

# C. J. SULLIVAN ELEMENTARY SCHOOL

## Student Code of Conduct

2011 - 2012

It is the policy of the L'Anse Area School District that no persons, 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 Superintendent, L'Anse Area Schools, 201 N. Fourth St., L'Anse, MI. 49946, (906) 524-6121. Facsimile: (906) 524- 6001

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*L'Anse Area Schools  
C. J. Sullivan Elementary*

*"Working together for a better tomorrow"  
2011-2012*

Dear Parents:

During the course of the year, there will probably be many questions that will come to mind. It is our hope that this booklet may answer some of them for you. However, if during the year you have any questions, please call 524-7365. We will be glad to help you solve any problems that may arise.

As conditions change, procedures and policies may change in order to remain effective. You will be informed of any significant changes.

If you would like to check your students grades, attendance, lunch balance, or discipline please check the school's web site at [www.lanseschools.org](http://www.lanseschools.org). You can receive a login name and password by calling the office.

C. J. Sullivan Elementary School is your school. Feel free to communicate with us regularly. Your thoughts and opinions are valued and appreciated.

Respectfully yours,

Tom Sprague  
C. J. Sullivan Elementary

**ACKNOWLEDGMENT**

**PLEASE SIGN AND RETURN**

I, \_\_\_\_\_, have read and reviewed with my child \_\_\_\_\_  
Parent Name Student Name

the C. J. Sullivan Elementary School Student Handbook. We understand the contents of the handbook. We are aware of the guidelines concerning:

- |                      |                              |                            |
|----------------------|------------------------------|----------------------------|
| attendance/tardiness | headwear in the building     | lawful search              |
| behavior             | library/use responsibilities | book care/responsibilities |
| bus rules/behavior   | homework                     | lunchroom                  |
| dress code           | tobacco                      | phone use                  |
| detentions           | playground                   | school service             |
| medication policy    | Internet Policy              | discrimination             |
| equipment use        | assemblies                   | Retention/promotion        |
|                      |                              | Special Education referral |

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_  
mm/dd/yy

Date \_\_\_\_\_  
mm/dd/yy

**L'ANSE AREA SCHOOLS**  
**BUS ACKNOWLEDGEMENT**

Name of student \_\_\_\_\_

Date \_\_\_\_\_  
mm/dd/yy      Parent's Signature \_\_\_\_\_

This document must be signed and returned to the principal by the parents on or before Sept. 15, 2010 or the student will not be provided transportation.

### School Mission Statement:

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 Area 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**

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. This 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.

### **OBJECTIVES OF L’ANSE AREA SCHOOLS**

Each youth will be educated to:

1. Develop strong moral and ethical character.
2. Develop good physical and mental health with emphasis on a positive self-concept.
3. Develop an appreciation for his/her role in the family and community.
4. Develop and cultivate inspiration for continuous learning and self-improvement as a lifelong process.
5. Develop the ability to communicate ideas be in written or oral forms.
6. Develop skills for effective participation in the democratic process.
7. Develop an appreciation of our natural environment.
8. Develop consumer awareness.
9. Develop employability skills and vocational competence.
10. Develop an appreciation for the arts.
11. Develop an appreciation of cultural heritage and diversity.
12. Develop the wise use of leisure time.
13. Develop an awareness of the need to volunteer/community service.
14. Develop an appreciation and understanding of science, mathematics, social studies, and language arts.
15. Develop technology skills for real-world applications.

**L'ANSE AREA SCHOOLS GOALS – 2011 - 2012**

(Goals must be reasonable, achievable, cost effective and flexible.)

<b><u>GOAL</u></b>	<b><u>MEASURE</u></b>	<b><u>ACTIONS</u></b>
1. Maintain State accreditation K-12. Grade Level Content Expectations Incorporated into school curriculum	MEAP Scores 3-9, Michigan Merit Exam. Adequate Yearly Progress, 11 <sup>th</sup> Grade ACT, State Report Card.	Track classes and student data in core areas. Teachers and Administration work together; teach a consistent, orderly Progression of courses K-12. Modify teaching to strengthen weak areas K-12.
	Up-to-date textbooks Update instructional materials/ equipment	Upgrade a percentage of textbooks instructional materials/equipment each year. Rubric/Documentation
2. Comply with provisions No Child Left Behind Act (NCLB)	(1) Assessments (2) School Improvement Plan (3) Certification Standards for Teachers/Paraprofessionals (4) Meets Federal Definition of Highly Qualified	Board Policy changes. Testing – State & Local
3. Create partnership between parent/ guardian & school	Contacts between parents/ guardians and school	Wrap around community Elementary & Middle School. Access web-family access. Scheduling conferences. Promote parent volunteerism & participation. Student assistance teams K – 12.
4. Provide a safe learning environment	Discipline Drug-free & tobacco school zone	Update handbook. Ensure that students know & understand rules. Promote positive environment – teachers, administration. Maintain and update our School Safety Response Guide. Security / Surveillance.
5. Restore/Maintain/add curricular programs.	Elementary art, choral, music, distance learning, debate, welding, Tech-Prep education, Technology Education, Living Skills (parenting) Consumer Ed.	Feasibility study for each. Co-op and shared programs with other educational entities
6. Promote the racial and ethnic diversity	Number of students participating in school events. Decrease in number of racial and/or ethnic incidences	Participation of all students in cultural & diversity events. Educational units on racial, ethnic and cultural diversity.
7. Clean facility	Quality of work check list	Set high standards. Regular building inspections.
8. Improve school spirit	Participation Attitude Achievements	Include younger students in high school activities. Assemblies, student government-regular meetings.

<b>9. Public relations/community</b>	<b>Articles/presentations</b>	<b>Website info. Publication of Information Develop unity within school district and community. Student presentation. Website.</b>
<b>10. Maintain Financial stability</b>	<b>Live within budget Strengthen fund equity Annual fund balance</b>	<b>Track expenses Control Spending Maintain bus fleet 10% fund balance.</b>
<b>11. Achieve equal participation of both sexes in our educational &amp; extra curricular activities.</b>	<b>Student count by gender in school program &amp; activities</b>	<b>Recruit female coaches. Recruit female participation in extra-curricular activities. Counseling of students on class participation. Counsel students on career education. Train staff to encourage participation.</b>
<b>12. Promote high educational standards</b>	<b>Grades &amp; test scores Percentage of students going onto higher education Number of students Participating in Honors Convocation</b>	<b>Additional course offerings. Use of internet for learning. Use of Distance learning. Use of Technology. Staff training.</b>
<b>13. Maintain Technology plan</b>	<b>Meet State requirements</b>	<b>Maintain and upgrade network as needed</b>

**STAFF MEMBERS**

Superintendent	Mr. Ray Pasquali
Elementary Principal	Mr. Thomas Sprague
Elementary Secretary	Mrs. Mary Rajala
Nurse	Mrs. Laura Schneider
Special Programs Coordinator	Mrs. Lynn Ketola
Special Programs Grants Assistant	Mrs. Jackie Heikkinen
Community School Secretary/Bookkeeper	Mrs. Joanne Pennock
Guidance Counselor	Mrs. Risa Williamson

**C. J. SULLIVAN ELEMENTARY SCHOOL**  
**FACULTY AND STAFF**

Kindergarten	Ms. Stacey Erskine Mrs. Ariane Yoder
Grade 1	Mrs. Kristin Marczak Mrs. Michelle Seppanen Mrs. Libby Lloyd
Grade 2	Ms. Emily Gasperich Ms. Kimberly Payne
Grade 3	Mrs. Callie DeLeon Mrs. Anne Schumer
Grade 4	Mr. Brian Perry Ms. Janel Summers
Grade 5	Mrs. Helen Stenvig Mrs. Jane VanBuren Mrs. Kristina Mechlin
Grade 6	Mr. John VanDusen Mr. Randy Cadeau
Title I	Mrs. Janet Gerzetch Aide: Mrs. Lynette Rank
Title VII	Mrs. Jodene Rasanen
Special Education	Ms. Kristina Penfold Mrs. Kathy Gobert

Art

Ms. Viktoria Santti

Library

Mrs. Christine Collins  
Mrs. Debbie Perrow

Physical Education

Mr. Darrin Voskuhl

Tutoring

Mrs. Beth Dix

**SUPPORT STAFF**

Transportation/Custodial Supervisor

Mr. John Juntunen

Cooks

Mrs. Shelley Bianco  
Mrs. Carol Holland  
Mrs. Elora Collins  
Mrs. Cheryl Dingeldey

Noon hour -Recess Aides

Mrs. Monica Eliason  
Ms. Ashley Bianco

**C. J. SULLIVAN ELEMENTARY SCHOOL**  
**DAILY TIME SCHEDULE**

7:30 - Breakfast begins

7:52 - Teachers will be in the building preparing for the school day.

