	- <b>½ day – School Dismissal at 11:55</b>
<b>November 25, 26</b>	- <b>Thanksgiving Break</b>
<b>December 6</b>	- <b>Progress Reports</b>
<b>December 23</b>	- <b>½ day – School Dismissal at 11:55</b>
<b>December 24</b>	- <b>Start Holiday Break</b>
<b>January 3</b>	- <b>School Resumes</b>
<b>January 12</b>	- <b>Semester Exams – School Dismissed at 1:24</b>
<b>January 13, 14</b>	- <b>Semester Exams – School Dismissed at 11:25</b>
<b>January 17</b>	- <b>Start of 2<sup>nd</sup> Semester</b>
<b>February 14</b>	- <b>Progress Reports</b>
<b>February 18</b>	- <b>In-Service – No School</b>
<b>March 1</b>	- <b>ACT exam (Juniors only)/Teacher In-Service</b>
<b>March 2, 3</b>	- <b>MME(Juniors)</b>
<b>March 18</b>	- <b>End of 3<sup>rd</sup> Marking Period</b>
<b>March 24</b>	- <b>Parent/Teacher Conferences 5-8 PM</b>
<b>March 25</b>	- <b>½ Day – Dismissal at 11:55</b>
<b>March 26 – April 3</b>	- <b>Spring Break</b>
<b>April 4</b>	- <b>School Resumes</b>
<b>April 22, 25</b>	- <b>Easter Break, No School</b>
<b>April 26</b>	- <b>Progress Report</b>
<b>May 18</b>	- <b>Honors Convocation</b>
<b>May 20</b>	- <b>Kindergarten Graduation</b>
<b>May 25</b>	- <b>Final Exams, Dismissal at 1:24</b>
<b>May 26, 27</b>	- <b>Final Exams, Dismissal at 11:25</b>
<b>May 26</b>	- <b>Graduation 7:00 PM</b>
<b>May 27</b>	- <b>Last Day of School</b>

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 19, 2010. If any of the policies or administrative guidelines referenced herein are revised after this date the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

L'Anse Area Schools believe that all students are capable of learning and shall be afforded equal learning opportunities. Consistent with this concept is the commitment that L'Anse Schools will have high expectations for all students and staff. To support this position, the L'Anse Board of Education pledges realistic opportunities to provide the necessary skills, training and resources to carry out this mission, philosophy and goals of the district in a positive and safe school climate.

## **PHILOSOPHY OF L'ANSE AREA SCHOOLS**

Education is the responsibility of every individual in the District. The challenge of the L'Anse Area Schools is to prepare each student for a successful and meaningful life as democratic citizens in a global community. The process can neither isolate nor insulate students from the surrounding world. It is the primary duty of the community, the L'Anse Board of Education, along with administration, faculty and staff to provide experiences which will foster individual growth, promote self-esteem, mutual respect and create within each student a desire to develop his/her full potential. Toward these ends, each student shall have an equal educational opportunity. A positive school climate will thrive and grow with the support and interest of the community.

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer/Principal.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer/Principal can provide additional information concerning equal access to educational opportunity.

## **PARENT ACCOUNTABILITY**

It will be expected that parents take part in the accountability of their child's behavior and success. Under certain circumstances the school may request a parent to take an active role in the discipline process/educational plan (i.e. team meetings, student shadowing, student counseling, etc). In some cases this type of intervention will be used as alternative to, or prior to, a suspension or expulsion. If a parent fails to take the responsibility to follow through with this commitment, suspension or expulsion may result. To assist parents with monitoring student progress, Skyward Family access is available on our website [www.lanseschools.org](http://www.lanseschools.org). Passwords can be obtained by calling the school office.

## **SCHOOL DAY**

### **DAILY BELL SCHEDULE**

1 <sup>st</sup> Hour	8:07-9:01
2 <sup>nd</sup> Hour	9:05-9:59
3 <sup>rd</sup> Hour	10:03-10:57
4 <sup>th</sup> Hour (HS)	11:01-11:55
4 <sup>th</sup> Hour (JH)	11:31-12:25
Lunch (HS)	11:55-12:29
Lunch (JH)	10:57-11:27
5 <sup>th</sup> Hour	12:29-1:23
6 <sup>th</sup> Hour	1:27-2:21
7 <sup>th</sup> Hour	2:25-3:19

### **DELAYED BELL SCHEDULE**

1 <sup>st</sup> Hour	10:07 – 10:44
2 <sup>nd</sup> Hour	10:48-11:25
3 <sup>rd</sup> Hour	11:29-12:06
4 <sup>th</sup> Hour (HS)	12:10-12:45
4 <sup>th</sup> Hour (JH)	12:45-1:20
Lunch (HS)	12:45-1:20
Lunch (JH)	12:10-12:45
5 <sup>th</sup> Hour	1:20-1:57
6 <sup>th</sup> Hour	2:01-2:38
7 <sup>th</sup> Hour	2:42-3:19

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the

student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

- Adult students, age eighteen or older, must follow school rules.
- If residing at home, adult students should include their parents in their educational program.

## **CIVIL RIGHTS**

It is the policy of the Board of Education that the District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. The district reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 200d. et seq.; and 42 U.S.C. 200e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794; The Americans With Disabilities Act of 1990, 42 U.S.C. 1210, et seq.; the Handicappers' Civil Rights Act, MCL 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL 37.2101, et seq.

The Superintendent or his designee is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs, and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades K through 12<sup>th</sup>) and/or their parent(s)/guardians(s) and involving sex, race, color, national origin, religion, height, weight or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination.

Inquiries or complaints by students and/or their parents/guardians related to discrimination based on disability/handicap should be directed to: Superintendent of Schools, L'Anse Area Schools, 201 North Fourth Street, L'Anse, Michigan 49946. (906) 524-6121.

Adopted January 28, 2002

## **STUDENT WELL-BEING**

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

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

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

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go the office. The nurse or appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. The school is not liable for accidents incurred by students on school property

### **HOMEBOUND INSTRUCTION**

Students that will be absent from school in excess of ten days for medical reasons are to request homebound services.

The following guidelines will be followed:

1. The school must have on file a letter from the parents requesting that their child participate in the homebound program.
2. The parents and students must have on file in the school office a letter from a medical doctor indicating homebound services are necessary and indicating the starting date and approximate ending date.
3. The school will then attempt to employ a homebound teacher to work with the students for a minimum of two hours per week.
4. The homebound teachers will coordinate instruction units while working closely with the regular classroom teacher.
5. Students must present a note from a doctor upon return to school.

For more information refer to Board policy number 8860.

### **HOMESCHOOLING**

- Only core academic classes may be transferred in if the student passes a comprehensive course assessment with a 80% or above.
- Credits transferred in will not be given a grade, only pass/fail credit which will not be calculated in their GPA.
- Any credits shown on transcript as "Home Schooling".
- Standardized tests such as MME are required for graduation.
- Students must attend L'Anse High School for their entire senior year.

## **SECTION I – GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Non-residence students may enroll under School of Choice option during the open enrollment policy if approved by the building principal.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate).
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan will be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state will be temporarily denied admission to the District's school during the period of suspension or expulsion even if that student would otherwise be entitled to attend the school in the District.

## **AGE OF MAJORITY**

When a student becomes 18 years of age, and chooses for their son/daughter to be responsible for his/her own attendance and other forms, which require parental signatures, age of majority form must be filled out in the office.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written note or phone call by a parent/guardian. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from L'Anse Jr/Sr High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the guidance counselor for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication and non-prescribed (over the counter) medication during the school day, the guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication Schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, Fla, Flb, and Flc must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication must be conveyed to school directly by the parent.
  - Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school Personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

### **Asthma Inhalers and Epi-pens**

Students with appropriate written permission from the physician and parent may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by school administration and updated annually.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping, cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL –CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant expulsion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **HIV POSITIVE STUDENTS – BOARD POLICY #8510**

- It is the right of the HIV positive student to remain in the school setting unless he or she has a secondary communicable disease condition, as verified by a physician, that poses a significant health or safety risk to others.
- It is the right of the HIV positive student to participate in all school activities, including sports, if he or she is otherwise qualified.
- It is that student's right to have a process for arriving at reasonable accommodation with the school environment and/or providing special education services if the HIV positive students' condition warrants changes in educational services.
- There will be a process of staff to notify the superintendent or designated district official if a student's status as HIV positive is identified.
- There will be an assurance that information regarding the student's HIV status will remain confidential unless there is parental permission to share this information and an educational need to know by school staff.
- There will be a process for ensuring that a student's status as HIV positive is kept confidential by protecting it from deliberate, inadvertent, or implicit disclosure, whether in written, or other form.
- For further explanation of this policy, please refer to Board of Education policy number 8510.

## INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. To inquire about evaluation procedures and programs, refer to section II on Student Assistant Team Meetings and Special Education Referral Process or contact the guidance counselor.

## STUDENT RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardians of a student under 18 except: (1) the teachers and officials of the school district who have a legitimate educational interest in such information; or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed. For more information refer to Board policy number 8940.

The School District maintains many student records including both directory information and confidential information. Directory Information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/Guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. The L'Anse Area School District would like to inform parents that directory information will be made available upon request. For a complete description of Board Policy concerning student records, please refer to Board Policy 8940. The L'Anse Area School District designates the following as student "**directory information**":

- Student Name
- Student Address
- Telephone Number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Date of graduation
- Honor Rolls & Perfect Attendance
- Scholarships

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information.

### **STUDENT FEES, FINES, AND SUPPLIES**

The L’Anse Jr/Sr High School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

- Industrial Education Classes
- English Classes
- Athletics
- Library
- Book Deposit
- Breakfast/Lunch

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other student's, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students may not participate in fund-raising off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.00 a day. Breakfast is available for \$.75 day. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Junior High students shall not be permitted to leave school premises during the lunch period.

Students are not to enter the cafetorium until admitted by the person on duty. Special care should be used in keeping the cafeteria neat and clean. Cafetorium privileges will be denied to any students who refuse to comply. Cafetorium rules are posted at the lunchroom and at convenient places in the building. **All meals are to be prepaid. No charging will be allowed.**

Applications for the school's Free and Reduced-Prices Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the office. Eligibility for free & reduced lunch program is determined by the application processing in accordance to State and Federal guidelines. The application must be turned in and approved before the free & reduced status is implemented.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State

law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of an alarm sound.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signals for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA.

Fire/Tornado/Disaster drills will be conducted during the school year. Follow the directions of the teacher in charge. Fire/Tornado/Disaster drill regulations are posted in all rooms. The penalty for pulling the fire alarm, when there is no fire, is a three-day suspension; it is also an illegal act.

**In the event of a disaster students will be bussed to a safe location. Parents need to listen to the local radio stations for more information.**

## EMERGENCY CLOSINGS AND DELAYES

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

Parents and students should tune into local radio and television stations. This information will be available after 6:30 a.m. When a delayed school opening occurs, the abbreviated schedule will be as follows:

### DELAYED BELL SCHEDULE

1<sup>st</sup> Hour- 10:07 – 10:44  
2<sup>nd</sup> Hour- 10:48-11:25  
3<sup>rd</sup> Hour- 11:29-12:06  
4<sup>th</sup> Hour 12:10-12:45 (High School)  
4<sup>th</sup> Hour 12:45-1:20 (7<sup>th</sup> & 8<sup>th</sup>)  
Lunch (High School) 12:45-1:20  
Lunch (7<sup>th</sup> & 8<sup>th</sup>) 12:10-12:45  
5<sup>th</sup> Hour 1:20-1:57  
6<sup>th</sup> Hour 2:01-2:38  
7<sup>th</sup> Hour 2:42-3:19

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal in advance.

## **USE OF THE LIBRARY**

Students who wish to use the library during the regular school day must have a library permit/pass signed by a faculty member. Students must ask only those teachers in whose classes they are assigned. Any student who is not making good use of the library may be asked to leave by the librarian. Never remove books or magazines from the library without permission. Any book or magazine found missing or damaged will result in the student known to have had it paying for a replacement. Teachers and students are encouraged to use the library for reading for enjoyment. The library will be open from 7:30 a.m. until 6:00 p.m.

In order to avoid late fees, all materials checked out of the library must be returned to the library within 2 weeks.

## **TEXTBOOKS**

All students are required to pay a \$10.00 Book Deposit. This one time fee is refundable at graduation or upon leaving the school system by making a request from Central Office. Textbooks lost or stolen during the year must be paid for by the student they were issued to before another book will be issued.

## **SKYWARD FAMILY ACCESS**

The school district has added technology that allows parents and students to access attendance, discipline and grades from a personal computer equipped with the internet. You may log on to [www.lanseschools.org](http://www.lanseschools.org), and then click on the Family Access link in the upper right corner of the page. You may contact the school office for your password.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **ELEVATOR USE POLICY**

The elevator is located in the high school. It is to be used for cargo and accommodating those needing assistance. The individual who requires the use of the elevator must make a request to their building principal. An elevator use form must be completed by the student and parent. It may be necessary for a medical doctor to certify the use of the elevator. All individuals who receive authorization will be expected to:

- 1) Not leave the area until the door is completely closed
- 2) Use the elevator telephone for only an emergency
- 3) Not allow unauthorized individuals in the elevator. In the event of another individual entering the elevator it is the individual's responsibility to immediately

inform the building principal. If the principal is unavailable, a message must be left with the building secretary. Unauthorized users are subject to discipline. Failing to report unauthorized users may jeopardize the individual's privilege to use the elevator. The student may allow one person to join them if and only if they need help to carry their belongings. Any user requesting help must receive authorization from the building principal.

- 4) Take full responsibility for any damage resulting from the misuse of the elevator. Full restitution and disciplinary sanctions will be imposed.

### **LOST AND FOUND**

The lost and found area is in the elementary office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office phones are for school business only and cannot be tied up for personal use. If a student is ill or there has been an accident, school personnel will make the call for the student. It is important that a student's parents/guardians current telephone number is on file at all times in the office. In case of emergency the numbers of other individuals to be called should also be on file. Classroom phones are not to be used by students. Please limit incoming calls to emergencies only.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

### **ANNOUNCEMENTS**

Announcements must be submitted in writing to the Jr/Sr High School office prior to 8:05 a.m. All announcements regarding student organizations and activities must have the written approval of a faculty advisor or principal. Announcements will be e-mailed to the classrooms. Teachers are to read and post daily announcements.

### **FLOWERS/GIFTS**

All deliveries of flowers, gifts, mail, etc. are to be brought to the school office and may be picked up at the end of the day.

## SECTION II – ACADEMICS

### GRADES

The L'Anse Jr/Sr High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The school uses the following grading system:

#### Grading Scale:

A	95 - 100	C-	70 - 72
A-	90 - 94	D+	68 - 69
B+	88 - 89	D	63 - 67
B	83 - 87	D-	60 - 62
B-	80 - 82	E	59 or below
C+	78 - 79	I	Incomplete
C	73 - 77	W	Withdrawal
Def	- passing subject to performance next semester.		

#### Grading Periods:

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## PROMOTION, PLACEMENT, AND RETENTION

#### Junior High:

In order to successfully complete any class a student must have an overall average for the entire year of 61% or higher in the class. Promotion for 7<sup>th</sup> to 8<sup>th</sup> grade and 8<sup>th</sup> to 9<sup>th</sup> grade requires

successful completion of at least 3 core subjects. A maximum of one core subject can be made up for credit during summer school, if summer school is offered. The offering of summer school will be decided yearly if funds are available. If promoted from 7<sup>th</sup> to 8<sup>th</sup> grade with one core class below 61%, that core class will need to be repeated. Any grade of “No Credit” due to attendance at the end of the year will be considered 0% and averaged accordingly. Retention of any student will be determined according to this policy. When age makes it impractical to retain a student, the student may be promoted at the discretion of the administrator.

