

**L'Anse Jr/Sr High School
Student Code of Conduct Handbook
School Year 2020-2021**



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Notice of Non Discrimination

It is the policy of the L'Anse Area School District that no person on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight, or height shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the policies should be directed to the Superintendent, L'Anse Area Schools, 201 N. Fourth St., L'Anse, MI 49946, and 906.524.6000.

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L'ANSE AREA SCHOOLS
CALENDAR
2020 - 2021

September 1	~	First Day for Students
September 4	~	No Classes
September 7	~	Labor Day (<i>School & Offices Closed</i>)
October 5	~	Progress Report Distribution 1
October 9	~	No Classes (<i>Teacher In-Service</i>)
October 30	~	End of First Marking Period
November 5	~	1/2-day School - Dismissal at 11:55 a.m. (<i>Hours 1, 2, 3 & 4</i>) *Parent/Teacher Conference 12:30-3:30 & 4:30-7:30 p.m.
November 6	~	1/2-day School - Dismissal at 11:55 a.m. (<i>Hours 5, 6, 7 & 4</i>) - (<i>Teacher In-Service</i>)
November 25, 26 & 27	~	Thanksgiving Break (<i>School & Offices Closed</i>)
December 7	~	Progress Report Distribution 2
December 21 – Jan. 1	~	Winter Break (No Classes) – <i>Classes resume Jan. 4</i>
January 20	~	Semester Exams – Dismissal at 11:55 a.m. (<i>Hours 1 & 2</i>)
January 21	~	Semester Exams – Dismissal at 1:20 p.m. (<i>Hours 3, 4 & 5</i>)
January 22	~	Semester Exams – Dismissal at 11:55 a.m. (<i>Hours 6 & 7</i>)
February 19	~	No Classes (<i>Teacher In-Service</i>)
February 22	~	No Classes - <i>Mid-Winter Break</i>
February 25	~	Half Day - Dismissal at 11:55 a.m. (<i>Teacher In-Service</i>) - (<i>Hours 1, 2, 3 & 4</i>) *Parent/Teacher Conferences - 12:30-3:30 p.m.
February 26	~	Progress Report Distribution 3
March 26	~	End of Third Marking Period
March 29 – April 5	~	Spring Break (No Classes) – <i>Classes resume April 6</i>
April 13	~	Half Day - Dismissal at 11:55 a.m. (<i>Teacher In-Service</i>) –SAT & PSAT Testing
May 1	~	Prom
May 3	~	Progress Report Distribution 4
May 19	~	Honors Convocation – 7:00 p.m.
May 27	~	Graduation - 7:00 p.m.
May 31	~	Memorial Day (<i>School & Offices Closed</i>)
June 4	~	Final Exams - Dismissal at 11:55 a.m. (<i>Hours 1 & 2</i>)
June 7	~	Final Exams - Dismissal at 1:20 p.m. (<i>Hours 3, 4 & 5</i>)
June 8	~	Final Exams - Dismissal at 11:55 a.m. (<i>Hours 6 & 7</i>)
June 8	~	Last Day for Students

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **August 2020**. If any of the policies or administrative guidelines referenced herein are revised after this date the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

At L'Anse Area Schools, students, staff and families work together to develop individual strengths, talents and responsibilities in a caring, respectful, and safe environment.

EQUAL EDUCATION OPPORTUNITY

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

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

Susan Tollefson
Superintendent
906-524-6000, ext 1

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

DISTRICT PARENT/FAMILY ENGAGEMENT POLICY

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). This policy is available on our website www.lanseschools.org

To this end, parents/guardians should be involved in:

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.

2. Providing a school and home environment that encourages learning and augments, at home, the learning experiences provided at school.

To assist parents with monitoring student progress, Skyward Family access is available on our website www.lanseschools.org. Passwords can be obtained by calling the school office.

SCHOOL DAY

DAILY BELL SCHEDULE

1 st Hour	8:15-9:07
2 nd Hour	9:12-10:04
3 rd Hour	10:09-11:01
4 th Hour (HS)	11:06-11:58
4 th Hour (JH)	11:35-12:27
Lunch (HS)	11:58-12:28
Lunch (JH)	11:01-11:31
5 th Hour	12:32-1:24
6 th Hour	1:29-2:21
7 th Hour	2:26-3:18

DELAYED BELL SCHEDULE

1 st Hour	10:15 – 10:49
2 nd Hour	10:54-11:29
3 rd Hour	11:34-12:09
4 th Hour (HS)	12:14-12:49
4 th Hour (JH)	12:43-1:18
Lunch (HS)	12:49-1:19
Lunch (JH)	12:09-12:39
5 th Hour	1:23-1:58
6 th Hour	2:03-2:38
7 th Hour	2:43-3:18

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

CIVIL RIGHTS

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

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

Adopted January 28, 2002

STUDENT WELL-BEING

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office. Any change in health care needs should also be provided to the office immediately.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

HOMESCHOOLING

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

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

Enrollment paperwork can be obtained from the school website: www.lanseschools.org

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan will be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state will be temporarily denied admission to the District's school during the period of suspension or expulsion even if that student would otherwise be entitled to attend the school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

AGE OF MAJORITY

When a student becomes 18 years of age and when the parent/guardian chooses for their son/daughter to be responsible for his/her own attendance and other forms. You can pick up an Age of Majority form from the office which requires a parental signature.

SCHEDULING AND ASSIGNMENT

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

prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

All classes shared with other schools, that are being requested by students will be approved on a yearly basis by the building principal. Students may need to provide their own transportation and decisions will be made based on coordination of classes and matrix times.

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from L'Anse Jr/Sr High School, the parent must notify the principal, return all school materials, and pay any fees or fines that are due. School records, will not be released until the student has completed this procedure. Parents are encouraged to contact the guidance counselor for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought to the office will be properly secured.
 - Medication must be conveyed to school directly by the parent.
 - Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instruction and the parent's written permission release.

Asthma Inhalers and Epi-pens:

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

Non-prescribed (Over-the-Counter) Medications:

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. If a student is found using non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NONCASUAL –CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. To inquire about evaluation procedures and programs contact the guidance counselor.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instruction or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the school counselor to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory Information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/Guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found under Board Policy 8330. The L'Anse Area School District designates the following as student "**directory information**":

- Student Name
- Student Address
- Telephone Number
- School photograph or videos of students participating in school activities, events, or programs
- Date and place of birth
- Major Field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height, if members of athletic teams
- Degrees, honors, and awards received
- Date of graduation
- Honor Roll
- Scholarships

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary education institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. To review student records please provide written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have the right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in the policy. In addition, the Superintendent is directed to notify parents of students in the approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov
PPRA@ED.Gov

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

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

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

- Industrial Education Classes
- Athletics/Extra-Curricular
- Library
- Breakfast/Lunch
- Math Classes
- Art Classes

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

STUDENT FUND-RAISING

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

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student’s advisor/coach.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for...”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in a Community Eligibility Program for free lunch and breakfast which makes meals free to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **Extra meal and/or milk portions must be purchased.**

Students with food allergies must provide a note from a doctor stating the allergy and need for an alternate food plan. If a student/family owes \$20 or more on their lunch account, the child/children will not be allowed to charge more items.