8:00 - Teachers are to be stationed outside their classrooms.

Students are to be at their seats preparing for classes  
to begin. **Breakfast ends.**

8:07 - Students are to be in their classroom and in seats.

3:19 Students dismissed.

## **STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS:**

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. Specifically pertinent to the school setting are those rights contained in the First and Fourteenth Amendments which have to do with the freedom of speech, press, assembly and petition, and with due process and equal protection.

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those enjoying the right of citizenship in the school community must accept the corresponding responsibilities. Individual rights do not include the right to infringe on the individual rights of others. This enables respect for the laws of the community and for the rights of the other members of that community.

### **IT IS THE STUDENT'S RIGHT TO:**

1. Attend school in the district in which his/her parent or legal guardian reside
2. Form and hold his/her own ideas and beliefs.
3. Express his/her opinions verbally or in writing.
4. Petition school officials for redress of grievances.
5. Expect that the school will be a safe place for all students to gain an education.
6. Privacy of his/her school records.
7. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural due process.
8. Expect that the school will make every effort to safeguard individual rights.

### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

1. Respect the inherent human dignity, worth and rights of every other individual.
2. Attend school daily and be on time to all classes.
3. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
4. Dress and appear in a manner that meets recognized standards of propriety, health, safety and good taste.
5. Be aware of all rules and regulations regarding student behavior him/herself in accordance with those guidelines.
6. Study diligently and strive for the best possible level of academic achievement.
7. Assist the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
8. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

## **PARENT INFORMATION SECTION**

Parents are always welcome and may visit at any time but please check in the office first.

### **APPOINTMENTS:**

1. Children will be excused for doctor or dental appointments on the written request of the PARENT. We urge an attempt be made to schedule these appointments when school is not in session.
2. All outside doors will be locked during the day for your child's safety. Please use the main entrance doors.
3. Parents will be expected to go to the principal's office to pick up their child during the school day. Parents must sign their child out of the office if they leave during the course of the school day.

**TRIPS:** If, during the year, you plan on taking your child out of school for a trip, please notify the school ahead of time. **Make-up work will be provided upon the student's return to school. No advance homework will be given.** The student will have the time missed plus one day to complete the assignments.

### **SCHOOL PREPARATION:**

1. Parents are required to make sure students are dressed properly before coming to school, both in adequate clothing and footwear (which includes boots in the winter).
2. Parents are encouraged to monitor student homework completion and work with their children daily on school related activities.
3. Parents must call on the day of the absence or send a note the day the student returns. Failure to notify the school will result in an unexcused absence.

### **SCHOOL FEES:**

1. The fee to defray the expenses of the assembly programs throughout the 2011-2012 school year is \$3.00 for all students in K – 6.
- 2) School property destroyed or damaged must be paid for in full ( books, equipment, etc.).
- 3) Classes participating in the Weekly Reader/Scholastic program are asked to pay a fee to defray the cost of the program.

**BICYCLES:** Students are allowed to ride bicycles to school. Upon arriving at school bicycles must be immediately placed and secured in the rack located by the upper elementary wing. The school strongly suggests that bicycles be secured with a lock, as the school will not be responsible for lost, stolen or damaged bicycles. Students are required to follow all bicycle safety measures. Students who abuse this privilege will not be allowed to ride their bicycles to school.

**CELL PHONES:** Are to be turned off and put away during school hours. Phones that can be seen will be taken away. The first time it will be given to student at the end of the day. The next time a parent must pick it up.

**CAMERAS:** No cameras are allowed due to privacy issues.

**SKATEBOARDS & ROLLER BLADES:** Children will not be permitted to bring these items to school.

**HEELYS** will not be permitted to be worn in school

**ELECTRONIC ENTERTAINMENT/GAMES/ETC.:** Electronic entertainment and devices, including, but not limited to; electronic games, personal radios, recorders, disc-players, MP3 players, cell phones, trading cards, etc., are not permitted in school. Any confiscated item will be held in the office until a parent can pick it up.

**FLOWERS/GIFTS (MASB Policy #9350):** All deliveries of flowers, gifts, mail, etc. made to the office for student acceptance must be identified as to whom the item is for and from whom it is being sent. If this information is not available to the office, the flowers, gift, or mail, etc. will not be accepted.

**MARBLES:** The regular glass marbles may be used appropriately at school. Steel blockers, bearings or steel marbles are not permitted at school. They will be required to be left at the office until the end of the school year. Any damage to the school resulting from improper marble use will be the responsibility of the parent.

**FIELD TRIPS / ASSEMBLIES:** Any student receiving a **combination** of 6 discipline referrals or bus incident referrals in the course of the school year will lose any field trip and assembly privileges for the remainder of the year. Students entering after the start of the school year will be prorated according to the amount of time remaining in the school year. Additionally, any misbehavior on a field trip or at an assembly, may exclude a student from attending future field trips or assemblies.

**RECESS:** If a parent wishes for their son/daughter to stay indoors, the request must be made **in writing each day**, stating the specific reason for the request.

**LOCKERS:** Students are assigned lockers early in the school year. Never change lockers without permission from the teacher. The school is not responsible for anything stolen, damaged, or lost in the lockers. The school retains the right to search all lockers when necessary. The principal may randomly search at least three lockers per week. If the student uses locks, an extra key or the combination code must be given to the teacher.

**THE REVISED SCHOOL CODE (EXCERPT)**  
**ACT 451 OF 1976**

**380.1306 School lockers; no presumption of privacy; search policy; assistance of law enforcement agency; model policy; admissibility of evidence.**

Sec. 1306. (1) A pupil who uses a locker that is the property of a school district, intermediate school district, or public school academy is presumed to have no expectation of privacy in that locker or that locker's contents.

(2) If the board of a school district, local act school district, or intermediate school district or board of directors of a public school academy operates a school that has pupil lockers, then not later than 180 days after the effective date of this section the board or board of directors shall adopt a policy on searches of pupils' lockers and locker contents. This policy shall provide that, in the course of search conducted pursuant to the policy, the privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. The board or board of directors shall provide a copy of this policy to each pupil at a school that has lockers and to the parent or legal guardian of each of those pupils.

(3) A public school principal or his or her designee may search a pupil's locker and the locker's contents at any time in accordance with the policy under subsection (2).

(4) A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a pupil's locker and the locker's contents if that assistance is at the request of the school principal or his or her designee and the search is conducted in accordance with the policy under subsection (2).

(5) Not later than 90 days after the effective date of this section, the superintendent of public instruction shall develop and make available a model policy on searches of pupils' lockers and locker content that may be adopted for the purposes of this section.

(6) Any evidence obtained as a result of a search of a pupil's locker or locker's contents shall not be inadmissible in any court or administrative proceedings because the search violated this section, violated the policy under subsection (2), or because no policy was adopted.

History: Add. 2000, Act 87, Imd. Eff. May 1, 2000.

## **CIVIL RIGHTS**

**Board Policy # 8015**

### **Non-Discrimination and Complaint Procedure**

**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, martial status, handicap or disability. The District reaffirms its long-standing policy of compliance with all applicable federal or 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. 2000d. et seq.; and 42 U.S.C. 2000e, 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/her 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 Pre-K through 12) and/or their parent(s)/guardian(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**

**GRIEVANCE PROCEDURE**

**Board Policy #: 8018-R-3**

**For more information see Board Policy #: 8015-2, 8015-3, 8018, 8018-2, 8018-3, 8018-R, 8018-R-2, 8018-R-4, 8018-R-5, 8018-R-6)**

**Any Board member, employees, or student in the District who believes that he/she has been subjected to discriminatory and/or sexual harassment shall report the incident(s), in the case of an employee, to the Superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in case of a student, to the building Principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a Board member, to the Superintendent, Title IX coordinator, or grievance officer.**

**Should a building or central office administrator be the subject of the immediate complaint or have an apparent conflict of interest in relation to it, he, or she will not participate in any way in the investigation of or the decision regarding the complaint.**

**Upon the filing of a complaint, oral or written, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem through the following steps:**

- 1. Interview the complainant and document the interview.**
  - a. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.**
- 2. Interview the accused and document the interview.**
  - a. Re-emphasize the Board's policy regarding insult, intimidation, and harassment without making judgments at this stage.**
  - b. Keep the identity of the complainant confidential, if possible.**
- 3. Interview all witnesses identified by the parties and document the interview.**
- 4. Review the personnel files or student records/file of the complainant and the accused for any history of problems.**
  - a. Make a determination on the merits of the complaint.**

**In any employment discrimination case:**

- 1. An Incident Report will be generated.**
- 2. It will be initialed by the compliance coordinator, building principal, the Superintendent and at least one designee of the Board of Education.**

**An appeal to the Office of Civil Rights and the U.S. Department of Education for discrimination complaints only can be made by students, not by employees (who retain the right to file a charge of discrimination with the Equal Employment Opportunity Commission and/or the Michigan Department of Civil Rights).**

**For more information, refer to Board of Education policies 8015-2, 1015-3, 8018-2, 8018-3, 8018-R2, 8018-R4, 8018-R5, 8018-R6.**

Adopted: Jan. 28, 2002, L'Anse Area Schools

**SCHOOL ARRIVAL POLICY**

School begins promptly at 8:07 A.M. for C. J. Sullivan Elementary School. Please car-pool or arrange childcare so children will not be dropped off or arrive before 7:45 a.m. unless they are participating in the breakfast program, which begins at 7:30. There is no supervision until 8:00 a.m. To ensure the safety of our children, please drop off students in designated areas.