### **High School:**

A student’s progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student’s responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following numbers of earned credits designate the grade in which the student will be registered:

- Freshman = 0 to 4.5 credits
- Sophomore = 5 credits to 9.5 credits
- Junior = 10 credits to 14.5 credits
- Senior = 15 or more credits

## **SCHEDULE CHANGES**

After a student selects subjects for the coming year and returns their signed enrollment form, changes in their schedule should be kept at a minimum. If it becomes necessary for a student to change their schedule, the following should be kept in mind: 1) discuss the change with your parents, teachers involved and the counselor; 2) no schedule change will be made the first day of school; 3) a student may drop a course during the first 5 days of the semester provided it is not a required course and provided another class is available. Students may not drop a class after the first five school days of the semester unless it is teacher recommended, principal approved, and is in the best interest of the student. Students dropping a full year course at semester time will be granted semester credit provided they earn a passing semester grade.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma:**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma, graduate, and walk in graduation a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated test. Such an exemption is made by the

IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. After all other options have been earnestly attempted; parents may request a personal curriculum that modifies certain standard requirements. However, personal curriculums have very strict guidelines. All other options must be exhausted before a Personal Curriculum will be considered for a student. Seniors are required to pass all subjects taken during their senior year regardless of requirements in order to participate in the graduation ceremonies with their class. Seniors failing a subject will be given their diploma later provided they meet Board requirements.

Specific course requirements are:

To be eligible to receive a high school diploma, and participate in a graduation related exercise from the L'Anse Area Schools, a student must, as a minimum, complete satisfactorily in grades nine through twelve the requirements outlined below:

1. Twenty four and ¼ credits are necessary to graduate. All students will be four (4) year students unless on an approved-planned accelerated program prior to ninth grade.
2. All students are expected to complete the following requirements.
 

English Language Arts .....	4 credits
Mathematics.....	4 credits
Algebra 1, Geometry, Algebra 2, 1 additional math or math-related credit	
in the final year.	
Science.....	3 credits
Earth Science, Biology, Chemistry or Physics	
Social Studies.....	4 credits
Civics/Economics, US. History/Geography, World History/Geography, and Current Events	
Health and Physical Education.....	1 credit
Visual Performing Applied Arts.....	1 credit
World Languages.....	2 credits <b>(Begins with the Class of 2016)</b>
Taking the MME.....	¼ credit
Business & Computer Applications.....	1 credit (satisfies online experience)
Electives.....	6 credits
Total.....	24 1/4 credits

Marking period or semester incomplete grades automatically become failures if the work is not made up within two weeks following the end of the period indicated by the incomplete unless special arrangements are made with the teacher. Grades will be issued four times during the school year. All “E” grades will include the numerical percentage.

**APPEALS PROCESS FOR GRADUATION WAIVER FOR SENIORS WHO FAILED ONE OR MORE CLASSES**

Any senior, who will not be allowed to participate in the graduation ceremony because of failing one or more courses during his/her senior year, but who otherwise would have enough credits to graduate, may appeal for a waiver to participate in graduation. The appeal must be submitted in writing to the high school principal, signed by both the parent/guardian and the student, seven days prior to graduation. The appeal meeting will be scheduled no later than three days prior to graduation. The student as well as the parent/guardian and classroom teacher must be in attendance at this appeal. This appeal shall be made to a panel composed of two students of their choice (option), two School Board Members, one teacher, one counselor, and two administrators. The decision of the panel, in the due process procedure, will be final.

## TESTING OUT GUIDELINES

The L'Anse High School will grant high school credit in any course it offers to a pupil enrolled in the high school but has not enrolled in the course. In order to test out of a course, the student must perform at mastery level by obtaining a grade of 80% or higher on the required test and/or other multiple assessments.

The following requirements and/or guidelines are applicable:

1. The exam/assessment must be administered by qualified staff chosen by the administration.
2. Grades will be determined by course instructor with final approval of the high school principal
3. No exceptions or appeals will be permitted as to the final grade given
4. Content of the exam or/and other multiple assessments shall be at the sole discretion of the course instructor with final and overall approval from the high school principal. The high school principal shall be the final authority on any and all matters concerning the test out process and grade.
5. Place and time of exam/assessment will be determined by the administration and course instructor. Arrangements will be communicated to the student at least five days prior to the exam.
6. In addition to an exam, multiple assessments include but are not limited to these examples:
  - A. Series of smaller tests
  - B. Demonstrations
  - C. Written and/or oral presentations
  - D. Performance assessments
  - E. Portfolios
  - F. Written essays, answers, or documents
  - G. Projects
  - H. Presentations
  - I. Exam with multiple responses and methods such as true/false, multiple choice, written, oral or other methods of determining mastery.
7. All judgments made regarding mastery of any and all tests/assessments are the sole decision of the administering staff with final authority from the high school principal. The high school principal shall be the final arbiter of any disputes, arguments, misconceptions, differences of opinion, or any other disputes that may arise.
8. Credit earned under this section may not be counted toward graduation but shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward a requirement as to course sequence.
9. Once credit is earned under this section a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.
10. **For all students enrolling in the fall, written requests for testing out of any course must be received by the principal by April 1 of the previous school year (As an example, if you wish to test out of fall classes for the school year beginning in the fall of 2010, you must give a written request to the principal in the spring of 2010). The test will be administered in May. For students wanting to test out of second semester courses, the written request for testing out must be received by November**

**1. The test will be administered in December. Any request made after the deadline for any reason will be denied.**

11. No makeup days will be available or considered for any reason including sickness, vacations, etc.
12. Any student more than five minutes late for the scheduled exam/assessment will not be permitted to take the exam and forfeits the opportunity to take the exam/assessment. Responsibility for on time arrival, materials and any other requirements are the sole responsibility of the student. Failure to comply with these requirements forfeits your opportunity to take the exam.
13. Cheating, as determined by the administering staff will result in forfeiting your opportunity to take the exam. Other disciplinary actions will be taken in accordance with the handbook.
14. This document is subject to change at any time at the discretion of the high school principal or to comply with any changes to State or Federal rules, statutes or recommendations.

## **DUAL ENROLLMENT**

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a postsecondary program providing she/he meets the requirements established by law and by the District. Any interested student should contact the guidance counselor to obtain the necessary information. Students must provide their own transportation for these classes. Grades & Credits earned from these classes will not be figured in the high school grade point average.

## **COOPERATIVE PROGRAM STUDENTS**

Students enrolled at L'Anse Jr/Sr High School from other schools for Cooperative Programming classes must follow the calendar established by the L'Anse Area Schools Board of Education. Students who are enrolled for Cooperative Programming classes are subject to the rules and regulations set forth in the L'Anse High School/Middle School Student handbook while they are in attendance.

## **COMPUTER TECHNOLOGY AND NETWORKS**

### **Internet Use Policy:**

Internet access is available to the students and teachers of L'Anse Area Schools. This exciting technology allows for communication and access to information on a global scale including but not limited to:

1. Global information and news.
2. Public domain software and shareware.
3. Discussion groups on a variety of education topics.
4. Access to university library catalogs and documents.
5. World Wide Web sites that offer thousands of educational resources.

With access to computers and people all over the world also comes the availability of material that may not be considered suitable in the context of a school setting. The L'Anse Area School District cannot prevent the possibility that users may discover controversial or illegal information while searching the Internet.

The L'Anse Area School District believes that the value of the information and interaction available on the Internet outweighs the possibility of inappropriate usage. Students should be encouraged to use this resource.

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of this privilege. Students who receive access to the Internet will receive instruction pertaining to the proper use of the network. Improper use will result in the suspension or denial of the user access.

### **Student Use:**

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet their educational information needs. Instructional staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use information to meet their educational goals.

### **Student Privileges:**

Students are advised that e-mail and/or internet correspondence is not privileged or confidential. School personnel, to assure that internet use is in support of school district goals, will monitor such communication.

### **Student Responsibilities:**

The use of a student account must be consistent with the educational objectives of the L'Anse Area School District. While exercising his/her privilege to use the Internet as educational resource, the student shall also monitor and accept responsibility for all material received.

### **Student Users Are:**

1. Responsible for keeping all pornographic material, inappropriate text files or files dangerous to the integrity of the network from entering the school via the internet and to report all violations.
2. Responsible for getting approval from the teacher for all subscriptions to newsgroups, list servers, and similar files.
3. Responsible for maintaining the integrity of the electronic mail system.
4. Responsible for mail received.
5. Not to use the network for wasteful or frivolous purposes such as playing network games.