In order to continue the free lunch and breakfast program for all students, it is required that we have returned Household Information Surveys from all families who previously qualified for free or reduced lunch. Please complete this Survey and return it to the school office even if you are unsure if your family would qualify or not. This helps assist the school with receiving other grant funding to support our students also. If the Household Information Surveys are not returned, the district will not be able to continue the Community Eligibility Program in the future.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of an alarm sound.

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

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA.

Students are expected to follow the directions of the teacher in charge. Fire/Tornado/Disaster drill regulations are posted in all rooms.

The penalty for pulling the fire alarm, when there is no fire will result in disciplinary action; it is also an illegal act.

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

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local radio and television stations as well as send a Sky-Alert via Skyward

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

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

USE OF THE LIBRARY

Students who wish to use the library during the regular school day must have permission from their teacher. Students must ask only those teachers in whose classes they are assigned. Any student who is not making good use of the library may be asked to leave by the librarian. Never remove books or magazines from the library without permission. Any book or magazine found missing or damaged will result in the student known to have had it paying for a replacement. Teachers and students are encouraged to use the library for reading and enjoyment. Library hours are posted on the website.

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

TEXTBOOKS

Textbooks lost or stolen during the year must be paid for by the student they were issued to before another book will be issued. If textbooks or other school supplies are damaged, the damage will be assessed and the student will be responsible for the cost of repairs or replacement.

SKYWARD FAMILY ACCESS

The school district has added technology that allows parents and students to access attendance, discipline and grades from a personal computer equipped with the internet. You may log on to www.lanseschools.org, and then click on the Family Access link. You may contact the school office for your password.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use. Students are not authorized to use school equipment and facilities without adult supervision such as the computer lab and weight room.

ELEVATOR USE POLICY

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

- 1) Not leave the area until the door is completely closed.
- 2) Use the elevator telephone for only an emergency.
- 3) Not allow unauthorized individuals in the elevator. In the event of another individual entering the elevator it is the individual's responsibility to immediately inform the building principal. If the principal is unavailable, a message must be left with the building secretary. Unauthorized users are subject to discipline. Failing to report unauthorized users may jeopardize the individual's privilege to use the elevator. The student may allow one person to join them if and only if they need help to carry their belongings. Any user requesting help must receive authorization from the building principal.
- 4) Take full responsibility for any damage resulting from the misuse of the elevator.

Full restitution and disciplinary sanctions will be imposed.

LOST AND FOUND

The lost and found area is near the cafeteria. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

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

POSSESSION OF PERSONAL COMMUNICATION DEVICES

A student may possess a wireless communication device (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions with limited uses. Limited use will include before school, after school, between classes, and during lunch period provided that its use is not disrupting or distracting to the educational process or school activity. The PCD will not be permitted for use during classes, assemblies, or meetings unless it was approved by the teacher and for educational use. Internet use will not be permitted on any PCD.

The L'Anse Area School Acceptable Use Policy must also be followed on all PCDs. The student who possesses an electronic device shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage.

1. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.
2. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.
3. Any use, such as taking or transmitting images or messages, during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and will be suspended. He/she also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Violation of the Acceptable Use Policy or Code of Conduct guidelines will result in

consequences. Refer to consequence rubric in Appendix A.

ADVERTISING OUTSIDE ACTIVITIES

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

ANNOUNCEMENTS

Announcements must be submitted in writing to the Jr/Sr High School office prior to 7:50 a.m. All announcements regarding student organizations and activities must have the written approval of a faculty advisor or principal. Announcements will be e-mailed to the classrooms.

FLOWERS/GIFTS

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

SECTION II – ACADEMICS

GRADES

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

The school uses the following grading system:

Grading Scale

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

Def - passing subject to performance next semester.

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total pointed earned. This total is then divided by the total credits earned for the GPA. This can be done by graded period, semester, year, or for a series of school years.

Grading Periods

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

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

PROMOTION, PLACEMENT, AND RETENTION

Junior High

In order to successfully complete any class a student must have an overall average for the entire year of 60% or higher in the class. Promotion for 6th to 7th grade, 7th to 8th grade, and 8th to 9th grade requires successful completion of all four (4) core subjects. Students have an option to recover credit during the summer if funds are available. A fraction of the cost will be charged to the student at \$100 per course. Retention of any student will be determined according to this policy. When certain factors make it impractical to retain a student, the student may be placed at the discretion of the administrator.

High School

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

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

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

High school students have an option to recover a half credit (one semester) a cost of \$50, if funds are available.

SCHEDULE CHANGES

After a student selects subjects for the coming year and returns their signed enrollment form, changes in their schedule should be kept at a minimum. If it becomes necessary for a student to change their schedule, the following should be kept in mind: 1) Discuss the change with your parents, teachers involved, and the counselor; 2) No schedule changes will be made the first day of school; 3) A student may drop a course during the first 10 days of the semester provided it is not a required course and provided another class is available. Students dropping a full year course at semester time will be granted semester credit provided they earn a passing semester grade.

GRADUATION REQUIREMENTS

Regular Diploma

Specific course requirements are:

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

1. Twenty four and ¼ credits are necessary to graduate.
2. All students are expected to complete the following requirements.

English Language Arts	4 credits
Mathematics.....	4 credits
Algebra 1, Geometry, Algebra 2, 1 additional math or math-related credit in the final year. (Math Lab does not qualify)	
Science.....	3 credits
Earth Science, Biology, Chemistry or Physics	
Social Studies.....	3 credits
Civics/Economics, US. History/Geography, World History/Geography	
Health and Physical Education.....	1 credit
Visual Performing Applied Arts.....	1 credit
World Languages.....	2 credits*
Business & Computer Applications.....	1 credit (satisfies online experience)
Electives.....	6 credits
Taking the MME.....	1/4 credit
Total.....	24 1/4 credits)

*A student has the option to reduce the number of world language credits to one and increase the visual, performing, applied arts credits, and CTE to two.

Diploma with a Personal Curriculum

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation. The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum. Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC, or a school counselor. According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil. A personal curriculum may be requested prior to 9th grade for a student with an Individualized Education Program (IEP), with the earliest implementation at the start of 9th grade. For students without an IEP, a request for a PC is allowable after the student has completed 9th grade. To request a Personal Curriculum, please contact the guidance counselor. A student with a Personal Curriculum must complete all other requirements, including completing the Michigan Merit Exam.