**ATTENDANCE POLICY**  
**Board Policy # 8020 & 8035**

**380.1561 of the School Code states that “Every parent, guardian, or other person in this state having control and charge of a child from age 6 to the child’s 16<sup>th</sup> birthday shall send the child to a public school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled”. Each student of L’Anse Schools is expected to be in school every day unless there is:**

- 1. Illness**
- 2. Death in the family.**
- 3. Urgent need at home.**
- 4. Medical appointments during school hours are discouraged. This will be treated as an excused absence.**
- 5. Out of town trips - advance notice is needed. Trips will be treated as a pre-excused absence. Please obtain a pre-excused absent slip.**

**The parent or guardian will call the Principal’s office before 3:00 P.M. on the same day as the student’s absence. Please phone 524-7365. Failure to notify the school by phone or written notice will result in an unexcused absence.**

**Absences that will count against accumulated absences are:  
Excused absences, Unexcused absences and Skipping.**

**Students who are excused will have the privilege of making up class work missed. It will be the student’s responsibility to get the assignments from the teachers. Students shall be allowed one class day plus the number of class days absent to complete this work. Assignments not completed and returned will be graded accordingly. Missed class work and homework will be recorded as “O”(zero) if the student does not complete the work and turn in as required by the teacher.**

**Students who miss an excessive amount of school will be dealt with as per policies. Truant students under the age of 16 years of age will be referred to the Truant Office, if available, and possible Probate Court.**

### ATTENDANCE/TARDY POLICY

Attendance is defined as: being physically present in the classroom when the bell signals class to begin and being present in class for the specified number of class hours per year.

Tardy is defined as: not being physically present in the classroom after the bell signals the beginning of the class. Tardiness is counted only until 9:07 a.m.; after 9:07 a.m. they are counted as absent for the morning. Exceptions to the tardy rule include doctor's note or passes from school faculty. When at all possible, parents should notify the school when it will be necessary for a child to be late. Repeated tardiness interferes with the student's progress in school. Oversleeping is an unexcused tardy.

Guidelines for Tardiness:

1. Late bus announcements from the office: first period tardiness not counted.
2. Snow days, icy road conditions, excused by: Parents by 12:00 noon on the day of the tardy: first period tardiness not counted.

**PERFECT ATTENDANCE POLICY:** Perfect attendance is being at school everyday and in the classroom on time. School starts at 8:07 a.m.

Exceeding the number of absences/tardiest in a class may result in retention for that year.

1. This policy will be based on the number of absences and tardiness accumulated by a student within a semester.

A. If 10 absences are accumulated by the end of the semester, a mandatory meeting with the parents, teacher and principal will be held. **THIS INCLUDES EXCUSED AND UNEXCUSED ABSENCES.** Exceptions to this policy (absences not counted towards failure to earn credit) are:

1. Hospitalization/long term illness (doctor verification)
2. Residential treatment problems (official verification)
3. Bereavement absences (principal verification)
4. School-approved activities, which require absences and have followed proper procedure. When a student is gone from a class on a school approved activity, they will not be recorded as an absence from school, but absent only in the essence of making up the worked missed. (Explanation of school approved activities are found under a separate section)
5. Emergency or unusual situations (to be determined by the administration).
6. Religious instruction
7. Professional appointments only with a slip from the doctor or dentist (dentist, doctor, court appointments)
8. In school suspensions or detentions.
9. Snap suspensions made by individual teachers.

B. Both excused and unexcused absences will be used in the counting of absences, except as noted in a. 1 above.

C. Students with excused absences will have the opportunity to make up work that is missed. It is the student's responsibility to exercise this right and make arrangements with the teachers. Make-up work will be provided upon the student's return to school or after school the day of

the absence. No advance homework will be given. The student will have the time missed plus one day to complete the assignments.

Unexcused absences are:

Out of school suspensions will count towards the attendance policy.

A student who is suspended will not receive credit for the work missed.

***NOTIFICATION:***

1. After the 5th absence from school the following procedure will be followed:
  - A. The teacher will fill out an accumulated Absent From Class form and bring it to the office for mailing to the parent.
  - B. The parent, student, and principal will be notified. The form will contain a phone number for the parent to call the school to discuss the problem.
  
2. After the 8th absence from a class the following procedure will be followed:
  - A. The teacher will fill out an accumulated Absent From Class form and bring it to the office for mailing.
  - B. The parent, student and principal will be notified. The letter will be sent out certified mail. The parent will have an appointment with the principal to discuss the situation.
  
3. If a 10th absence occurs, the teacher will fill out an accumulated Absent From Class form and bring it the office. The parent must meet with the attendance board to determine the consequences whether the student will lose credit for the year. Copies will be given to the teacher. Notification is immediate on the 10th absence.
  
4. After the 10<sup>th</sup> absence a referral may be made to the Copper Country Intermediate School District Truancy Officer.

**ATTENDANCE BOARD**

1. At the request of the student or parent, the attendance board will meet with the parents and/or student to discuss any appeal of the 10-day policy.
  
2. The attendance board will consist of the Student Study Team.
  
3. The attendance board will convene for these purposes:
  - a. To hear appeals of those students who to determine if all the factors are present
  
  - b. To consider cases of longer absence periods, such as long term hospitalization, family vacation or residential treatment.
  
  - c. To make recommendation.
  
4. The attendance board will meet based upon need and will be convened by the Principal.
  
5. All requests for longer absence periods must follow procedure if deemed necessary by the Principal:

a. **Presentation to the Attendance Board at least one calendar week before the absences occur.**

b. **Class work must be made up when the student returns to school. No advance homework will be given. The student will have the time missed plus one day to complete the assignments.**

**7. Official notification of the attendance boards decisions will be given to each teacher involved, the student, the parent or guardian.**

**8. Appeal process:**

a. **Attendance Board**

b. **Superintendent**

c. **Board of Education**

### **KINDERGARTEN GRADUATION**

Siblings will not be excused from class to attend Kindergarten Graduation. They are missing important instruction time in their own classroom. Kindergarten teachers will set up a time for classes to attend the rehearsals.

### **REQUEST TO LEAVE SCHOOL EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. A child will be released to a non-custodial parent or other designated adult only with written permission of the parents or custodial parent. If a non-custodial parent is not allowed to associate or have contact with the child we must have a court order on file. In case of sickness or emergency if a designated adult other than the parent is to pick up the child, written permission should be on file in the school office. The adult who is picking up the student must sign out a child at the office. On early dismissal days no elementary students will be released to another student without a written note from the parent and they will not be allowed to pick them up before dismissal.

### **DISMISSAL**

School dismisses at **3:19 P.M.** at the C. J. Sullivan Elementary School. Students should go directly home at dismissal. If a student is staying after school, the teacher will contact parents. Parents are to pick up their child in the commons area.

### **CHILD NEGLECT OR ABUSE**

All instances of suspected child neglect or abuse must and will be reported to the Department of Social Services. This is a MI. State Act 238 P.A. 1975 Sec. 722.621 – 722.638 MI. Compiled Laws State of MI. 89<sup>th</sup> Legislature Regular Session of 1997 Enrolled House Bill No. 4117

## **IMPORTANT PROCEDURES**

**CHANGES OF RESIDENCE, TELEPHONE NUMBERS OR EMERGENCY INFORMATION:** If you change your address, home telephone number, or work number, please notify the secretary at once. It is very important that we be able to reach you during the day in case of an emergency.

### **VISITORS TO THE BUILDING:**

***ALL*** visitors to the elementary school must report to the office when they arrive at the building and must have a pass from the office to proceed to their destination. Parents are always welcome and may visit at any time but please first sign in at the office. Students from other schools or friends of elementary students are not allowed to visit during the school day without approval from the office and classroom teacher.