### **Student Users May Not:**

1. Copy, change or transfer any software provided by the school, faculty, or another student

- without permission from the originator.
2. Copy copyrighted software owned by the L'Anse Area Schools. It is generally illegal to copy any software, which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
  3. Intentionally introduce a computer virus.
  4. Erase, modify, rename or make unusable anyone else's files or programs.
  5. Deliberately use the computer to annoy or harass others.
  6. Intentionally damage the system or damage information not belonging to them.
  7. Misuse system sources, or allows others to misuse system sources.
  8. Tamper with equipment.
  9. Use the network for financial or commercial gains.
  10. Students may not knowingly access defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials.
  11. Vandalism will result in cancellation of privileges, may be reported to proper authorities, and will follow the Student Code of Conduct Book, and require replacement of damaged material. Vandalism is defined as any malicious attempt to harm or destroy hardware, the data of another user, the Internet, or any agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. be polite. Messages may not be abusive to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number or those of students or colleagues.
4. Illegal activities are strictly forbidden.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property. Vandalism will result in cancellation of privileges and reported to the proper authorities, and will be dealt with according the Student Code of Conduct Book. Vandalism is defined as any malicious attempt to harm or destroy hardware, data or another user, Internet or any agencies or other networks that are connected.

Parents of children under the age of 18 are responsible for the activities of their children. This policy applies only to the use of the Internet during school hours. If a child is also a student of L'Anse Area Schools, a permission form must be on file with the library for use during school hours and a second permission form must be on file for Internet use during public library hours. School hour's means the time that school is in session. Public library hours mean before school, noon hour, after school, and during all school vacation time.

**ACCESS TO THE INTERNET THROUGH L'ANSE SCHOOLS EQUIPMENT REQUIRES COMPLIANCE OF THE ABOVE, ENDORSED BY SIGNATURES TO BE APPLIED TO THE APPROPRIATE FORMS IN THE LIBRARY.**

For more information refer to Board policy number 4000.

## **STUDENT EXAMS & ASSESSMENT**

**Exam Policy:**

All semester and final exams are worth 20% of the final semester grade for the class. A student in grade 9-12, who has maintained a “B+” average for the year, will not be required to take the final exam in that class. Students have the right to take the exam if they wish. All students will take first semester examinations. Students in grades 7-8 can not be exempt from any exam.

All students who think they are exempt from exams must get approval by their teacher.

If a student skips their semester exams, they will receive an incomplete in the class or classes until 3:00 p.m. of the last day of the semester at which time it will be changed to an “E” for the semester in that class or classes.

**Other Assessments:**

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors.

The juniors (11<sup>th</sup> graders) will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students’ general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty –five (55) minutes. Students interested in ACT/PLAN should contact the counselor early in their sophomore year as the test is administered in the fall of the student’s sophomore year.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. L’Anse Jr/Sr High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All school rules & guidelines apply to students during field trips.

### **HONORS CONVOCATION**

The L’Anse Area Schools Board of Education will sponsor an Honors Convocation each year to recognize students in grades four through twelve who achieved academic excellence throughout the school year. A 3.5 GPA average of the first three terms in all classes will be honored. Semester exams are not calculated into earning the award. Transcripts from other schools will be calculated for Honors Convocation. Each student eligible to attend the Honors Convocation will receive an appropriate award for academic excellence during the year.

Gold Medal – 4.0

Silver Medal – 3.7 – 3.99

Bronze Medal – 3.5 – 3.69

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

### **HONOR ROLL**

Each marking period and the end of each semester, a list of students making the honor roll will be placed in the local newspaper and on the school bulletin board. To be eligible for the honor roll the following criteria must be met: 1) a student must have a “B” (3.0) average; 2) carry at least 6 classes; 3) to be listed on the Honor Roll with all “A’s” a student must have a 4.0 average and receive no “A-“. An incomplete on the card will prevent a student from making the Honor Roll list that marking period.

## **STUDENT ASSISTANT TEAM MEETINGS**

The student study team is an instructional support team comprised of the school principal, counselor, one general education teacher, and one special education teacher. The goal of the student study team is to assist faculty and staff in meeting the educational needs of all students. The role and responsibilities of the student study team include the following:

- Coordinate and support the L'Anse Jr/Sr High School special education pre-referral process.
- Assist the classroom teacher in assessment, adaptations and implementation of specific strategies pinpointed to increase individual student success.
- Offer suggestions, model strategies, and/or provide opportunities for incorporating the intervention strategies into the classroom routine.
- Act as a resource for staff and parents. Provide materials, information, ideas, and a listening ear.
- Collect data and monitor individual student success.
- Smile and remember that changes are made one step at a time. In this case one child at a time!

## **SPECIAL EDUCATION REFERRAL PROCESS**

### **SPECIAL EDUCATION REFERRAL PROCESS: CONCERNS WITH CHILD LEARNING/BEHAVIOR**

1. The parent/guardian will notify the administrator/counselor.
2. Within ten (10) school days the district will convene a child study team. The team will consist of parent/guardian, teacher, administrator, counselor and any other agency/individual who desires to embrace the student.
3. The team will:
  - a. Define the concern.
  - b. Determine if the concern is academic or social/emotional.
  - c. Brainstorm Interventions
    1. Review universal interventions: collect anecdotal data from staff/parent, CCISD/Mental Health Personnel.
  - d. Define and Document Interventions recommended from team: Team will collect data identified by child study team.
  - e. Team meets after identified time period to analyze data. If successful we will continue to implement.
  - f. If the team determines the interventions are not successful the team will consider the following options:
    1. Outreach collaborative behavior planning, social work services, CCISD psychologist for pre-special education referral meeting, 504 referral, physician referral, or formal general education plan.

If parents agree with IEP/CHILD STUDY TEAM decision and give written consent to services, if the student qualifies, an INDIVIDUALIZED EDUCATIONAL PROGRAM is developed. This

plan covers no more than 12 months. The student receives Special Education Services. If the parents disagree with the IEP/CHILD STUDY TEAM decision, they may request MEDIATION or An Impartial Due Process Hearing.

## **SECTION III-STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The L'Anse Jr/Sr High School provides students the opportunity to broaden their learning through curricular-related activities.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements posted in the extra curricular handbook.

#### **Authorized Groups Include:**

- Youth In Government
- Quiz Bowl
- Upward Bound
- SADD
- National Honor Society
- Student Council
- Drama
- HOSA
- International Travel Club

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

The L'Anse Jr/Sr High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. Athletic fees need to

be paid before participation in each season. Guidelines of all athletes are posted in the Athletic Handbook which is posted on-line or can be picked up in the office.

## STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job in addition to going to school, she/he must first turn in a work permit that can be obtained from Central Office.

## DANCE GUIDELINES

### High School:

1. Senior High dances are for students only in grades 9 thru 12. Students enrolled in another high school must be signed up in advance in the high school office.
2. High school dances shall terminate at 12:00, exceptions may be made for the prom..
3. Parents/Guardian will be notified if a student is in violation of schools rules while at a dance. The parent/guardian will be required to pickup the students. If the parent/guardian is unavailable, the police will be notified. All offenses are to be reported to the principal in writing.
4. Adequate responsible adult supervision is required at all events conducted in the school. Eight adult chaperones for dances, two of which must be staff members. The other adults must either be school employees and spouses, or parents of high school/junior high school students or any other adult approved by the advisor. The advisor will be in charge and have the final decision over discipline which may develop. A deputy is required and is not to be counted as a chaperon.
5. No person shall leave the building once admitted unless that person leaves school property for the remainder of the night. Anyone leaving will **NOT** be readmitted.
6. Ticket sales will begin at 8:30 and cease at 10:00 p.m. for high school dances.
7. Sponsoring organizations, advisors and chaperones are responsible for clean-up. It is the responsibility of the advisor, or the person in charge signing the Facility Use request form, to submit it one week in advance of the dance. It is also the responsibility of the advisor to inform the chaperones of their responsibilities, school rules and Facility Use rules.
8. A school maintenance attendant must be employed by the sponsoring organization outside of the regular work shift. The financial responsibility of the maintenance attendant is that of the sponsoring organization.
9. The Junior-Senior prom will be the final dance of the year. The Prom is reserved for Junior and Senior students and their dates. You may only sign up one person. A committee will be formed in the fall of the year consisting of seniors and juniors to discuss any rules that should be implemented and these rules will be distributed at that time. **Guest passes are required for anyone attending the Prom who is not a L'Anse Junior or Senior.**
10. There will be a dance sign up sheet in the high school or middle school offices. No L'Anse High School student may sign up more than 2 guests. Guests may be signed up in the offices only (no phone calls). No student may be signed up after 3:10 on Friday. The L'Anse High School student who hosts a guest at a dance is expected to be present at the dance also. Please make sure you have filled out all of the appropriate forms.
11. Jackets are to be left on table outside of gym.
12. No food or beverages are allowed in the gym, except for the Prom.