Modifications to the regular diploma can be requested for the following reasons:

- A) Math credit modification: Reduce Algebra II requirements to 0.5 credits Students must pass Algebra I, Geometry and 0.5 credits of Algebra II
- B) Social Studies modification: Only modifications can be made if students are taking additional credits beyond the required credits in English Language Arts, Math, Science, or World Languages
- C) Health and Physical Education modification: Only modifications can be made if students are taking additional credits beyond the required credits in English Language Arts, Math, Science, or World Languages
- D) Visual, performing and applied arts modification: Only modifications can be made if students are taking additional credits beyond the required credits in English Language Arts, Math, Science, or World Languages

Modifications to the Michigan Merit Curriculum may limit the student's readiness to be admitted to college, be eligible for college scholarships, enter trade school, secure a job in a career choice, or be eligible for NCAA athletic programs.

Certificate of Completion

Students with an Individual Education Plan, who cannot complete the requirements of the Michigan Merit Curriculum even with a personal curriculum, may qualify for a Certificate of Completion. The Certificate of Completion follows the same number of credits as a regular diploma including taking a state mandated test in the junior year.

Appeals process for seniors who failed one or more classes

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

INCOMPLETE WORK

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

TESTING OUT GUIDELINES GRADES 6th THRU 12th

Students in grades 6-12 may request the option to test out of any class they select. A student who successfully tests out of a course will receive credit toward graduation for the course. The test out grade will simply be a "pass" and will not be included in the calculation of a student's grade point average. Students interested in pursuing test out opportunities are encouraged to discuss the option with the guidance counselor. To test out, students are expected to produce the same quality of work as students who attend the class and score a C+ or higher on the test out exam as well as any other component used in the course to determine end-of-year proficiency. Examples of such assessments/components include, but are not limited to exams, portfolios, performance, papers, projects, and presentation.

For all students enrolling in the fall, written requests for testing out of any course must be received by the principal by May 1 of the previous school year. *(As an example, if you wish to test out of fall classes for the school year beginning in the fall of 2021, you must give a written request to the principal in the spring of 2021).* The test will be administered in August. For students wanting to test out of second semester courses, the written request for testing out must be received by November 1. The test will be administered in early January.

JR HIGH CLASSES RECEIVING HIGH SCHOOL CREDIT

An 8th grade student may take Algebra I, Spanish I, or Ojibwa Language for High School Credit. In order to enroll in Algebra I, a minimum grade of 80% must be earned on the placement exam and the student must receive teacher recommendation based on previous year experience. There is not a prerequisite to enroll in Spanish I. Students enrolled in these courses must receive a minimum grade of a "C" to receive high school credit towards graduation requirements.

DUAL ENROLLMENT

Any student in 9th, 10th, 11th or 12th grade may enroll in a postsecondary program during the school year, providing she/he meets the requirements established by law and by the District. This refers to replacing 1 or more of the 7 classes during the school day with a core subject area, the course must be offered by an accredited post-secondary institution and it must be beyond the offered curriculum at L'Anse Area Schools. Students must provide their own transportation for these classes. For more information please refer to the Jr/Sr High School tab on our website www.lanseschools.org and then click on Guidance Office. **The deadlines to sign up for dual enrollment are August 1st for Fall Semester and December 1st for Winter Semester.**

COOPERATIVE PROGRAM STUDENTS

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

ON-LINE BLENDED LEARNING EXPERIENCE

Students have many opportunities to fulfill the on-line learning requirements in the Michigan Merit Curriculum. Successful completion of Computer Applications is just one avenue for students to obtain on-line learning experience.

All traditional seated courses may also be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process and must amend their Education Development Plan (EDP) to include virtual learning prior to submitting their course request form. For students who do not currently have an EDP, students must complete an EDP within the first two weeks of the start of the semester. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor initiated communications.

Students may need to attend via web conferencing for a period of time due to health concerns or other issues. Students will need to log into the classes by the beginning of the period and must attend for the entire period or be marked absent or tardy. All parents who have students in a classroom where this option is utilized will be notified. Parents can request that their students be moved to avoid appearing on camera.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, students and parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement can be viewed in Appendix D.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 –Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

STUDENT EXAMS & ASSESSMENT

Exam Policy

All semester and final exams are worth 20% of the final semester grade for the class. **Students in grades 6-12, who have met the following items will not be required to take the final exam in full-year classes.**

- **maintained a “B+” average for the year (including exams) OR has had 3 or less excused absences AND are not failing the class (*absences that will be exempt will be medical (note from Healthcare professional must be provided), funeral, and/or school issued testing incentive personal days*)**
- **have not had any unexcused absence in that class**
- **are in attendance all 3 days prior to exams (*absences that will be exempt will be medical (note from Healthcare professional must be provided), funeral, and/or school issued testing incentive personal days*)**
- **do not have more than 3 major teacher or any major office referrals**
- **have not had any out of school suspensions**
- **have not been tardy more than 3 times in that class**

Students have the right to take the exam if they wish. All students will take first semester examinations. Teachers will notify students who are exempt.

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

Other Assessments

The Michigan Merit Exam (MME), which will include the SAT for high school juniors.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students’ general educational development and their ability to complete college-level work.

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

The SAT will be administered in a full day session and the MME will be administered in three parts afterwards. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

8th, 9th, and 10th grade students will take the PSAT. A preparatory assessment primarily used to help students prepare for the SAT.

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

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

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

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

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

FIELD TRIPS

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

HONORS CONVOCATION

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

Gold Medal – 4.0

Silver Medal – 3.7 – 3.99

Bronze Medal – 3.5 – 3.69

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

HONOR ROLL

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

STUDENT ASSISTANT TEAM MEETINGS

The student assistant team is an instructional support team comprised of a group of school personnel. The goal of the student assistant team is to assist faculty and staff in meeting the educational needs of all students. Contact the guidance counselor to schedule a meeting or for more information.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with disabilities. The principal purpose of Section 504, in the educational context, is to assure that students with disabilities are not denied access to educational facilities, programs or opportunities on the basis of their disability. For more information please contact the guidance counselor.

SECTION III-STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

L'Anse Jr/Sr High School provides students the opportunity to broaden their learning through extra-curricular-related activities. An extra-curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extra-curricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

- Youth In Government
- Quiz Bowl
- SADD
- National Honor Society
- Student Council
- Drama
- HOSA
- Robotics

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements posted in the Extracurricular & Athletic Handbook.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

ATHLETICS

The L'Anse Jr/Sr High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Athletic fees need to be paid before participation in each season. Guidelines of all athletes are posted in the Extracurricular & Athletic Handbook which is posted on-line or can be picked up in the office. All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Associate, the requirements of state law, and the Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

STUDENT EMPLOYMENT

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

DANCE GUIDELINES

High School

1. Senior High dances are for students only in grades 9 thru 12. Students enrolled in another high school must be signed up in advance in the high school office.
2. High school dances shall terminate at 12:00.