**INCLEMENT WEATHER GUIDELINES:** It is the right and responsibility of parents to decide if a student should attend school under abnormal weather conditions. In bad weather parents may pick up their child from school at any time during the day. Parent must come to the office to sign their child out of school unless the school closes.

In the early morning hours during inclement weather, local radio stations K-BEAR (102.3); ROCKING EAGLE (98.7); WOLV(97.7); WUPY(101.1); WMPL(93.5); WCUP(105.7 Eagle Country); WLUC TV 6 will begin carrying announcements by 6:30 A.M. of any delayed opening or closing of the L'Anse Area School. Deteriorating weather conditions may force the **early closing of schools**. If this should happen, the radio stations will carry this information. On such a day, our phone lines become jammed. **DO NOT** plan for your child to contact you by phone. Be prepared in advance. If you have any special instructions for us during an emergency closing, please submit them to us in writing.

**DELAYED STARTS:** 2 hour delay, school will begin at 10:07 a.m.

**USE OF THE SCHOOL PHONE:** The school phone is for business purposes. Children will not be able to use the office phone except for emergencies. Please make sure your child knows what he/she will be doing after school before he/she leaves home in the morning.

### **BUILDING USE**

C. J. Sullivan School is a public building, and as such it can be made available for public use outside of school hours. School District Policy #9250 governs use of this building. Non-school groups using the building, in addition to paying stipulated fees, will leave the used areas in good repair and free of any generated litter, trash, etc. Users are responsible for any damages resulting from their use of school facilities. Facility Use forms are available in all the administrative offices.

**GRADE SCALE/MARKING PERIODS**

Board Policy # 5123.1

There are 4 marking periods during the school year. Teachers will also notify the parent if problems in the academic areas arise and continue. Parents are strongly encouraged to check regularly with the school on student progress. Accessing the school web site and clicking on Family Access will allow you to check your student's grades. Parent/Teacher conferences are held to ensure **minimal** school contact. This can be accomplished by checking the parent link on the school web site ([www.lanseschools.org](http://www.lanseschools.org)).

A. **Kindergarten Report Card** - This is a complete report of the student's progress in several skill areas. The grading on the progress report is self-explanatory.

B. **Grades 1 Report Card** - will be graded using Satisfactory +, Satisfactory and Unsatisfactory.

S+ =	93 - 100	S- =	61 - 72
S =	92 - 73	U =	59 & below

C. **Grades 2 - 6 Report Card** - The regular grading system is used here - A, B, C, D, and E.

**GRADE SCALE**

95 - 100	=	A
90 - 94	=	A-
88 - 89	=	B+
83 - 87	=	B
80 - 82	=	B-
78 - 79	=	C+
73 - 77	=	C
70 - 72	=	C-
68 - 69	=	D+
63 - 67	=	D
60 - 62	=	D-
59 or below	=	E

*Report cards will be distributed on the following dates:*

<i>November 10</i>	<i>January 25</i>
<i>March 28</i>	<i>May 31</i>

*Progress reports, mid-marking period evaluations, will also be sent home on the following dates:*

<i>October 10</i>	<i>December 12</i>
<i>February 21</i>	<i>April 23</i>

*Parent/Teacher Conferences:*

<i>November 10</i>	<i>March 28</i>
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### **RETENTION/PROMOTION POLICY**

In the event that the appropriate grade placement of a child is called into question the question will be resolved in a deliberate, orderly way. The following process will be used.

When appropriate grade placement becomes a question, the teacher will notify the building principal. The principal and teacher will confer on the matter. Specific progress concerns will be identified. The student's progress in that grade will be examined. Using past performance documentation, performance on standardized test instruments, and anecdotal data a decision will be made concerning proper grade placement.

The first consideration in grade placement questions will be the long term and short-term welfare of the student. Secondly, it will be necessary to identify what interventions could be used to assure the positive progress of the student.

Students are expected to adhere to appropriate behavior practices. In the event that a student must be expelled from school as a disciplinary measure, he or she will be returned to the grade level deemed appropriate by the District. Students transferring to C. J. Sullivan Elementary School will be placed at the grade level that is most appropriate. In the event that grade and recent standardized test score documentation is not readily available, the student will be given a recognized standardized test to assist with the placement.

### **GRADE PROMOTION AND RETENTION**

#### ***Revised School Code***

#### ***Michigan Compiled Laws MCL 380.1***

Grade level and group assignments, including promotion and retention, shall be the responsibility of the Superintendent and shall be made in the best interests of the individual student subject to parent(s)/guardian(s) involvement in accordance with law.

Students will normally progress annually from grade to grade. However, exceptions may be recommended when, in the judgment of the professional staff, and after consultation with parent(s)/guardian(s), such exceptions are in the best interests of the individual student involved and retention is indicated.

In the case of a student's ability in one subject suggesting he may be better suited in a higher level the following procedure will be followed.

1. There must be a strong desire on the part of the student for the challenge.
2. There must be agreed parent support to follow through at home.
3. Considered student will be required to pass an end of year test in the subject of grade level being exempt from at a 90% or better average. As all students learn differently there needs to be consideration in all cases of accelerated learning for differentiated instruction and consideration of students who need challenge with extenuated circumstances.
4. Behavior issues will not be tolerated.
5. All parties involved will sign a short contract agreeing to this criteria.

### **HONOR ROLL - HONORS CONVOCATION**

The Honor Roll that is published in area newspapers recognizes all students for a marking period that have achieved a 3.0 average in their grades.

The L'Anse Area Schools Board of Education sponsors an annual honors convocation for students in grades 4 through 12 who have achieved academic excellence. Students that maintain a 3.50 average at the end of the 3<sup>rd</sup> marking period will be honored. Gold = all A's 4.0; silver = 3.99 – 3.70; bronze = 3.69 – 3.50. .

### **DRESS CODE**

Clothing should be clean and comfortable, but not sloppy. The following rules regarding the school dress code apply:

- 1) Suggestive or provocative clothing is prohibited. Short-shorts and tops that expose the midriff are unacceptable in an educational setting. Appropriate school attire such as shorts or skirts must be at least mid-thigh in length.
- 2) Clothing promoting tobacco or alcohol products, and other concepts deemed unhealthy or generally offensive to most of the public, will not be permitted in school. Wearing clothing that displays hate messages or ethnic slurs is prohibited.
- 3) Clothing styles that interfere with the educational process, or are unhealthy or destructive are prohibited.
- 4) Headwear may not be worn in the building. This includes hats, visors, bandanas, all hoods and chooks.
- 5) Jackets and coats will not be worn in the classroom.

Consequences for wearing inappropriate clothing fall under the school-wide discipline policy (please see p. 28). Students wearing inappropriate clothing will also be asked to change into something acceptable, or parents will be contacted and asked to bring appropriate clothing to school before the students will be admitted to class.

### **SCHOOL HEALTH**

#### **General Communicable Disease Guidelines**

Parents are requested to notify the school office or nurse whenever their student has a suspected communicable disease. Reporting assists us in monitoring the spread of such diseases within the district and helps us to react accordingly.

We are required to report the following communicable diseases to the local health department: Measles, Rubella, Mumps, Hepatitis, Scarlet fever, Strep throat, Scabies Lice, Pertussis (Whooping cough), Encephalitis, Meningitis, Chicken pox and Influenza. There are other communicable diseases that are not reportable but will also require exclusion from school such as Fifth's Disease, Impetigo, and Conjunctivitis (Pink eye).

If a student has a communicable disease they are to remain at home until fully recovered or receive medical clearance from a physician. A medical clearance means that a note/prescription from the physician's office must accompany the student upon their return to school.

Students who have a fever above 100.0 degrees Fahrenheit or an unexplained rash will be also excluded from school until their temperature is normal and/or their rash has been determined to be non-contagious by a physician.

Lice are always a concern for many families. Students will be excluded if they have *live lice*. Students may return to school after at-home treatments are given and nits are removed. The home monitoring process should continue for 2 weeks after treatment to ensure that re-infestation has not occurred.

### **(HIV) Positive Students - Board Policy #8510**

1. 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.
2. It is the right of the HIV positive student to participate in all school activities, including sports, if he or she is otherwise qualified.
3. It is that student's right to have process for arriving at reasonable accommodation with the school environment and/or providing special education services if the HIV positive student's condition warrants changes in educational services.
4. There will be a process for staff to notify the superintendent or designated district official if a student's status as HIV positive is identified.
5. 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.
6. 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.
7. HIV/STD prevention education for students offered at a minimum of once a year at the elementary, middle, and senior high school levels consistent with the Section 1169 of the Michigan School Code.