### **Junior High School:**

1. Junior High dances are for JH school student's only, grades 7 - 8. Any violations of 1 and 2 are to be reported to the principal in writing, giving names and grade level.
2. Junior High School dances will terminate at 10:00.
3. All school rules will apply. (i.e. no smoking, chewing of tobacco, the possession or use of alcoholic beverages or controlled substance, or profanity.) All offenses are to be reported to the principal in writing.
4. Adequate responsible adult supervision is required at all events conducted in the school. Eight adult chaperones for dances, two of which must be staff members. The other adults must either be school employees and spouses, or parents of high school/junior high school students or any other adult approved by the advisor. The advisor will be in charge and have the final decision over discipline, which may develop.
5. No person shall leave the building once admitted unless that person leaves school property for the remainder of the night. Anyone leaving will **NOT** be readmitted.
6. Students will not be admitted to school dances in inappropriate attire.
7. Ticket sales will begin at 7:00 p.m. and cease at 9:00 p.m. for Junior High school dances.
8. All jackets must be left on tables in the entry.
9. Sponsoring organizations, advisors and chaperones are responsible for clean up.
10. It is the responsibility of the advisor, or the person in charge signing the Facility Use request form, to submit it one week in advance of the dance. It is also the responsibility of the advisor to inform the chaperones of their responsibilities, school rules and Facility Use rules.
11. A school maintenance attendant must be employed by the sponsoring organization outside of the regular work shift when the dance is held on school property, unless other arrangements for clean-up are made. The financial responsibility of the maintenance attendant is that of the sponsoring organization.
12. There will be a dance sign up sheet in the Junior High school office. No L'Anse Junior High School student may sign up more than 2 guests. Guests may be signed up in the offices only (no phone calls). No student may be signed up after 3:19 on Friday. The L'Anse Junior High School student who hosts a guest at a dance is expected to be present at the dance also. All school-sponsored dances, regardless of location, must follow the above rules.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education; many important learning's result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop

as early as possible in their school careers.

### **ENTERING THE BUILDING A.M. AND LUNCH HOURS**

Students arriving to school prior to 8:00 a.m. and during lunch hour are to remain on the first floor in the commons area, cafetorium, in the library or other designated areas decided by the principal. Students are reminded not to block the entrances. The Middle School has closed campus. The high school will remain open provided the privilege is not abused (i.e. litter, tardies, etc.).

### **PROCEDURE FOR LEAVING SCHOOL**

Students that have entered the school property are not allowed to leave again. Grades 9<sup>th</sup> thru 12<sup>th</sup> have open campus which means that they are allowed to leave for lunch. Grades 7<sup>th</sup> & 8<sup>th</sup> have closed campus which means they must remain in the designated area during lunch.

Because of the schools legal responsibilities regarding any possible accidents, and/or security students are NOT to leave the building without permission. Students who must leave school during the day before their usual dismissal time must get parental approval. The student is required to sign out in the Jr/Sr High School office prior to departure. If a student leaves without following the procedure, it is assumed that the student has “skipped”. The Board of Education cannot be held responsible if accident should occur in this situation.

Unless a student has a scheduled activity after school, students are expected to leave the building. Doors to the high school are locked at 4:00 p.m. Be sure to have all your belongings when you leave school or go to your sporting or extra curricular after school activity.

### **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Students who skip any portion of a class will be assigned a consequence that is noted in the consequence rubric. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered a “habitual truant” which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Any student who is 16 years of age or over and fails to attend school for ten consecutive days without any notification to the school as to the reason for their absence will be presumed to have withdrawn from school. A letter will be sent to the parent or guardian notifying them of the presumed withdrawal.

For more information on attendance, please refer to Board policy numbers 8020, 8030, 8035 and 8090-R

### **EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or test:

- Illness
- Death in family
- Medical appointments
- Out of town trips
- Pre-excused absences
- Non-school sponsored activities-need to be preapproved by the principal

It will be the student's responsibility to get the assignments from the teacher. Students shall be allowed one class day plus the number of class days absent to complete the work.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

A phone call or note is needed whether the student is gone for the whole day or part of the day. Failure to notify the office within 2 school days will result in an unexcused absence.

## **ATTENDANCE POLICY**

The purpose of the L'Anse Jr/Sr High School attendance policy is to maintain high standards of reliability for earning grades and credit. Excessive absences are a failure to meet this standard for earning a grade or credit.

Students will be allowed four (4) days of absences per marking period with a parent or legal guardians excuse notification. Both excused and unexcused absences will be used in the counting of absences. Out of school suspensions will be counted toward the four (4) absences. The fifth (5) absence in a class will result in the students grade being lowered to a 59%, or the actual grade earned if it is less, for the marking period. Students can avoid the grade penalty by making up the missed time in school. The L'Anse Jr/Sr High Attendance Committee will meet periodically throughout each marking period to review student absences. Any student who exceeds the four (4) day absence limitation will be required to meet with the committee to set up a written plan to make up their missed time in school. For each class period missed beyond the four (4) days, a 30 minute study session will be required. A copy of the written plan will be mailed home to the student's parent or legal guardian. If there are any questions regarding the process, parents may contact the Principal. If a parent or student wants to appeal a decision of the Attendance Committee, a written request must be submitted to the attendance board. The second step would be submitting a request to the superintendent. The superintendent will have the final decision in the process of appeals. If the plan is not followed by the students, credit can be lost for that marking period. Absences not counting toward the four (4) day maximum are:

- Medical with doctor verification
- Residential treatment problems with official verification
- Bereavement absences with Principal approval,
- Emergency or unusual situations to be determined by the Principal
- Pre-excused absences

## **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will not receive credit for missed assignments but will be responsible for making up school work lost due to suspension so that they do not fall behind in the content of the subject being taught. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. It is the student's responsibility to obtain all assignments from the teachers. Make up of missed tests may be scheduled when the student returns to school.

## **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

If a student, under the age of eighteen (18), is truant for more than ten (10) days during a semester, she/he will be considered a "habitual" truant and will be reported to the proper authorities.

## **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact the school at 524-6122 or by a written note within two (2) school days of the absence to provide an explanation. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

The skipping of classes, or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

## **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student

is late in arriving at school, she/he is to report to the school office before proceeding to his/her first assigned location. Tardiness is defined within the first 5 minutes of class. Missing any class for more than 5 minutes is considered an absence for that instructional period.

Students who have unexcused tardies shall be disciplined as follows:

- 3 tardies = 1<sup>st</sup> offense a ½ hour detention
- 6 tardies = 2<sup>nd</sup> offense a 1 hour detention
- 9 tardies = 3<sup>rd</sup> offense a 1 ½ hour detention
- 12 tardies = 4<sup>th</sup> offense a 2 hour detention
- 15 tardies = 5<sup>th</sup> offense a ½ day of ISS
- 18 tardies = 6<sup>th</sup> offense a ½ day of ISS
- 21 tardies = 7<sup>th</sup> offense a ½ day of ISS
- 24 tardies = 8<sup>th</sup> offense a ½ day of ISS
- 27 tardies = 9<sup>th</sup> offense a 1 day of ISS
- 30 tardies = 10<sup>th</sup> offense 1 day of ISS
- 31 or more tardies = 11 or more offenses = 1 or more days out of school suspension

### **VACATIONS DURING THE SCHOOL YEAR (PRE-EXCUSED ABSENCES)**

Parents are encouraged not to take their child out of school for vacations. Five days of pre-excused will be allowed per semester without affecting students attendance limit. Students who will be out of school must obtain a request form and have it signed by all the teachers and parent/guardian. The form needs to be turned into the office for the principal to approve it at least three school days before the scheduled absence. If the absence is not approved by this process, the absence will affect the attendance limit.