3. Parents/Guardian will be notified if a student is in violation of schools rules while at a dance. The parent/guardian will be required to pick up the student. If the parent/guardian is unavailable, the police will be notified. All offenses are to be reported to the principal in writing.
4. Adequate responsible adult supervision is required at all events conducted in the school. Eight adult chaperones for dances, two of which must be staff members. The other adults must either be school employees and spouses, or parents of high school/junior high school students or any other adult approved by the advisor. The advisor will be in charge and have the final decision over discipline which may develop. A deputy is required and is not to be counted as a chaperon.
5. No person shall leave the building once admitted unless that person leaves school property for the remainder of the night. Anyone leaving will **NOT** be readmitted.
6. Ticket sales will begin at 8:30 p.m. and cease at 10:00 p.m. for high school dances.
7. Sponsoring organizations, advisors and chaperones are responsible for clean-up. It is the responsibility of the advisor, or the person in charge signing the Facility Use request form, to submit it one week in advance of the dance. It is also the responsibility of the advisor to inform the chaperones of their responsibilities, school rules, and Facility Use rules.
8. If a school maintenance attendant must be employed by the sponsoring organization outside of the regular work shift, the financial responsibility of the maintenance attendant is that of the sponsoring organization.
9. The Junior-Senior prom will be the final high school dance of the year. The Prom is reserved for Junior and Senior students and their dates. You may only sign up one person. **Guest passes are required for anyone attending the Prom who is not a L'Anse student. Only guests under 21 will be allowed to attend.**
10. No L'Anse High School student may sign up more than 2 guests. Guests may be signed up in the office only (no phone calls). All guests must be signed up no later than the day before said dance. The L'Anse High School student who hosts a guest at a dance is expected to be present at the dance also. Please make sure you have filled out all of the appropriate forms.
11. All jackets, bags, purses, etc. are to be left on table in entry.
12. No food or beverages are allowed in the dance, except for the Prom.

Junior High School

1. Junior High dances are for JH school student's only, grades 6th-8th.
2. Junior High School dances will terminate at 10:00.
3. All school rules will apply. (ie. no smoking, chewing of tobacco, the possession or use of alcoholic beverages or controlled substance, or profanity.) All offenses are to be reported to the principal in writing.
4. Adequate responsible adult supervision is required at all events conducted in the school. Eight adult chaperones for dances, two of which must be staff members. The other adults must either be school employees and spouses, or parents of high school/junior high school students or any other adult approved by the advisor. The advisor will be in charge and have the final decision over discipline, which may develop.
5. No person shall leave the building once admitted unless that person leaves school property for the remainder of the night. Anyone leaving will **NOT** be readmitted.
6. Students will not be admitted to school dances in inappropriate attire.
7. Ticket sales will begin at 8:30 p.m. and cease at 10:00 p.m. for Junior High school dances.
8. All jackets, bags, purses, etc. are to be left on table in entry
9. Sponsoring organizations, advisors and chaperones are responsible for clean up.
10. It is the responsibility of the advisor, or the person in charge signing the Facility Use request form, to submit it one week in advance of the dance. It is also the responsibility of the advisor to inform the chaperones of their responsibilities, school rules, and Facility Use rules.
11. If a school maintenance attendant must be employed outside of the regular work shift, when the dance is held on school property, unless other arrangements for clean-up are made, the financial responsibility of the maintenance attendant is that of the sponsoring organization.
12. No L'Anse Junior High School student may sign up more than 2 guests. Guests may be signed up in the offices only (no phone calls). All guests must be signed up no later than the day before said dance. The L'Anse Junior High School student who hosts a guest at a dance is expected to be present at the dance also. All school-sponsored dances, regardless of location, must follow the above rules.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education; active participation in classroom and other school activities cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

ENTERING THE BUILDING A.M. AND LUNCH HOURS

Students arriving to school prior to 8:00 a.m. and during the lunch hour are to remain on the first floor in the commons area, cafeteria, in the library or other designated areas decided by the principal. Students are reminded not to block the entrances. Grades 10th thru 12th have open campus which means that they are allowed to leave for lunch. Grades 6th through 9th have closed campus which means they must remain in the designated area during lunch.

During Stage 4 and/or 5 of the COVID-19 Pandemic, students will not be allowed in the building before 8:00 a.m. and are to go directly to their lockers and first hour class after the bell rings.

PROCEDURE FOR LEAVING SCHOOL

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

Unless a student has a scheduled activity after school, students are expected to leave the building. Be sure to have all your belongings when you leave school or go to your sporting or extra-curricular after school activity.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of absenteeism in a semester, a student will be considered chronically absent which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events
- A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools
- A hearing before a judge in a court of law
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child

EXCUSED ABSENCES

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

- Illness
- Recovery from accident
- Required court attendance

- Professional appointments
- Death in immediate family
- Observation or celebration of a bona fide religious holiday
- Pre-Excused absences
- Such other good cause as maybe acceptable to the superintendent

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

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

A phone call or note is needed whether the student is gone for the whole day or part of the day. **FAILURE TO NOTIFY THE OFFICE WITHIN 2 SCHOOL DAYS WILL RESULT IN AN UNEXCUSED ABSENCE, NO EXCEPTIONS**

MISSED TIME

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

Students will be allowed five (5) days of absences per marking period with a parent or legal guardians excuse notification. Both excused and unexcused absences will be used in the counting of absences. Out of school suspensions will be counted toward the five (5) absences. The sixth (6th) absence, and each absence after that, in a class will result in the student's grade being lowered by 3% down to a 59%, or the actual grade earned if it is less, for the marking period. Students can avoid the grade penalty by making up the missed time in school. Any student who exceeds the five (5) day absence limitation will be notified of their time to be made up. For each class period missed beyond the five (5) days, a 30-minute study session will be required. Students can make up time before school, during lunch, after school during detention, tutoring or the library after school. Special circumstances need to be approved by the principal ahead of time. During make up time students must be working on completing assignments, studying, or reading a book. A copy of the written plan will be mailed home to the student's parent or legal guardian. If there are any questions regarding the process, parents may contact the Principal. The superintendent will have the final decision in the process of appeals. If the plan is not followed by the students, credit can be lost for that marking period. Absences not counting toward the five (5) day maximum are:

- Medical with doctor verification (includes doctor, dentist, orthodontist, etc.)
- Residential treatment problems with official verification
- Bereavement absences with Principal approval
- Emergency or unusual situations to be determined by the Principal
- Pre-excused absences (5 per semester)

SUSPENSION FROM SCHOOL

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

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

UNEXCUSED ABSENCES

Unexcused absences will be issued for the following reason:

- The parent/guardian did not excuse the absence
- The student arrived to class more than ten minutes late or left class for ten minutes or more without a valid pass (a student must be in class a minimum of 66 minutes to be considered present)
- The student left the building due to an appointment, illness, or any reason, without first signing out with permission from office staff
- The student was in the building but failed to report to class
- The student left school during lunch period and did not return to school for afternoon classes. (Students are not required to sign out to leave the building during open campus lunch, but at all other times, students must sign out in the office.)