For further explanation of this policy, please refer to the policy set up by the Board of Education.

### **Ill or Injured Children**

1. The following procedure will be in effect in case of injuries:  
First aid will be administered and parents will be notified. If the parents cannot be reached, the alternate number will be called. If neither can be reached and the situation is serious, the family doctor will be called.
- 2.. When a child is not seriously ill or injured, an attempt will be made to have parents transport him/her home. **Please note that the nurse is in her office on a limited basis, only one hour a day in the C. J. Sullivan Elementary School.**
3. **Do not** send a child with an elevated temperature to school. Children with a temperature above 100.0 degrees Fahrenheit will be sent home.
4. Information including the child's name, grade, nature of illness or injury, and the length

of absence must be given to the school nurse or office by the teacher for all serious injuries and illnesses.

5. Written requests by parents to have children remain inside during recess and/or noon hour for a designated limited number of days will be complied with, providing children obey teacher's suggestions regarding behavior and activities. If these children do not conduct themselves properly, parents will be asked to keep them home until they are healthy enough to participate in outdoor activities.

### **Immunization Requirements**

All students who are new to the school district must meet the immunization requirements set by the State of Michigan. Students must present proof of current immunizations or have a signed waiver upon enrollment. Waivers must be based on philosophical, religious or medical objections. Students who do not present proof will not be admitted to school. Students who are not current will be expected to have the required vaccinations within the first month of attendance or they will be excluded from school.

Please check with our local health department at 524-6142 for current requirements based on the age of your student and previous immunization history.

### **Medication Policy - Board Policy # 8670**

#### A. Procedure for Administration of Medications in school

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, by inhaler, by injection, applied as drops to eyes, ears, or nose, or applied to the skin.

#### Procedures:

1. The student's parent/guardian must provide the school with written permission and request to administer medication. Request/permission forms may be obtained from the principal's office, the school nurse, or local physician.

#### **2. Medication must be labeled prescription or manufacturers container with the following information:**

- a. Students full name
- b. Name of medication
- c. Dosage and time to be administered
- d. Route of administration
- e. Duration of administration

3. Medication should be brought to the school office by the parent/guardian unless other safe arrangements are necessary and possible. (e.g. distance of child's home to school). Do not send it on the bus with the student if it is more than a one-day supply.

4. Medications should be taken at designated times with the supervision of authorized personnel.

5. All medication administered at school will be stored in the school nurse's office or alternate

locked area.

6. It is the student's responsibility, not school personnel, to get his/her medication at the designated time.
7. Exact dosage of medications is required in the case of tablets. School personnel will not be responsible for dividing pills.
8. No dosage or time of administration changes shall be instituted except by written instruction from the physician after the initial request.
9. Parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
10. Prescription and medication supply renewal is the responsibility of the parent/guardian.
11. Medication left over at the end of the school year shall be picked up by the parent/guardian or the school will appropriately dispose of the medication.
12. Self-administration of **any medication must** also include all the above steps. Students who must carry and consume, apply, inject or inhale a life-saving medication do not have to comply with steps 4 & 5 because of the immediate nature of treatment.
13. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian. If a student is under an Individualized Educational Program (IEP) or Section 504 Plan, the action must be taken in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.
14. Tylenol is dispensed by the nurse only if the Student Health Form is completed and signed. Alternate pain medications can be sent to school for your student but all the above rules apply.

#### **LUNCH PROGRAM - C. J. SULLIVAN ELEMENTARY**

Breakfast and hot lunch are available to all students. Children participating in the breakfast program should go directly to the cafeteria upon arrival at school. Please allow enough time for your child to eat and not be late for class (non-bus students). Available portions are adequate for elementary age children. Please indicate your child's name on the envelope with their lunch money. All meals must be prepaid. No charges will be allowed. Please check the parent link on the L'Anse Web site ([www.lanseschools.org](http://www.lanseschools.org)) to see what the balance is in your account.

***HOT LUNCH PRICES: Breakfast - .75 Reduced breakfast - .30  
Elementary Lunch – \$2.00; Reduced lunch - .40. H.S. - \$2.25; Extras - \$1.00; Adults - \$3.25.***

#### **C. J. SULLIVAN ELEMENTARY SCHOOL LIBRARY RULES FOR STUDENTS**

1. Students must have an up-to-date library registration card on file in the library. The card must contain the student's name, address and telephone number and must be signed by a parent or guardian. If a student does not have this registration card on file they may not check material out of the library.

2. No library material is to be removed from the library without first being checked out. Students may sign out books and magazines for a two week period. These items may be renewed for an additional two-week period but the items must be brought into the library and signed out again. No items will be renewed without the student having the items in hand.

3. Students may check out only two items during each library period. If any student has any overdue material, no new materials may be taken out of the library until the overdue material has been returned and the library fine paid. If a student loses or damages library materials, no new material may be taken out until the bill for the lost material has been paid.

4. When material becomes overdue, there is a seven-day grace period before the students will be charged fines. Fines on overdue materials are calculated at the rate of \$0.05 per day. Thus, on the eighth day the fine will begin at \$0.40. However, if a lost item is later found by the student, the money will be refunded, minus any fine.

5. The maximum fine that can accumulate is \$1.00 on a magazine, \$3.00 on a paperback book, and \$5.00 on a hardcover book.

6. If materials remain overdue longer than 35 days, the parent/guardian will be sent a bill according to the following rules:

    \$ 8.00 for paperback books

    \$18.00 for hardcover books

The current postage rate through the US Postal Service will be added to the bill.

### **INTERNET USE POLICY**

#### **Board Policy # 4000**

**Internet Access is available to students and staff in the L’Anse Area School District. The Internet is a global electronic information source. It is a network of networks used by educator, business, government, the military, organizations, and private individuals. In schools, the Internet can be used to educate, inform, communicate and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. The School District’s goal in providing this service to students and staff is to promote educational excellence. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.**

**Students and staff using the Internet may have access to the following materials:**

- 1. Information and news.**
- 2. Public domain and shareware of all types.**
- 3. Discussion groups on a wide range of topics ranging from diverse cultures, to the environment, to music and to politics.**
- 4. Access to current research.**
- 5. Electronic mail communication with people from all over the world.**

**With access to computers and people from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The L’Anse Area Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The educational information and interaction available on the worldwide network far outweigh the possibility that users may**

procure materials that is not consistent without educational goals.

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 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**

Only those students with Internet instruction shall be given the privilege of using the Internet.

Students are advised the 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 users will have:

1. The privilege to access the Internet to facilitate educational growth in technology, information gathering skills and communication skills.
2. A conditional (requires approval) privilege to request news groups from the Internet in order to facilitate real-time learning with members on the network. This may include the conditional privilege to sign up for the lists on the Internet.
3. The privilege to send e-mail according to the L'Anse Area Schools telephone policy. Students will also have the responsibility to control their language so it is not offensive or embarrassing to the school district and to abide by all student responsibilities and rules of network etiquette.
4. The responsibility of keeping all pornographic materials, inappropriate text files or files dangerous to the integrity of the network from entering the school via the Internet and to report all violations.

### **STUDENT RESPONSIBILITIES**

Students are:

1. Responsible for their password.
2. 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.
3. Responsible for getting approval from the teacher or library media specialist for all subscriptions to newsgroups, list servers, and similar files.
4. Responsible for maintaining the integrity of the electronic mail system.
5. Responsible for mail received.
6. Not to use the network for wasteful or frivolous purposes such as playing network games.

7. Required to log use of the network.
8. Not to misuse system sources, or allow others to misuse system sources.
9. Not to misuse or tamper with equipment.
10. Not to use the network for financial or commercial gains.

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. Message 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.

#### **MISUSE OF PRIVILEGES AND CONSEQUENCES**

Student users are held responsible for their actions and activity, as outlined in the Responsibility section above. Unacceptable use of the network will result in the suspension of all privileges. Reinstatement of privileges will be made at the discretion of the supervisory staff.

##### **Acceptable Use:**

1. Use of the Internet must be in support of education and research in accordance with the educational objectives of the school district.

##### **Unacceptable Use:**

1. Students may not knowingly access defamatory, abusive, obscene, profane, sexually oriented, threatening, racially, offensive, or illegal materials. This includes, but is not limited to, pictures, movies, sounds, or text.
2. Home pages created by students may not:
  - a. Be used for commercial purposes or political lobbying.
  - b. Contain abusive or otherwise objectionable language.
  - c. Contain any material that violates any U.S. or state law or regulation. This includes, but is not limited to, copyrighted materials: threatening, racist, sexist pornographic, or obscene material: or information protected by trade secret.
3. Access to the Internet is a privilege, not a right, and inappropriate use of the Internet will result in a cancellation of those privileges. The administration, faculty, and staff of L'Anse Area Schools may deny, suspend or revoke the access privileges of any student.