### **PERSONAL DAY**

Students in grades 7<sup>th</sup> thru 12<sup>th</sup> will be granted on personal day per school year, providing they complete the proper form available in the school office, two days (2) in advance. The form is to be signed by the student, parent, teacher, and approved by the Principal.

The Personal Day must be earned from the previous year. A student may not have more than 4 absences (excused or unexcused) for that year (from the 1<sup>st</sup> day of school) to qualify for a personal leave day, and not skip, be assigned to in-school supervision, or be suspended for the current year. Personal leave days may be taken from October 1<sup>st</sup> through May 1<sup>st</sup>, but not during semester exams or scheduled standardized testing days.

Students must have an emergency information card on file in the office.

The Personal Day will not count as an absence. Work is to be made up. The number of students requesting a personal day is to be limited by the Principal.

If, for some reason, the student doesn't take their approved Personal Day, for whatever reason, they must notify the office immediately.

## **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school or who have been suspended, will be given the opportunity to make-up any missed work. The student should contact the teachers as soon as possible to obtain assignments.

A student who has an unexcused absence or an absent due to a suspension will not receive credit for completed assignments but should complete the work so that they do not fall behind in the content being taught.

Students who have an excused absence will be given 1 day plus the number of days of excused absence within which to make-up work.

If a student misses a teachers test, she/he may make arrangements with the teacher to take the test. If she/he misses a state mandated test or other standardized test, the students should consult with the guidance counselor to arrange for taking the test.

## **PERFECT ATTENDANCE**

1. No absences from classes (excused or unexcused).
2. No unexcused tardiness. (This means no unexcused tardies in any class)

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

## **CODE OF CONDUCT**

A major component of the educational program at the school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. All school rules apply on school property, to & from school and at all school sponsored activities and events.

### **Expected Behaviors:**

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background

- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

### **Care of Property:**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **Hall Passes:**

Hall passes will be issued by appropriate staff members which will include students name, date, destination and time leaving. Anyone in the hall during classes must have their pass or will be disciplined for skipping class.

## **STUDENT DISCIPLINE CODE AND EXPLANATION OF TERMS**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **Explanation of Terms Applying To the Students Discipline Code:**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **Use of Drugs:**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **Use of Breath-Test Instruments:**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **Use of Tobacco:**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll

cigarettes. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy.

### **Student Disorder/Demonstration:**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **Possession of a Weapon:**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **Use of an Object as a Weapon:**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### **Knowledge of Dangerous Weapons or Threats of Violence:**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**Purposely Setting a Fire:**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**Physically Assaulting a Staff Member/Student/Person Associated With the District:**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Verbally Threatening a Staff Member/Student/Person Associated With the District:**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**Extortion:**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violation of this rule will result in disciplinary action up to and including suspension or expulsion.

**Gambling:**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**Falsification of School Work, Identification, Forgery:**

Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**False Alarms, False Reports, and Bomb Threats:**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### **Explosives:**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of the rule could result in suspension or expulsion.

### **Trespassing:**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **Theft:**

When a student is caught stealing school or someone's property, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **Disobedience:**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### **Damaging Property:**

Vandalism and disregard for school property will not be tolerated. Violation could result in suspension or expulsion.

### **Persistent Absence or Tardiness:**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

### **Unauthorized Use of School or Private Property:**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### **Refusing To Accept Discipline:**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **Aiding or Abetting Violation of School Rules:**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Displays of Affection:**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

### **Possession of Wireless Communication Devices:**

Communication Devices and toys will include cell phones, pagers, walkmans, CD players, cameras, I-Pods, music devices and other similar electronic devices. The use of these items is prohibited during the school day (8:07 am until 3:19 pm).

If one of these devices is in your possession, they must be turned off and put away or they will be confiscated, handed over to the principal, and result in a discipline referral. **First offense**, the device may be retrieved at the end of the school day by the student. **Second offense**, the device may be retrieved at the end of the school day by a parent/guardian. **Third offense**, the device may be picked up at the end of the school day by a parent/guardian and after a collaboration meeting with the parent, student and administrator. **Repeated violations** of this policy may result in disciplinary action against the student.

The student who possesses a electronic device shall assume responsibility for its care. At no time shall the District be responsible preventing theft, loss, or damage.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and/or be suspended.

She/he also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **Violation of Individual School/Classroom Rules:**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **Disruption of the Educational Process:**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **Harassment:**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing education environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment 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 would include harassment based on any of the 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.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher or Principal.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

**Sexual Harassment**, may include, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcoming touching
- Sexual jokes, posters, cartoon, etc
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, an administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et.seq

### **Hazing:**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain

- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### **Bullying:**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- Threatened or actual physical harm
- Unwelcomed physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property
- Damaging or destroying property
- Blocking or impeding student movement
- Electronically transmitted acts – internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior 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 type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes she/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building Principal or the Superintendent.

### **Confidentiality:**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

### **Notification:**

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

### **Possession of a Firearm, Arson, and Criminal Sexual Conduct:**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal’s office.

### **Criminal Acts:**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants. Trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns:**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means

of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity:

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

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- After-school detention
- In-school suspension
- Out of school suspension

Detention:

A student may be detained after school or asked to come to school early by a teacher or Principal, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

In-School Suspension:

A student may be assigned a half day or full day in-school suspension which is served in the office. Each student shall arrive with sufficient educational materials to remain busy during this study period.

Students missing any portion of his/her assigned time of in-school suspension may lead to further consequences such as out of school suspension.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Principal takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the Principal will make a decision whether or not to

suspend. If a student is suspended, she/he and his/her parents will be notified of the reason for and the length of the suspension.

When a student is suspended, she/he may make-up work missed but will not receive credit. Some forms of learning cannot be made up such as labs, field trips, and skill-practices.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **LONG-TERM SUSPENSION FROM SCHOOL**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or a recommendation for expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accuse the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

The L'Anse Jr. /Sr. High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that his equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

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

A material cannot be displayed if it:

- Is obscene to minors, libelous, indecent and pervasively or vulgar
- Advertises any product or service not permitted to minors by law
- Intends to be insulting or harassing
- Intends to incite fighting or presents a likelihood of disrupting school or a school event
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

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

## **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Dress regulations pertain to both male and female students.

Students of L'Anse Jr/Sr High School have been noted to be neat, modest, clean, and appropriately dressed for school activities. The school reserves the right to send students home if, in its judgment, their appearance does not reflect good taste and cleanliness. Failure to comply with these regulations may result in disciplinary action. Health and safety factors must also be kept in mind as it relates to dress.

1. Spaghetti straps, strapless, cut offs, tank tops, and sleeveless tops are not permitted.
2. Shorts, skirts and dresses must be at least mid thigh and the spandex variety is inappropriate.
3. Bare midriffs are inappropriate and not allowed. Shirts must be long enough to be tucked in and remain in while seated.
4. Shoes must be worn at all times. Street shoes are not to be worn on the gym floor.
5. Swear words, advertising for tobacco, alcohol or drugs, or sexual innuendoes, which might be constituted as harassment, is prohibited on all clothing.
6. Remove your headgear in the building. **(Hats, visors, bandanna, all hoods)**
7. Gang related attire is not permitted.
8. Jackets are not allowed except at the discretion of the teacher.
9. Wearing or displaying hate or anti-Semitic material is prohibited.
10. Under garments may not be visible at any time.
11. Roller blade shoes are not allowed in school.

For more information refer to Board policy number 8240.

Students who are representing L'Anse Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups,

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V- TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for some students. The transportation schedule and routes are available by contacting the transportation supervisor at 524-6122.

#### **BUS RULES**

Students and parents are advised that riding a school bus is a privilege and if the safety of others is at stake because of the misbehavior of a student, the student will be disciplined. We emphasize that students have a responsibility for the safety of others, to their classmates and to themselves. We need to also emphasize that respect for others is important in life. Name calling and using vulgar language is not acceptable.