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

Zeros will be given on any assignment, test, or assessment given on the day of the unexcused absence. **Students have 2 school days to bring in a note or a phone call from the parent to excuse the absence, no exceptions.**

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the **parents must contact the school at 524-6000 ext. 300 or by a written note within two (2) school days of the absence to provide an explanation.** When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child’s attendance.

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

If the absence is unexcused, a student may not make up the work.

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

VACATIONS DURING THE SCHOOL YEAR (PRE-EXCUSED ABSENCES)

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

TARDINESS

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

Students who have unexcused tardies shall be disciplined as follows:

- Every 3 tardies will result in a 1 hour detention

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

Dress and Grooming

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

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

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

1. Spaghetti straps, strapless, cut offs are not permitted. Tank tops and sleeveless tops or shirts are permitted if straps are three finger widths wide.

2. Shorts, skirts and dresses must be at least mid-thigh and the spandex variety are inappropriate.
3. Bare midriffs are inappropriate and not allowed. Shirts must be long enough to be tucked in and remain in while seated.
4. Shoes must be worn at all times. Street shoes are not to be worn on the gym floor.
5. Swear words, advertising for tobacco, alcohol or drugs, or sexual innuendoes, which might be constituted as harassment, is prohibited on all clothing.
6. Remove your headgear in the building during school hours. **(Hats, visors, bandana, all hoods) Hats will be taken away and not returned until the end of the year.**
7. Gang related attire is not permitted.
8. Jackets are not allowed except at the discretion of the teacher.
9. Wearing or displaying hate or anti-Semitic material is prohibited.
10. Under garments may not be visible at any time.
11. Roller blade shoes are not allowed in school.
12. Leggings may be worn only with a skirt, long shirt over them.
13. Students will be required to wear dresses, dress shirts, dress pants, dress shoes/boots while participating in Graduation ceremonies.
14. Graduation Cap decorating needs to be school approved

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

Gangs

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidation, or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

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

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

Hall Passes

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

STUDENT DISCIPLINE CODE

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

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

Explanation of Terms Applying To the Students Discipline Code

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

Use of Drugs

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

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

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

Use of Breath-Test Instruments

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

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

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

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

Use of Tobacco/Smoking Paraphernalia

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, or similar devices (vapor pens) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Student Disorder/Demonstration

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

Possession of a Weapon

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

State law may require that a student be permanently expelled:

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

Use of an Object as a Weapon

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

Knowledge of Dangerous Weapons or Threats of Violence

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

Purposely Setting a Fire

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

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

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

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

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

Extortion

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

Gambling

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

Falsification of Identification, Forgery

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

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

Falsification of cheating on tests and homework

Cheating is defined as representing someone else’s work as your own or allowing someone to represent your work as their own. In a broad sense, cheating includes, **but is in no way limited to, the following:**

- Copying homework or allowing someone to copy your homework
- Looking on another’ test or quiz or letting another student look on a test or quiz
- Reporting to another student what is on a test or quiz, including providing questions or specific answers
- Using any secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment or portion of an assignment and submitting it as your own
- Taking someone else’s assignment or portion of an assignment and submitting it as your own
- Using summaries or Cliff notes instead of reading assigned material
- Copying answers from the back of the text book where applicable

When a student is not sure what would be considered cheating for a particular assignment, she/he is responsible for requesting clarification from the teacher. Individual teachers have, or will provide, guidelines as to what is or is not cheating within their course. You will be informed of their classroom policy, and it is at their discretion as to when an infraction has been made.

False Alarms, False Reports, and Bomb Threats

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

Explosives

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

Trespassing

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

Theft

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

Disobedience

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

Damaging Property

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

Persistent Absence or Tardiness

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

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and

communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Refusing To Accept Discipline

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

Aiding or Abetting Violation of School Rules

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

Displays of Affection

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

Possession of Personal Communication Devices

A student may possess a personal communication device (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions with limited uses. Limited use will include before school, after school, between classes, and during lunch period provided that its use is not disrupting or distracting to the educational process or school activity. The PCD will not be permitted for use during classes, assemblies, or meetings unless it was approved by the teacher and for educational use. Internet use will not be permitted on any PCD. PCD's will be powered off and put away during class times.

The L'Anse Area School Acceptable Use Policy must also be followed on all PCDs. The student who possesses an electronic device shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage.

1. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.
2. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.
3. Any use, such as taking or transmitting images or messages, during testing is also prohibited. If a student is caught transmitting images or messages during testing, she/he will fail the exam and will be suspended. She/he also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Violation of the Acceptable Use Policy or Code of Conduct guidelines will result in consequences. Refer to consequence rubric in Appendix A.

Violation of Individual School/Classroom Rules

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

Violation of Bus Rules

Please refer to Section V on transportation for bus rules.

Disruption of the Educational Process

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

Harassment

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

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

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

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

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

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

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

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

Harassment

- submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for decision to exclude, expel or limit the harassed student in the terms, condition, or privileges of the School District;
- the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

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

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

Hazing

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

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

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

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

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

Bullying And Other Aggressive Behavior

- See Appendix E for the L'Anse Area School Bully Policy

Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

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

Students shall be subject to disciplinary action (suspension/expulsion) as required by statute for such specified offenses as physical and verbal assault.

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

Criminal Acts

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

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

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

Detention

A student may be detained after school or asked to come to school early by a teacher or Principal, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation. Failure to serve your detention will result in further disciplinary action.

In-School Suspension

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

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

FORMAL DISCIPLINE

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Principal takes testimony and determines if a recommendation to expel is to be made to the Board of Education or designee. This decision may also be appealed.

In case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and results in a loss of credit.

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

DUE PROCESS RIGHTS

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

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified of the reason for and the length of the suspension. The suspension may be appealed within two school days after receipt of the suspension notice to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

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

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

LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL

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

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or a recommendation for expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents

- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accuse the student of the infraction
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved

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

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed if it:

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V- TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for some students. The transportation schedule and routes are available by contacting the transportation supervisor at 524-6000 ext. 211.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

BUS RULES

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

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

- Arrive at designated bus stop at least 5 minutes before the bus is scheduled to arrive.
- Stay off the road at all times while walking to and while waiting for the school bus.
- Do not run alongside the bus.

- Wait for the bus to stop and the driver to open the door before moving forward to board the bus.
- Step up on the bus in a timely manner, quietly, without crowding, pushing, or shoving.
- Go immediately to a seat and be seated.
- Be respectful to driver and other students at all times.
- Sit, facing forward and do not change seats without permission from the driver.
- Remain in seat while bus is in motion.
- Talk quietly, courteously, and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your hands, feet, and belongings to yourself.
- Do not throw objects in or out of the bus.
- Keep feet, books, coats, backpacks, and other belongings out of the aisle.
- Listen to driver instructions at all times.
- Remain in seat until the bus comes to a stop.
- Step off the bus in a timely manner, quietly, without crowding, pushing, or shoving.
- If you must cross the roadway, walk 10 feet in front of the bus and wait for signal from the driver.