#### **VANDALISM:**

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 materials. 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.

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING**

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 educational 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.

Parents of children under the age of 18 are responsible for the activities of their children. The child will assume the responsibility to adhere to their standards. Users and parents must be aware that there are things on the Internet that may be considered offensive.

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 hours 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 APPLIED TO THE APPROPRIATE FORMS IN THE LIBRARY.

**POSITIVE BEHAVIOR**

Positive behavior will be recognized through Sully cards and good citizenship awards.

**DISCIPLINE GUIDELINES - SCHOOL WIDE**

**Reminder:** All school rules apply on school property and at all school sponsored activities

**and events.**

Our goal is to encourage students to practice the self-discipline they are going to need as they mature. We believe it is important that parents, teachers, and administration be consistent in enforcing our school rules. It is only as we move forward as a team and work together that good building discipline can be realized and a set of consistent expectations in behaviors be developed on the part of students.

It is expected that all students will:

1. not violate the rights of other people.
2. not engage themselves in activities that will prove to be dangerous to themselves or others.
3. respect other students, faculty and staff, and school property.

The above behaviors give rise to a multitude of more specific expectations, but are the essence of the school-wide discipline plan. **Please keep in mind that it is impossible to list every possible incident subject to disciplinary action.** It will be the judgment of the Principal to determine if other acts of behavior beyond those listed in the Student Code of Conduct are punishable and what action will be taken. The degree of discipline may be increased or decreased based on aggravating or mitigating circumstances, and all previous discipline incidents will be considered when a student reports to the office. Student violations will be divided into three categories: Minor infractions, Intermediate infractions, and Major infractions.

**MINOR INFRACTIONS:**

Examples of minor infractions include: running in the halls, chewing gum, teasing, cheating, unsafe playground behavior (e.g., pushing, shoving, tackle football), throwing snowballs, throwing food in the cafeteria, misuse of library, not lining up outside, excessive noise in the building, failure to follow classroom rules. Each of these behaviors will include a Behavior Improvement Slip (please see p. 28/29) from the faculty/staff person observing the behavior to the student’s homeroom teacher, where points will be added to the student’s Discipline Point Bank. Once a student accumulates 20 or more discipline points, the homeroom teacher will make a referral to the principal and it will be treated as an intermediate infraction.

**BEHAVIOR IMPROVEMENT SLIP**

\_\_\_\_\_ Student’s Name  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Homeroom Teacher  
 \_\_\_\_\_ Referring Teacher

**PROBLEM BEHAVIOR:**

- |       |                             |          |
|-------|-----------------------------|----------|
| _____ | Wearing hat in building     | 2 Points |
| _____ | Chewing gum                 | 2 Points |
| _____ | Eating outside cafeteria    | 2 Points |
| _____ | Inappropriate clothing      | 3 Points |
| _____ | Not lining up outside       | 3 Points |
| _____ | Running in halls            | 4 Points |
| _____ | Littering                   | 4 Points |
| _____ | Excessive Noise in Building | 4 Points |

_____	Failure to follow classroom rules	5 Points
_____	Teasing	5 Points
_____	Spitting	5 Points
_____	Inappropriate Hallway behavior	5 Points
_____	Inappropriate Bathroom Behavior	5 Points
_____	Inappropriate Lunchroom Behavior	5 Points
_____	Inappropriate Recess Behavior	5 Points
_____	Other	
Total Points	_____	

All points will be added to each student’s point bank. Once a student has accumulated 20 Points, a discipline referral will be issued by the homeroom teacher to the Principal and treated as an intermediate infraction. Each additional 15 points will result in an additional discipline referral.

**INTERMEDIATE INFRACTIONS:**

Once a student has accumulated 20 points all of the above infractions will become intermediate infractions. Each student will receive another referral after accumulating 15 points. A copy of the referral will be sent to the Principal and a copy will be mailed home.

- 1st Offense: 1 Hour Detention or School Service
- 2nd Offense: 1/2 Day In-School Suspension
- 3rd Offense: Call to parents + 1 Day In-School Suspension
- 4th Offense: Meeting with parent and student + 1 day In-School Suspension
- 5th Offense: Progress to Major Infraction Code

**MAJOR INFRACTIONS:**

Examples of major infractions include: Insubordination, swearing, skipping school, stealing, fighting, use or possession of tobacco/drugs/alcohol, destruction of property, inappropriate gestures, sexual, racial or religious harassment or remarks including anti-Semitic, destructive bathroom behavior, verbal threats, false fire alarm, and trespassing. Each of these behaviors will include a referral from the teacher observing the behavior to the Principal. A copy of the referral will also be mailed home. Students will also telephone their parents at the time of the incident. Each of these infractions may also lead to a referral to the police and or a conference with a parent/guardian.

If a student is suspended or expelled from school, they may not attend or participate in any school-related extra-curricular activities. In addition, students who are either suspended or expelled may not be in the school building or on school grounds at any time without the permission of the office.

**Note:** Students from the elementary school participating in classes at the high school/middle school will abide by high school/middle school policies as they pertain to participation in the particular classes. Students so assigned will be given a Jr/Sr handbook during their first week of attendance in the class.

**Any student receiving a combination of 6 discipline referrals and/or bus referrals in the course of the year will lose any field trip privileges for the remainder of the school year. Students entering after the start of the school year will be prorated according to the amount of time remaining in the school year.**

**HAZING**  
**Board Policy # 8270**

**Hazing Prohibited**

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored by the District and whose membership is totally or predominately other students from the District.

**BULLYING**  
**Board Policy # 8260**

**Bullying Prohibited**

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, enforcement officials shall be notified of bullying incidents.

- |              |   |
|--------------|---|
| 1st Offense: | 1 Day Suspension  |
| 2nd Offense: | 3 Day Suspension  |
| 3rd Offense: | 5 Day Suspension  |
| 4th Offense: | 10 Day Suspension   |
| 5th Offense: | Student will remain out of school pending a recommendation to the L’Anse Area Schools Board of Education for expulsion. |

The perpetrating student(s) will clean up littering and/or damage resulting from malicious destruction or parents will be billed for the cost of clean up.

**TERRORISTIC THREATS/ACTS**  
**Board Polity # 8255**

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in

reckless disregard of the risk causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the L'Anse School District, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity and hereby adopts a "zero tolerance" of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act and to initiate or recommend the most serious disciplinary action available under the law for such threats or acts.

**ASSAULTS COMMITTED BY STUDENTS AGAINST SCHOOL PERSONNEL  
MICHIGAN LAW (STUDENT ON ADULT ASSAULT)**

**Mandatory expulsion of a minimum of 180 days is required of students who physically assault an employee or volunteer or contractor of a school district. Expulsion of up to 180 days is also required of any threat or similar threat directed at a school building, other property, or school related event.**

**Verbal Assault shall be defined as:**

**Any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear or imminent injury, coupled with the apparent ability to inflict injury.**

**MICHIGAN LAW PA 102 (STUDENT ON STUDENT ASSAULT)**

**The Board of Education shall expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus, or other school related vehicle, or at a school sponsored activity or event. For more information refer to Board Policy 8255.**

**Definition of Physical assault: Intentionally causing or attempting to cause physical harm to another through force or violence.**

- 1. ARSON – Intentionally setting a fire.**
- 2. ASSAULT – Physical violence to all other persons.**
- 3. BOMB THREAT**
- 4. BULLYING – The repeated intimidation of others by the real or threatened infliction of physical, verbal, written electronically transmitted, or emotional abuse, or through attacks on the property of another.**
- 5. BURGLARY – Theft or possession of stolen property.**
- 6. EXPLOSIVES – Explosives are not permitted on school property or at school sponsored events. This includes fireworks.**
- 7. EXTORTION, BLACKMAIL OR COERCION – Obtaining money or property by violence or threat of violence or forcing someone to do something against their will by force or threat of force.**
- 8. FIRE ALARM – Pulling a fire alarm when there is not a threat of fire.**
- 9. GAMBLING**
- 10. HAZING – Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation or rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.**
- 11. LARCENY/THEFT**
- 12. MALICIOUS MISCHIEF – could involve questionable drawings (i.e. violence, weapons,**

- etc.) or offensive drawings of another person, classroom behavior and property damage.
13. **ROBBERY** – Stealing from an individual by force or threat of force.
  14. **SALE, POSSESSION, USE OR MISUSE OF ALCOHOL, DRUGS OR UNDER THE INFLUENCE OF DRUGS/ALCOHOL.**
  15. **TERRORISTIC THREATS/ACTS** – Board of Education Policy Number 8255-2
  16. **TRESPASS** – Being present in an unauthorized place or refusing to leave when ordered to do so.
  17. **UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES** – Interfering with administrators or teachers by force or violence.
  18. **UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITIES** – Interfering with administrators or teachers by intimidation with threat of violence.
  19. **VIOLENCE** – instigating riots, demonstrations, etc.
  20. **VIOLATION OF STATE LAWS AND LOCAL ORDINANCES** – the commission of or participation in such activities in the school building, on school property, or at school sponsored events is prohibited. The school regardless of whether or not criminal charges result will take disciplinary action.