The following bus rules will apply to all students who ride the L'Anse Area School/Sacred Heart School busses:

1. Pupils are expected to conform to the suggestions of bus drivers and help to assure safety at all times.
2. Be on time at designated bus stops. The bus cannot wait.
3. Unless previous written permission is arranged, students may only get off the bus at their designated stop.
4. Stay off roadways at all times while waiting for the bus.
5. Cross in front of the bus when crossing the highway and at least 10 feet in front of the bus. Never cross the highway in the back of the bus.
6. Do not run along side of the bus when it is moving.
7. Wait until the bus comes to a complete stop before attempting to enter or leave the bus. Stay seated until the bus stops.
8. Students are to go directly to their assigned seats and remain seated. Moving from one seat to another is not allowed without permission of the bus driver.
9. Keep feet out of the aisles when seated.
10. Hands and head are to be kept inside the bus at all times.
11. Hitting other students, even in fun, swearing, loud talk, throwing of any material or articles in or at the bus, smoking wrestling, tripping, name calling or any disruption on the bus is not permitted.
12. Be considerate of your fellow student.
13. Students should inform the bus drivers when absence is expected from school.
14. Students are expected to assist in keeping the bus clean and orderly. Papers and trash are to be thrown in the box by the driver when the students get off the bus.
15. Permission must be granted by the principal for a student to ride on another bus. A permit slip will be issued if space is available and it is a regular bus stop.

#### **PENALTIES FOR INFRACTIONS**

##### **Minor Infractions:**

1. Improper boarding/disembarking

2. Failure to remain seated
3. Failure to obey driver
4. Littering
5. Unnecessary noise
6. Rude Discourteous, and annoying conduct
7. Other behavior relating to safety, well-being, and respect for others

**Discipline Steps for Minor Infractions:**

1. Talk to principal
2. 1 hour after school detention
3. 2 days after school detention
4. Suspension of bus riding privileges for up to 1 day

**Major Infractions:**

1. Fighting/Pushing/Tripping
2. Hanging out of window
3. Destruction of property
4. Spitting
5. Lighting matches/smoking on the bus
6. Throwing items in or out of bus
7. Tampering with bus equipment
8. Bringing articles of injurious or objectionable nature aboard bus

**Discipline Steps for Major Infractions:**

1. 1-3 day suspension of bus riding privileges
2. 3-5 day suspension of bus riding privileges
3. Up to 10 day suspension of bus riding privileges
4. Loss of bus riding privileges for the remainder of the year

**SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

## Appendix A

## Consequence Rubric

### Grades 7<sup>th</sup> – 12<sup>th</sup>

<i>Behavior</i>	<i>First Time</i>	<i>Second Time</i>	<i>Third Time</i>
<p>Teasing or Mild Harassment</p> <p>(name-calling, teasing, gossiping, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves)</p>	<ul style="list-style-type: none"> <li>Warning</li> <li>Parent is contacted</li> <li>Conflict resolution with counselor</li> </ul>	<ul style="list-style-type: none"> <li>One 30 minute after school detention</li> <li>Parent is contacted</li> <li>Conflict resolution with counselor</li> </ul>	<ul style="list-style-type: none"> <li>Half day in school suspension</li> <li>Parent is contacted</li> <li>Parent conference</li> <li>Conflict resolution with counselor</li> </ul>
<p>Mild Physical Contact</p> <p>(pushing, grabbing, poking, tickling, pulling hair, throwing snowballs, etc)</p>	<ul style="list-style-type: none"> <li>One 30 minute after school detention</li> <li>Parent is contacted</li> <li>Conflict resolution with counselor</li> </ul>	<ul style="list-style-type: none"> <li>Half day in school suspension</li> <li>Parent is contacted</li> <li>Conflict resolution with counselor</li> </ul>	<ul style="list-style-type: none"> <li>One day in school suspension</li> <li>Parent is contacted</li> <li>Parent Conference</li> <li>Conflict resolution with counselor</li> </ul>
<p>Severe Physical Contact or Harassment</p> <p>(hitting, slapping, choking, biting, punching, kicking, and similar behavior that may injure others; threatening, intimidation, extortion, hazing, falsification, forgery, gambling, racial, ethnic, sexual or other forms of harassing behaviors that create a "fearful climate")</p>	<ul style="list-style-type: none"> <li>One day in school suspension or one day out of school suspension</li> <li>Parent is contacted</li> <li>Parent conference optional</li> <li>Conflict resolution with counselor</li> </ul> <p>Note: Consequences may be greater based upon what the student has done and relevant board policy.</p>	<ul style="list-style-type: none"> <li>Three day out of school suspension</li> <li>Parent is contacted</li> <li>Parent conference</li> <li>Conflict resolution with counselor</li> </ul> <p>Note: Consequences may be greater based upon what the student has done and relevant board policy.</p>	<ul style="list-style-type: none"> <li>Five or more days out of school suspension with possible expulsion</li> <li>Parent is contacted</li> <li>Parent conference</li> </ul> <p>Note: Consequences may be greater based upon what the student has done and relevant board policy.</p>
<p>Disruption of the Educational Setting</p>	<ul style="list-style-type: none"> <li>One 30 minute after school detention</li> <li>Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>Half day in school suspension</li> <li>Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>One day in school suspension</li> <li>Parent is contacted</li> <li>Parent conference</li> </ul>
<p>Inappropriate Display of Affection</p>	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Half day in school suspension</li> <li>Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>One day in school suspension</li> <li>Parent is contacted</li> </ul>

Profanity/Vulgarity (Verbal or Gestures)	<ul style="list-style-type: none"> <li>• One 30 minute after school detention</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Half day in school suspension</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• One day in school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> </ul>
Mild Insubordination, Disrespect, Insolence, or Defiance	<ul style="list-style-type: none"> <li>• One 30 minute after school detention</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Half day in school suspension</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• One day in school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> </ul>
Severe Insubordination, Disrespect, Insolence, Defiance, or 4th Offense of Mild Insubordination  Continued on following page.. (Insubordination - Failure to follow a directive of a staff member within a reasonable time frame)	<ul style="list-style-type: none"> <li>• One day out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent Telephone Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate three day out of school suspension</li> <li>• Parent is contacted</li> <li>• In School Parent Conference with Principal &amp; Counselor before the student returns</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate five or more day out of school suspension</li> <li>• Parent is contacted</li> <li>• Referral to Superintendent for recommendation to board for long term suspension or expulsion</li> </ul>
Truancy/Skipping/Unexcused Absence/Failure to sign out of school/Walk Out  Student must have a note or phone call made to the school office within 24 hours of returning to school	<ul style="list-style-type: none"> <li>• One 30 minute after school detention</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Half day in school suspension</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• One day in school suspension</li> <li>• Parent is contacted</li> </ul>
Presence in Unauthorized Area	<ul style="list-style-type: none"> <li>• One 30 minute after school detention</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Half day in school suspension</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• One day in school suspension</li> <li>• Parent is contacted</li> </ul>
Indecent Exposure	<ul style="list-style-type: none"> <li>• Two day out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> <li>• Meet with school counselor</li> </ul> <p>Note: Consequences may be greater based upon what the student has done and</p>	<ul style="list-style-type: none"> <li>• Three day out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> <li>• Meet with school counselor</li> </ul> <p>Note: Consequences may be greater based upon what the student has done and</p>	<ul style="list-style-type: none"> <li>• Five or more days out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> <li>• Recommended for outside counseling services</li> <li>• Refer to Superintendent</li> <li>• Possible referral to</li> </ul>