PENALTIES FOR INFRACTIONS

Minor Infractions

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

Discipline Steps for Minor Infractions

1. Talk to principal
2. 1 hour lunch detention
3. 2 hours of lunch detention, or more depending on severity
4. Suspension of bus riding privileges for up to 1 day

Major Infractions

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

Discipline Steps for Major Infractions

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

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal

and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

SELF-TRANSPORTATION TO SCHOOL

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

1. Students must register their vehicle prior to parking on school premises.
2. All students must park in the designated student parking lots and spaces.
3. Parking in unauthorized locations will result in loss of privileges or discipline.
4. Reckless or careless driving in or around the school premises is prohibited.
5. Students are not permitted to sit in vehicles during the school day.
6. Students who park in the back lot cannot leave prior to the busses.

Students found in violation of these guidelines may be assessed loss of privilege or further discipline action.

Any vehicle found in an unauthorized parking area will be ticketed with the appropriate fine indicated. The student will have ten days from the date of the violation to pay the fine. Students may pay the fines in the principal's office. Failure to pay fines will result in revocation of student driving privileges on the LAS campus.

Parking Violation Fines

1. Unregistered vehicle \$10.00
2. Parking in visitor parking \$10.00
3. Parking in library patron parking \$10.00
4. Parking in faculty/staff parking \$10.00
5. Impeding/blocking traffic \$10.00
6. Parking in handicapped parking \$15.00

Repeat offenders will have their vehicle towed and driving privileges will be revoked. Golf carts, dirt bikes, four wheelers, snowmobiles and any other motorized vehicle will need to be registered.

Appendix A

L'Anse Jr./Sr. High School Consequences Rubric

Any or all of the following consequences could be imposed as a result of improper behavior, depending on the degree and the number of times it has occurred.

Behavior	First Offense Suggested Consequences	Second Offense Additional Consequences	Third (+) Offense Additional Consequences
Level 1: Minor Problem Behavior - Staff Managed			
Inappropriate language	<ul style="list-style-type: none"> Apology/restitution Reteach redirect Tie to behavior Expectations Proximity Signal/Non-verbal cue 	<ul style="list-style-type: none"> Teaching and Practice of Expected Behavior Apology/Restitution Reteach redirect Parent contact Reflection Sheet 	<ul style="list-style-type: none"> Apology/restitution Referral to counselor Teaching and Practice of Expected Behavior Reflection Sheet Teacher-Student Conference
Physical contact, defiance, disrespect, disruption, dress code violation, technology violation, property misuse	<ul style="list-style-type: none"> Apology/restitution Reteach redirect Tie to behavior Expectations Proximity Signal/Non-verbal cue 	<ul style="list-style-type: none"> In Addition to the above: Time Owed Loss of Privilege (technology use) Referral to counselor 	<ul style="list-style-type: none"> In Addition to the above: Loss of privilege (technology use) Lunch Detention
Cell Phone Violation	<ul style="list-style-type: none"> Confiscation-student pick up JH/HS Office 		
Level 2: Major Problem Behavior - Staff Managed			
Abusive language/inappropriate language/profanity, physical aggression, defiance, disrespect, disruption, inappropriate location, harassment, forgery/theft, vandalism/property damage, harassment/bullying, inappropriate display of affection, technology violation	<ul style="list-style-type: none"> Loss of privilege (technology use) Lunch Detention Written apology/restitution Parent contact Time owed Teaching and Practice of Expected Behavior Reflection Sheet Teacher-student Conference Referral to counselor 	<ul style="list-style-type: none"> Loss of privilege Lunch Detention Apology/restitution Parent contact Time owed Teaching and Practice of Expected Behavior Reflection Sheet Teacher-student-principal Conference Referral to counselor Student Study (SAT) 	<ul style="list-style-type: none"> Loss of privilege (technology use) Lunch Detention Apology/restitution Parent contact Time owed Teaching and Practice of Expected Behavior Reflection Sheet Teacher-student-principal-parent Conference Referral to counselor Student Study (SAT) Collaborative Behavior Plan
Lying/cheating	<ul style="list-style-type: none"> Fail assignment/test Teacher/student conference Parent contact 	<ul style="list-style-type: none"> Fail assignment/test Student Study (SAT) Teacher-student-principal Conference Parent contact 	<ul style="list-style-type: none"> Fail assignment/test Student Study (SAT) Teacher-student-principal-parent Conference Collaborative Behavior Plan
Or a pattern of Level 1 behaviors that have not been resolved with staff management may become Office Managed			

Level 3: Major Problem Behavior – Office Managed			
Abusive language/inappropriate language/profanity, <u>defiance</u> , disrespect, disruption, dress code, vandalism/property damage, fighting, forgery/theft, bomb threat/false alarm, harassment/bullying, inappropriate display of affection, inappropriate location, skipping class, technology violation, physical aggression	<ul style="list-style-type: none"> • Parent contact • After School Detention • Reflection Sheet • Referral to Counselor • Teaching and Practice of Expected Behavior • Apology/Restitution • Collaborative Behavior Plan • In/Out Suspension • Possible Police Referral 	<ul style="list-style-type: none"> • Parent contact • After School Detention • Reflection Sheet • Referral to Counselor • Teaching and Practice of Expected Behavior • Apology/Restitution • Collaborative Behavior Plan • In/Out Suspension • Possible Police Referral 	<ul style="list-style-type: none"> • Parent contact • After School Detention • Reflection Sheet • Referral to Counselor • Teaching and Practice of Expected Behavior • Apology/Restitution • Collaborative Behavior Plan • In/Out Suspension • Possible Police Referral
Lying/cheating	<ul style="list-style-type: none"> • Fail Assignment/test 	<ul style="list-style-type: none"> • Fail Assignment/test • Half day in-school suspension 	<ul style="list-style-type: none"> • Fail Assignment/test • One day in-school suspension
Cell Phone Violation		<ul style="list-style-type: none"> • Confiscation – parent pick up JH/HS Office • Parent Contact • Loss of Privilege 	<ul style="list-style-type: none"> • Confiscation – parent pick up and conference JH/HS Office • Parent Conference • Loss of Privilege
Use or possession of alcohol, use or possession of drugs	<ul style="list-style-type: none"> • Suspension (5 days) • Police Referral 	<ul style="list-style-type: none"> • Suspension (8 days) • Police Referral 	<ul style="list-style-type: none"> • Suspension (10-15 days) • Police Referral
Use or possession of tobacco/smoking paraphernalia	<ul style="list-style-type: none"> • Suspension • Police Referral 	<ul style="list-style-type: none"> • Suspension • Police Referral 	<ul style="list-style-type: none"> • Suspension • Police Referral
Use or possession of weapons	<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • Expulsion
Or a pattern of Level 2 behaviors that have not been resolved with staff management may become Office Managed			

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

School-Wide Positive Behavior Support is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. All students will be expected to follow the outcomes of our school wide positive behavior expectations.