### **WEAPONS POLICY**

In order to comply with federal guidelines, it was necessary for Boards of Education to adopt a weapons policy before November 1, 1994. State and Federal laws mandate this program in Michigan Schools.

While on school property, or if in attendance at school functions, students, for just cause, may be subject to search. If a student is found to be in possession of illegal or misappropriated materials, such items will be confiscated for proper disposition. The policy follows: **Weapons brought on school properties will result in expulsion from school for one year in accordance with federal and state laws. K – 5 maximum of 90 days and 6 – 12 maximum of 180 days.**

### **APPEAL PROCEDURES**

- Step 1** Parents may appeal the decision regarding suspension resulting from attendance or behavior discipline made by the principal. Such requests shall be made in writing within the period of suspension. During the appeal process the suspensions will be held in abeyance. The principal shall affirm or modify the terms of her action in writing within two school days from the date of the appeal.
- Step 2** Within five school days of the principal's decision, the parent may appeal such decision in writing to the Superintendent of schools or his designee. During the appeal process the suspensions will be held in abeyance (temporary inactivity). The superintendent shall affirm or modify the decision of the principal within five school days from hearing the appeal in writing.
- Step 3** The superintendent's decision may be appealed, in writing, to the board of education policy committee within five school days of the superintendent's decision. The letter of appeal must give members of the policy committee permission to examine the students' files and records in the school. During the appeal process the suspension will be held in abeyance. The Policy Committee will schedule a meeting with the parents filing the appeal. The decision of the Board of Education Policy Committee is final.

## HOMEWORK POLICY

In the event of illness, make-up work will be provided upon the student's return to school or after school the day of the absence. The student will have the time missed plus one day to complete the assignments. Missed class work and homework will be recorded as a zero if the student does not complete the work and turn in as required by the teacher. **No advance homework will be given under any circumstances.**

## SCHOOL SERVICE

School service will be assigned to students who have broken school rules such as: littering, spitting, and defacing school property. School service will include school-wide clean-up projects. This will take place after school. It is the responsibility of the parent to make transportation arrangements for students doing school service.

## DETENTION

Students will serve detentions after school on Tuesday and Thursday. In the event that a student is given a detention, *she/he* will notify her/his parents at the time that the detention is given. ***If a student misses (skips) a detention or fails to inform us that they are not coming, they will move to the next step on the intermediate infractions.***

***IT IS THE RESPONSIBILITY OF THE PARENT TO MAKE TRANSPORTATION ARRANGEMENTS FOR STUDENTS HAVING TO SERVE DETENTIONS.***

## IN-SCHOOL SUSPENSION

If a student is serving an in-school suspension they are responsible for that day's work as if they were sitting in class. Failure to complete an assignment will result in a zero.

## SUSPENSION

In cases where serious breaches of rules have occurred, or in cases where the continued presence of the student may be harmful to that student or other students, or in cases where the presence of the student is detrimental to the education process, both in-school suspension (ISS) and out of school suspension (OSS) will be considered and used. Students receiving OSS will not receive credit for work assigned during the suspension period. **Test can be made up.**

Extended suspensions will be handled on a case-by-case basis in accordance with the State School Code and other applicable statutes.

## TEACHER INITIATED SUSPENSION GUIDELINES

1. A teacher is authorized to immediately remove and suspend a student from a class subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the school's Student Code of Conduct.
2. The student will be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level requiring a multiple day suspension or expulsion. This will be in accordance with the Board of Education Policy and the school's Student Code of Conduct.

3. Any student suspended from the same class, subject or activity for ten accumulative days during the same school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day. This will be in accordance with due process requirements required by Board Policy for suspensions of ten days or more.
4. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.
5. The student should immediately be sent/directed to the principal's office.
6. The teacher, at the end of the class period or as soon as possible after the incident, shall submit to the principal a completed suspension form regarding the incident.
7. The teacher suspending the student is required by law to establish a parent conference. Prior to making the contact, the teacher and principal are to confer on the seriousness of the incident and suggested discipline.
8. By the end of the day on which the incident occurred, the teacher shall contact the parent to schedule a conference in an attempt to resolve the issue. The conference with the parent may be accomplished through a telephone conversation depending on the seriousness of the incident. However, numerous incidents require a school conference with parents/guardians, teacher, and if requested, the counselor and the principal.
9. Teacher initiated suspensions (Snap suspensions) will be entered on the student discipline sheet in the principal's office. After 3 snap suspensions the student will automatically receive a referral from the principal's office. The student's discipline for this referral will fall under the first step of the intermediate infraction section, or the step in the school-wide discipline plan that the student is on at the time of the snap suspension

### **LUNCH ROOM RULES**

1. There will be no loud, boisterous talking or noise making in the waiting line or while in the lunch room.
2. All students will be required to observe good table manners while in the lunchroom.
3. No food will be taken from the lunchroom.
4. Students throwing food or intentionally spilling it will be required to help clean the lunchroom after the meal.
5. Students are expected to leave the lunchroom immediately after eating. They will go to their room or outside.

### **ALCOHOLISM AND DRUG ABUSE**

The L'Anse Area Schools' Board of Education firmly believes that the unlawful use, possession

and/or sale of alcohol and illicit drugs are wrong and harmful to students. The Board wishes all students to know that it clearly prohibits the unlawful possession, use or distribution of alcohol and illicit drugs on school premises or as any part of school-related activities.

A copy of the counseling and treatment resource list for the L'Anse Area School District is available in the library, office and counselor's office.

### **PHYSICAL EDUCATION/MUSIC/Art**

Students at C. J. Sullivan receive 30 minutes of Physical Education two days per week. It is important for the safety of the students and maintenance of the gym floor that students wear soft-soled shoes for class. **Students wearing hard soled shoes, sandals, high-heeled shoes, shoes with 2-3 inch soles, or boots will not be permitted to participate in planned class activities that day.** Under no condition will a student participate in stocking feet.

Grading for gym is based on participation as students receive satisfactory or unsatisfactory grades. Whenever a student cannot participate in class (improper shoes, misbehavior, not following class rules, etc.) his/her grade lowers to the number of instances that occur and will receive discipline points for each occurrence. Two instances results in a "S-" (satisfactory) grade and 3 or more results in a "U" (unsatisfactory) grade.

Whenever a student cannot participate in gym class because of health reasons (injury, illness, or recovery) a note from home explaining the situation should be given to the physical education teacher. A phone call to the school will also be appropriate. They will also receive 30 minutes of music and 30 minutes of art once a week.

### **GYM RULES**

Food and drink are not allowed in the gymnasiums.

You may not walk on the gym-playing surface with street shoes. Everyone using the gym-playing surface must wear gym shoes (no socks, no bare feet, etc.) Students participating in gym classes or sports are required to have a separate pair of gym shoes to be worn in the gym only.

### **STUDENT STUDY TEAM**

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 C. J. Sullivan Elementary 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 PROCEDURE**

Initial Special Education referral procedure:

10 calendar days:

1. Initial Special Education Referral (Parent(s)/Guardian given Procedural Safeguards)
2. Parent permission to evaluate sent

30 school days:

3. Evaluation (including parent input)
4. Multidisciplinary evaluation team meeting (parents invited)
5. Invitation to individual education team meeting (IEPT meeting) (parent(s)/guardian given Procedural Safeguards)
6. IEP team meets (IEPT)

Parents agree with IEPT decision and give written consent to services if the student qualifies: **INDIVIDUALIZED EDUCATIONAL PROGRAM DEVELOPED**  
 Parents, school staff and agencies, as appropriate, develop written educational objectives for students. The educational plan covers no more than 12 months.  
**SPECIAL EDUCATION SERVICES**

Parents disagree with IEPT decision. They may request: **MEDIATION Or An Impartial Due Process Hearing** (see “Procedural Safeguards Available to Parents of Children with Disabilities” handbook.