	relevant board policy.	relevant board policy.	Board of Education Note: Consequences may be greater based upon what the student has done and relevant board policy.
Defacement of School Property	<ul style="list-style-type: none"> <li>• Restitution or correction</li> <li>• Possible two day out of school suspension</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution or correction</li> <li>• Possible three day out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution or correction</li> <li>• Five or more days out of school suspension</li> <li>• Parent is contacted</li> <li>• Parent conference</li> </ul>
Threats to School  (False fire alarm, bomb threats, arson, possession of guns, knives, blades, fireworks, clubs, ammunition, or like items, etc.)	<ul style="list-style-type: none"> <li>• Immediate out of school suspension and expulsion based on Board of Education policies</li> <li>• Referral to law enforcement</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate out of school suspension and expulsion based on Board of Education policies</li> <li>• Referral to law enforcement</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate out of school suspension and expulsion based on Board of Education policies</li> <li>• Referral to law enforcement</li> </ul>
Possession of Stolen Property	<ul style="list-style-type: none"> <li>• Two day out of school suspension</li> <li>• Possible referral to law enforcement</li> <li>• Return or make restitution for stolen property</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Three day out of school suspension</li> <li>• Possible referral to law enforcement</li> <li>• Return or make restitution for stolen property</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Five day out of school suspension</li> <li>• Possible referral to law enforcement</li> <li>• Return or make restitution for stolen property</li> <li>• Parent Conference</li> </ul>
Under the Influence, In Possession of, Sale, or Distribution of any form of tobacco at any school related activity (including on bus or at the bus stop)	<ul style="list-style-type: none"> <li>• Three day out of school suspension</li> <li>• Referral to law enforcement</li> <li>• Parent is contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Five day out of school suspension</li> <li>• Parental Conference before returning to school</li> <li>• Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent</li> <li>• Six to ten day out of school suspension</li> <li>• Hearing by the Board of Education</li> <li>• Referral to law enforcement</li> </ul>
Under the Influence, In Possession of, Sale, or Distribution of any form of any controlled substance at any school related activity (including on bus or at the bus stop)  (Alcohol, drugs, drug paraphernalia, prescription drugs, etc.)	<ul style="list-style-type: none"> <li>• Five day out of school suspension</li> <li>• Parental Conference before returning to school</li> <li>• Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent</li> <li>• Six to ten day out of school suspension</li> <li>• Hearing by the Board of Education</li> <li>• Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent</li> <li>• Six to ten day out of school suspension</li> <li>• Hearing by the Board of Education</li> <li>• Referral to law enforcement</li> </ul>

It is impossible to list every possible incident subject to punishment. The consequences listed in the Grades 7-12 Consequences Rubric are provided for guidance. Administration may determine the appropriate course of action based on the situation and board policy. Repeated violations of any school rule may result in a suspension up to ten (10) days, possible expulsion, and parent conference. All discipline will follow due process procedure.

**Appendix B**

L'ANSE AREA SCHOOLS  
COMPLAINT/GRIEVANCE FORM  
FOR  
TITLE IV-(Race, Color or National Origin Discrimination)  
Title IX - (Sex Discrimination)  
Section 504 - (handicap Discrimination)  
Title II & Age Act  
Harassment

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Telephone \_\_\_\_\_

Home School/Work

Status of person filing complaint/grievance:

\_\_\_\_ Student \_\_\_\_ Employee \_\_\_\_ Parent \_\_\_\_ Other

Statement of complaint/grievance (include type of discrimination/harassment charged and the specific incident(s) in which it occurred):

Signature of Complainant \_\_\_\_\_

Date Complaint/Grievance Filed \_\_\_\_\_

Signature of person receiving complaint \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

5170 Recruitment (Cf. 2450, 8015)

**GRIEVANCE DOCUMENTATION**

Name of Individual Alleging Discrimination or Non-Compliance

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

Indicate Principal's or supervisor's response or action to above complaint.

Signature of Principal or Supervisor \_\_\_\_\_

Initials: \_\_\_\_ Compliance Coordinator \_\_\_\_ Building Principal \_\_\_\_ Superintendent \_\_\_\_ Board of Ed. Designee

## **Appendix C**

### **L’Anse National Honor Society Constitution and Bylaws**

#### **Article I – Name**

1. This organization shall be the L’Anse Excelsior Chapter of the National Honor Society of Secondary Schools.
2. The NHS shall be under the sponsorship of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537. The rules, regulations, and policies are determined by the NASSP and outlined in their handbook.

#### **Article II – The Purpose**

The purpose of this organization shall be to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership and service.

#### **Article III – Principal, Chapter Adviser, and Faculty Council**

1. The principal appoints and works closely with the chapter adviser and faculty council to develop and follow fair selection and dismissal procedures as provided for in the Constitution. The principal reserves the right to approve all activities and decisions of the chapter; this authority extends to the selection and dismissal of members. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.
2. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community. The chapter adviser should be a faculty member and shall be an ex-officio, non-voting, sixth member of the faculty council. The chapter adviser shall help the chapter officers understand and carry out their duties.
3. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be on the faculty council. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms. The adviser and Faculty Council cooperate in dismissal procedures not expressly provided for in the Constitution. Student members should have the opportunity to comment on these procedures, and the members’ recommendations should be considered in procedure formulation and review. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select new members and consider non-selection, dismissal, other disciplinary actions, and warning cases. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

#### **Article IV – Selection**

1. To be eligible for membership the candidate must have completed the first semester of their junior year. Candidates must have been in attendance at the school the equivalent of one semester.
2. Candidates must have a cumulative scholastic average of at least 3.5 (on a 4.0 scale) or the equivalent standard of excellence. The Faculty Council may raise the required

- cumulative grade point average and may also specify a prerequisite number of academic courses or weight grades in recognition of varying degrees of difficulty of courses of study. Membership should never be granted on the basis of grades alone.
3. The Faculty Council will survey academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Students so surveyed should understand that review of information gathered does not guarantee selection. In evaluating potential members for leadership, service, and character, the Faculty Council develops working definitions of these criteria. The leadership roles in both the school and community may be considered, provided they can be verified. The criterion of service is often defined in terms of value of contributions and attitude toward service.
  4. Character is probably the most difficult criterion to define. In order to assist the Faculty Committee in this task, all school faculty members will have the opportunity to evaluate candidates on a scale of 0-4.0 in the areas of honesty, compliance with school rules, being a positive role model, and respectfulness. Faculty evaluation averages in these areas should also be 3.5 or higher to be selected for membership. The Faculty Council should consider the positive as well as the negative aspects of character and proper regard for adolescent growth and behavior is essential. All faculty evaluation forms must be signed and judgments should be free of hearsay or rumor.
  5. Selection of each member to the chapter shall be by a majority vote of the Faculty Council. Those students selected are generally notified promptly and personally by the principal, chapter adviser, or Society president.
  6. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school to help avoid problems with students or parents who question the process.
  7. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.
  8. Non-selection of a student is bound to arise given the necessarily subjective nature of some of the requirements for membership. Chapters are not obligated to share with parents and students information concerning specific students not selected for membership in NHS; however, the principal may listen to the concerns and re-explain the selection process to them. Parents and students must understand that no student has a right to be selected for membership in NHS. Reconsideration of a faculty council's decision must be a rare occurrence if the council is to be expected to take its assignment seriously. It is important to uphold the integrity of the Society.
  9. Candidates become members when inducted at a special induction ceremony. Because membership represents high levels of achievement, the induction ceremony should reflect high standards. The induction ceremony is conducted by the officers and members of the local chapter. New members of the NHS are usually given membership cards, pins, and certificates as a visible sign of membership.

#### **Article V – Membership and Activities**

1. Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.
2. Each member is expected to contribute a minimum of 15 hours to NHS service projects. These service projects should be in addition to the service roles that students were already involved in prior to membership. Current NHS service projects include: Adopt-A-Highway, Parent-Teacher Conferences, PTO meetings and events, Relay for Life, Baraga County Lake Trout Festival, Keweenaw Animal Alliance, Bayside Village, and the Baraga County Fair. New service projects can only be added by a majority vote of the

current membership. All NHS projects must fulfill a need with the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; and not be in conflict with the activities of other school organizations; and be well planned, organized, and executed.

3. Only active members have a voice and vote in chapter affairs. Active members become graduate members upon graduation. Those students who decide to resign from the NHS will never again be eligible for membership.
4. The following officer positions will be filled following proper parliamentary procedure at a meeting of the current membership: president, vice president, secretary, treasurer and reporter.

#### **Article VI – Dismissal**

1. Members who fall below the standards which were the basis for their selection shall be warned by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not have to be warned.
2. Dismissal of members must be by a majority vote of the Faculty Council.
3. An NHS member being considered for dismissal is entitled to a hearing. The student should be given notice of the reasons for the proposed action by the faculty council, time to prepare an explanation of any mitigating circumstances and an opportunity to present an explanation to the council.
4. Dismissed members should generally be expected to have a right to appeal the decision of the faculty council under the same rules pertaining to any other disciplinary action used in the school district.
5. The National Council and the NASSP shall hear no appeals in dismissal cases.

#### **Article VII – Meetings**

1. The chapter will schedule have regular meetings during the school year in accordance with school policy and regulations.
2. Meetings will be held at once per quarter.
3. Meetings will be conducted according to *Robert's Rules of Order*.