	Hallway/Stairwell	Bus	Commons
Be Respectful	<ul style="list-style-type: none"> • Use appropriate language • Pick up garbage • Help others in need • Maintain personal space • Keep posters and student work displays undisturbed 	<ul style="list-style-type: none"> • Use appropriate language • Stick up for others • Obey the bus driver • Use a quiet voice 	<ul style="list-style-type: none"> • Use appropriate language • Sit in chairs with feet on floor • Use inside voices • Be kind to others
Be Responsible	<ul style="list-style-type: none"> • Walk on the right side of hallway and stairs • Keep lockers closed and clean • Pick up garbage 	<ul style="list-style-type: none"> • Pick up trash • Take all belongings with you • Be on time • Accept consequences 	<ul style="list-style-type: none"> • Push in chairs • Throw trash away • Clean up after yourself
Be Safe	<ul style="list-style-type: none"> • Walk at a normal pace • Keep hands, feet, and objects to self • Report all spills • Watch where you are walking 	<ul style="list-style-type: none"> • Report dangerous behavior • Keep hands and feet to self • Sit in seat • Voices and music off at railroad crossings • Enter/Exit bus appropriately 	<ul style="list-style-type: none"> • Report all spills • Keep entry/exit clear • Walk • Keep hands and feet to self

	Cafeteria	Assembly/Field Trip	Bathroom
Be Respectful	<ul style="list-style-type: none"> • Use appropriate language • Use quiet voices • Eat your own food • Chew with your mouth closed • Hands feet and objects to self • Use please and thank you 	<ul style="list-style-type: none"> • Use appropriate language • Pay attention • Be polite to speaker • Show appreciation to presenters • Store phones as requested 	<ul style="list-style-type: none"> • Use appropriate language • Use time wisely • Respect privacy and personal space • Keep cell phone off and put away • Keep walls clean and free of graffiti
Be Responsible	<ul style="list-style-type: none"> • Wait your turn in line • Clean up your area • Eat what you take • Clear off your tray 	<ul style="list-style-type: none"> • Sit in designated area • Show appreciation to presenters • Wait to be excused • Participate appropriately 	<ul style="list-style-type: none"> • Keep it clean • Flush
Be Safe	<ul style="list-style-type: none"> • Walk in single file lines • Hold tray with both hands • Sit on bench chairs properly • Wait to be dismissed for recess 	<ul style="list-style-type: none"> • Hands and feet to self • Stay seated • Walk when excused • Enter and Exit slowly 	<ul style="list-style-type: none"> • Wash your hands • Keep hands and feet to yourself • Report problems to the office

Appendix B

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

Name _____ Date _____

Address _____

Street City State Zip

Telephone _____

Home School/Work

Status of person filing complaint/grievance:

____ Student ____ Employee ____ Parent ____ Other

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

Signature of Complainant _____

Date Complaint/Grievance Filed _____

Signature of person receiving complaint _____

FOR OFFICE USE ONLY

Date Received _____

5170 Recruitment (Cf. 2450, 8015)

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

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

Signature of Principal or Supervisor _____

Initials: _____ Compliance Coordinator ____ Building Principal ____ Superintendent ____ Board of Ed. Designee

Appendix C

L'Anse National Honor Society Constitution and Bylaws

Article I – Name

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

Article II – The Purpose

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

Article III – Principal, Chapter Adviser, and Faculty Council

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

Article IV – Selection

1. To be eligible for membership the candidate must have completed the first semester of their junior year. Candidates must have been in attendance at the school the equivalent of one semester.
2. Candidates must have a cumulative scholastic average of at least 3.5 (on a 4.0 scale) or the equivalent standard of excellence. The Faculty Council may raise the required cumulative grade point average and may also specify a prerequisite number of academic courses or weight grades in recognition of varying degrees of difficulty of courses of study. Membership should never be granted on the basis of grades alone.
3. The Faculty Council will survey academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Students so surveyed should understand that review of information gathered does not guarantee selection. In evaluating potential members for leadership, service, and character, the Faculty Council develops working definitions of these criteria. The leadership roles in both the school and community may be considered, provided they can be verified. The criterion of service is often defined in terms of value of contributions and attitude toward service.
4. Character is probably the most difficult criterion to define. In order to assist the Faculty Committee in this task, all school faculty members will have the opportunity to evaluate candidates on a scale of 0-4.0 in the areas of honesty, compliance with school rules, being a positive role model, and respectfulness. Faculty evaluation averages in these areas should also be 3.5 or higher to be selected for membership. The Faculty Council should consider the positive as well as the negative aspects of character and proper regard for adolescent growth and behavior is essential. All faculty evaluation forms must be signed and judgments should be free of hearsay or rumor.

5. Selection of each member to the chapter shall be by a majority vote of the Faculty Council. Those students selected are generally notified promptly and personally by the principal, chapter adviser, or Society president.
6. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school to help avoid problems with students or parents who question the process.
7. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.
8. Non-selection of a student is bound to arise given the necessarily subjective nature of some of the requirements for membership. Chapters are not obligated to share with parents and students information concerning specific students not selected for membership in NHS; however, the principal may listen to the concerns and re-explain the selection process to them. Parents and students must understand that no student has a right to be selected for membership in NHS. Reconsideration of a faculty council's decision must be a rare occurrence if the council is to be expected to take its assignment seriously. It is important to uphold the integrity of the Society.
9. Candidates become members when inducted at a special induction ceremony. Because membership represents high levels of achievement, the induction ceremony should reflect high standards. The induction ceremony is conducted by the officers and members of the local chapter. New members of the NHS are usually given membership cards, pins, and certificates as a visible sign of membership.

Article V – Membership and Activities

1. Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.
2. Each member is expected to contribute a minimum of 15 hours to NHS service projects. These service projects should be in addition to the service roles that students were already involved in prior to membership. Current NHS service projects include: Adopt-A-Highway, Parent-Teacher Conferences, PTO meetings and events, Relay for Life, Baraga County Lake Trout Festival, Keweenaw Animal Alliance, Bayside Village, and the Baraga County Fair. New service projects can only be added by a majority vote of the current membership. All NHS projects must fulfill a need with the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; and not be in conflict with the activities of other school organizations; and be well planned, organized, and executed.
3. Only active members have a voice and vote in chapter affairs. Active members become graduate members upon graduation. Those students who decide to resign from the NHS will never again be eligible for membership.
4. The following officer positions will be filed following proper parliamentary procedure at a meeting of the current membership: president, vice president, secretary, treasurer and reporter.

Article VI – Dismissal

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

Article VII – Meetings

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

Appendix D

TECHNOLOGY ACCEPTABLE USE POLICY

L’Anse Area Schools students and staff are responsible for their actions and activities involving the school district’s computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the L’Anse Area Schools community, herein referred to as “users,” will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, student personal devices and data plans, and Internet networks regardless of how they are accessed.