### **ACADEMIC ASSISTANCE**

Academic assistance is available through Title 1 for those students in grades K-6 who meet the qualifying criteria. Title I is supplementary assistance for children who are at risk of failing to meet core subject standards. After school tutoring may be offered each semester.

### **GUIDANCE COUNSELOR SERVICES**

**Guidance counseling services are available to all students. Referrals can be made by parents and school staff members.**

### **BUS RULES**

***Riding the Bus is a Privilege and not a Right***

***BUSES:*** We do not encourage students to ride buses unless they have been assigned to bus transportation. If at some time your child **must** ride a bus to a friend's or relative's home, a written request signed by the **parent** must be brought to the principal's office for approval. **The principal's office will not write a permission slip for the student unless the parents are**

contacted.

Students and parents are advised that riding a school bus is a privilege. If the safety of others is at stake because of the misbehavior of a student, that student will be disciplined. We emphasize that students have a responsibility for the safety of others, to their classmates and to themselves.

The following bus rules will apply to all students:

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 roadway at all times while waiting for the bus.
5. Cross in front of the bus and at least 10 feet in front of the bus when crossing the highway. Never cross the highway in the back of the bus.
6. Do not run along side 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. Papers and trash are to be thrown in the box near 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.

In the event of misconduct or disobeying the rules, the following will apply:

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

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

**Consequences:**

**Minor infractions:**

- 1<sup>st</sup> Talking to by principal
- 2<sup>nd</sup> After school detention
- 3<sup>rd</sup> 5 days after school detention
- 4<sup>th</sup> Suspension of bus riding privileges for up to 1 one day

**Major infractions:**

- 1<sup>st</sup> 1 – 3 day suspension of bus riding privileges
- 2<sup>nd</sup> 3 – 5 day suspension of bus riding privileges
- 3<sup>rd</sup> Up to 10 days suspension of bus riding privileges
- 4<sup>th</sup> Loss of bus riding privileges for the remainder of the year

**ANTI HARASSMENT POLICY**

**Board Policy # 8018-2**

**Discriminatory Harassment of Students**

Should the complaint be against the Superintendent, the incident shall be reported to:

President of the Board of Education  
L'Anse Area Schools  
201 N. Fourth Street  
L'Anse, Michigan 49946  
(906) 524-6121

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a

School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

**SEXUAL HARASSMENT**  
**Board Policy #8018-2, 8018-3, 8018-R-2**

**Sexual Harassment and Intimidation**

Any person who alleges sexual harassment by a Board member, staff member or student in this District, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building Principal, school counselor, District Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

(See Sample copy of COMPLAINT/GRIEVANCE FORM in back of Appendix)

**Sexual Harassment is Against the Law**

Both schools and businesses can face severe penalties if they allow sexual harassment to occur. Sexual harassment in schools became clearly illegal with an amendment to the Title IX of the Civil Rights Act. In 1992 the Supreme Court affirmed that Title IX gives students the right to recover damages from schools and school officials for sexual harassment.

Sexual harassment in the workplace is illegal under an amendment to the Title VII of the Civil Rights Act.

Sexual harassment can occur between people who are dating or have dated.

Any retaliation against an employee who complains about sexual harassment is illegal.

**What is Sexual Harassment?**

Any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature that is severe or pervasive enough to create a hostile or intimidating work environment.

**“Sexual advance”** means trying to pressure or entice someone into a sexual act.

**“Sexual favors”** are sexual acts performed in return for a reward, for example a better grade in school or promotion at work.

**“Verbal conduct of a sexual nature”** includes improper undesired comments or jokes about a person’s body, clothing, or gender.

**“Physical conduct of a sexual nature”** means improper and undesired touching -- patting, pinching, leering, brushing up against a person’s body - even physical assault. It also includes displaying sexually explicit or degrading materials posters, calculators, graffiti, or signs with offensive messages.

**“that is severe or pervasive enough to create a hostile or intimidating work environment,”** means that sexual harassment adversely affects a person’s efforts or reputation at work or school.

Sexually harassing behavior doesn’t necessarily prevent the victim from doing the job. Many targets of sexual harassment continue working, even under the duress of pervasive sexual harassment.

## **Ten Ways to Stop Sexual Harassment**

### **1. Say “Stop!”**

First, tell the harasser to stop the behavior. Don’t ignore sexual harassment; it doesn’t go away. It usually gets worse if ignored. If you feel sexual behavior has violated you, tell the harasser to stop the behavior immediately. That’s sometimes enough to end the harassment.

### **2. Get emotional support**

Look for an organization to help you. Call a local advocacy organization or counseling center. Talk to someone you feel comfortable with - maybe a CO-worker or a friend outside work.

### **3. Document every harassing incident**

Keeping a log makes it easier to remember incidents and get results from top management. Record:

What happened?

Where it happened

Date it happened

How you felt

How you responded to the harasser

What the harasser did next

Who else witnessed the incident?

Whether you reported the harassment to a supervisor, teacher or government

### **4. Look for evidence**

Sexual harassers are often repeat offenders. Ask co-workers or other students whom you trust if they have experienced similar behavior or have witnessed your problems. Try to find other victims, get together and protest collectively. It will be much harder for the company or school to ignore the behavior or protect the harasser.

### **5. Write the harasser**

The letter should have three parts:

Describe the harassment

Describe how the harassment made you feel

Tell the harasser to stop

### **6. Create a written record.** Keep a copy of your letter away from work or school.

### **7. Document your job performance.**

If the harassment occurred at work, keep copies of your job evaluations and any memos that attest to the quality of your work. Keep these files away from work, just in case someone tampers with your files.

### **8. Use a grievance procedure**

Tell people in authority about the incident. Title Nine requires that schools have a grievance procedure for incidents of sexual harassment. Harassment should first be reported to the principal. If you don't feel comfortable talking to the principal, speak with the assistance principal, human rights officer, superintendent, or a school board member. If the incident occurred at work, speak with your manager or someone in the personnel department.

**9. File a charge**

You can file a charge with a local, state or federal agency that enforces laws that protect against employment discrimination.

**10. Consult an attorney.** You do not have to hire an attorney to file a charge, but it helps. Try to find a lawyer who has a successful track record representing sexual harassment victims.

**Coping Strategies**

A target of sexual harassment often adopts a coping strategy - behavior that sometimes gives the appearance that she/he is a willing participant, but in fact is only dealing with an unpleasant situation. According to one expert on coping strategies:

Targets "respond to sexually harassing behavior in a variety of reasonable ways. The coping strategy a woman selects depends on her personal style, the type of incident, and her expectation that the situation is susceptible to resolution."

Typical coping methods include:

- denying the impact of the event, blocking it out
- avoiding the workplace or the harasser, for instance, by taking sick leave or otherwise being absent
- telling the harasser to stop
- engaging in joking or other banter in the language of the workplace in order to defuse the situation
- threatening to make or actually making an informal or form.

**LASER LIGHTS**

Laser lights are banned from school property and all school functions for students. Any student caught with a laser light will surrender it to school officials. It will be taken to the principal's office. A parent or guardian may come in to the principal and pick up the light. If a student has a laser light, she/he could be suspended. The principal will deal with the discipline associated with the light.

**FIRE/TORNADO DRILLS/DISASTER/LOCKDOWN DRILLS**

**Fire, tornado, disaster drills and lockdown drills** will be conducted during the school year. Follow the directions of the teacher in charge. Fire and tornado drill regulations are posted in all rooms and on the bulletin boards. **PLEASE NOTE – in the event of a disaster, students will be bussed to a safe location. You will need to listen to local radio for more information.**

**SUBSTITUTE TEACHERS**

On days when it is necessary for a teacher to be replaced by a substitute teacher, students are expected to be on the **BEST** behavior. Students causing problems in the class will be removed promptly from class. **THE STUDENT** will serve in-school suspension for the remainder of the

day and the parent will be contacted. Discipline of these students will be handled at the time of the teacher's return. In the case of an extended absence of the regular teacher the students and parents will provide a written assurance that the student will behave appropriately on their readmission to the class

### **WEB ACCESS**

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

### **EXTRA-CURRICULAR ACTIVITIES**

**To participate in any school sponsored extra-curricular activity, students must be passing 4 out of 6 subjects on a weekly basis.**

L'ANSE AREA SCHOOLS  
COMPLAINT/GRIEVANCE FORM  
FOR  
TITLE IV - (Race, color or National Origin Discrimination)  
TITLE IX - (Sex Discrimination)  
TITLE VII of Civil Rights Act of 1964  
SECTION 504 - (Handicap Discrimination)  
TITLE II & Age Act  
Harassment

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

Address \_\_\_\_\_

Street

City

State

Zip Code

Telephone \_\_\_\_\_

Home

School or 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 of 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 Education Designee