RESPONSIBILITIES AND RESTRICTIONS

SYSTEM SECURITY

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the building administrator.

STUDENT SECURITY

1. Users are prohibited from the malicious use of technology:
 - To disrupt the use of technology
 - To harass or discriminate against others
 - To infiltrate unauthorized computers systems
 - To engage in any illegal activity using the technology
 - To collect or publish any material that could be considered immoral or subversive by community standards.
2. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites.
3. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
4. Users are expected to be polite and abide by netiquette rules.
 - No swearing, vulgarities, or any other inappropriate language
 - All network communication is documented and archived.
 - Harassing behavior and abusive content are prohibited
5. Staff may post student pictures on district/school/classroom “public” websites and social media as long as the student’s full name or other identifying information is not included and the parents have not indicated differently on the student’s directory information form.
6. Students’ grades and test results are stored only on district-approved secure sites that require a username and password for authorized individuals to access.
7. For all non-public performances L’Anse Area Schools retains all rights concerning any recording and/or publishing of any student’s or staff member’s works or images. Students must obtain permission from the subject of the image or video, to publish a photograph or video. Students must ask permission before recording an individual or groups.
8. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
9. L’Anse Area School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
10. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or

assignment.

ACCEPTABLE USES

1. School computers, electronic devices, network and Internet services, and electronic resources are provided for educational purposes and research consistent with L'Anse Area School's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic devices, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

PROHIBITED USES

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. **Inappropriate Materials** – Users may not access and communicate, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. L'Anse Area Schools and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic devices.
3. **Photographs/Video** – Students must be aware that taking, posting, forwarding images and video, is strictly prohibited without the consent of all parties.
4. **Violating Copyrights or Software Licenses** – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
5. **Plagiarism** – Users may not represent any materials obtained on the Internet (such as term papers, articles, music, etc.) as their own work. When using other sources, credit must be given to the copyright holder.
6. **Use for Non-School-Related Purposes** -School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
7. **Misuse of Passwords/Unauthorized Access** – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. **Malicious Use/Vandalism** – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **School Filters** – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. All school issued electronic devices are filtered and monitored on and off school grounds.
10. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Users may not access blogs, social networking sites, etc. prohibited by building administration or the L'Anse Area Schools Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
11. **Wasting System Resources** - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator. Users may not use the network for wasteful or frivolous purposes.
12. **Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets,

- and handheld devices, to the district network without permission from the L’Anse Area Schools administration.
13. **Private Use** - All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
 14. **Technology Misuse** – Any inappropriate use with school issued technology, in or out of school, will be investigated and handled according to school policy and may be subject to prosecution by law enforcement.

DISCIPLINARY ACTION

Users violating any of these Responsibilities and Restrictions will face disciplinary action according to the L’Anse School Code of Conduct.

Users violating any of these Responsibilities and Restrictions may immediately be banned from using school hardware and telecommunications software until a meeting is held with the building administrator. Depending upon the seriousness of the violation, the user may be banned from the use of technology and receive additional disciplinary action such as suspension and/or expulsion from school or criminal prosecution.

Users will be required to make full financial restitution for any expenses incurred or any damages caused.

Users violating any of these Responsibilities and Restrictions may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the student code of conduct.

TECHNOLOGY PRIVACY

All district computers, electronic devices, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic files in or used in conjunction with district’s computer system, electronic mail system, and telephone system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

PERSONAL DEVICES

Privately-owned electronic devices are permitted in school and at school functions on a limited basis. The limited usage will include before school, after school, between classes, and during lunch period. Personal devices are required to be turned off and put away during classes unless the teacher/administrator gave prior approval for it to be used for educational purposes. The Acceptable Use Policy and the Student Code of Conduct will apply for all students using a personal device while in school or on school property. Any inappropriate use while on school grounds or that gets brought into school will be subject to investigation, discipline, and possible prosecution with law enforcement.

Disclaimer

The use of any electronic device is a privilege, not a right. L’Anse Area Schools reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the L’Anse Area Schools network, Internet, and electronic resources. All property rights to a work product using District technology are assigned to the District. Students who receive access to the electronic device will receive instruction pertaining to the proper use of the network. All school issued electronic devices are property of the L’Anse Area Schools.

Appendix E

BOARD OF EDUCATION

L'ANSE AREA SCHOOLS

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

NOTIFICATION

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken,

including disciplinary actions or referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

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

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior or a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” includes, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Appendix F

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR STUDENT HAS A CONCUSSION?

1. If you suspect that a student has a concussion, remove the student from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the student out of play the day of injury and until a health care professional, experienced in evaluating for concussion say s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping a student recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer

WHY SHOULD A STUDENT REPORT THEIR SYMPTOMS?

If a student has a concussion, his/her brain needs time to heal. While a student's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young students can result in brain swelling or permanent damage to their brain. They can even be fatal.

To learn more go to: WWW.CDC.GOV/CONCUSSION

Content Source: CDC'S Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Appendix G

L'Anse Junior Senior High School Foreign Exchange Student Experience Guidelines

Information for students who are planning on participating in a foreign exchange students experience during their years at L'Anse Junior Senior High School:

- Plan to meet with the Guidance Counselor and a parent/guardian to write up a graduation plan, prior to your departure for your exchange experience.
- Following successful completion of your year-long foreign exchange student experience, you will receive 4 standard elective credits on your LHS transcript. You will need to provide the Guidance Records person with documentation from your foreign exchange student company, indicating that you have completed the program, in order to have these credits entered on your transcript.
- You have the option of investigating whether or not your overseas classes will transfer to LHS. In order to explore this option, you must submit an application to Educational Credential Evaluators, Inc. (ECE). Applications are available on-line at www.ece.org. ECE does charge a fee for this service, which is the responsibility of the student. Be sure to request a Course-by-Course evaluation when submitting this application.
- Only grades and credits earned in the USA will count toward LHS class rank and grade point average.
- There are some standardized tests which are available for students to take during their high school years. This is of particular importance for students who are planning to attend a college or university after graduation from high school. You may take these tests before or after you return. Additionally, overseas options are available.
- If you are interested in taking the PSAT while you are overseas, go to www.collegeboard.com, and click on the links which direct you to information on taking the PSAT/NMSQT if you are studying in another country.
- If you are interested in taking the ACT while you are overseas, go to www.act.org, and click on the links which direct you to information on taking the ACT outside of the 50 United States.
- The Michigan Merit Exam (MME) is typically given in March of the junior year. If a student will be on exchange during the junior year, be aware that completion of the MME is required to graduate from LHS. You will need to take this in March of your senior year, following your return.

These are some major points to consider when planning your trip. You may have other questions, and your Guidance Counselor will be happy to meet with you and your parents/guardians to discuss these with you at any time. Enjoy your experience!

Heather Greutz
Junior Senior High School
Guidance Counselor
524-6000 ext. 355