

L'Anse High School / Middle School
Student Code of Conduct
www.lanseschools.org
2009 - 2010

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, martial status, disability, weight or height, shall be discriminated against in employment, educational programs or admissions. Questions or concerns regarding the nondiscrimination policies should be directed to: Mr. Ray Pasquali, Superintendent, L'Anse Area Schools, 201 N. Fourth St., L'Anse, MI 49946 (906) 524-6121. Facsimile (906) 524-6001

Dear Parents, Family and Students,

The L'Anse Area Schools is committed to providing a safe and positive environment for its staff and students. We believe that our school should be a place that is free from harassment and discrimination. To this end, the L'Anse Area Schools provides a variety of means to ensure that staff and students are accorded full protection under the law. It is the intent of the school district to fully enforce and comply with State and Federal laws that deal with harassment and discrimination.

The Student Code of Conduct booklet contains information on harassment and discrimination. It is intended to describe your rights, procedures to follow if you are a victim, consequences for those breaking these rules, and personnel to contact if you need help. Compliance coordinators are also named to investigate and process complaints. The L'Anse Area School's Board of Education has updated its policy and rules book. Information concerning harassment and discrimination has been revised and expanded to more clearly reflect current law and the Board's wish to provide a safe and positive environment for its staff and students. The policy manual is available at the Superintendent's office during normal business hours for your review.

The purpose of this letter is to inform you of this available information, to remind you of your rights, and to express the L'Anse Area School's commitment to a school that is conducive to teaching and learning in an environment that is safe, positive and free from harassment and discrimination.

Best wishes to you this year.

Raymond J. Pasquali
Superintendent of Schools

Greetings,

Welcome to the L'Anse High School for the 2009-2010 school year. This will be an exciting year with changes for all of us to get accustomed to. With cooperation and respect, I am expecting a smooth transition for all.

For the benefit of our school, this Student Code of Conduct Handbook has been revised and approved. Please take some time to familiarize yourself with the changes and be sure to share this information with your parent/guardian. An acknowledgment form needs to be signed by you and your parent, and then turned into the high school office.

If you have any questions while reviewing this document or during the school year, please do not hesitate to visit me. My door is always open for comments, questions, or concerns. Have a safe and productive school year.

Sincerely,

Carrie Meyer
Principal
L'Anse High School

PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS

Welcome to the L'Anse Middle School and the exciting experiences that await you here. The L'Anse Middle School offers an educational program **responsive** to the developmental needs of early adolescents. We are not a high school, nor are we an elementary school. The middle school years may be difficult ones for both students and parents, as changes are taking place physically, emotionally, and chemically. Young bodies are developing rapidly and it sometimes becomes confusing to both students and parents.

The two most important influences in a child's life are their parents and their school experiences. Values, nurturing, love, encouragement, guidance, and the examples you set are just part of a parent's job. Our staff can help you through this somewhat stressful time. Students, you can help by making good choices. Working together, we can provide not only the best educational program possible, but also the best "growing-up" environment for your child. LMS is a great place for learning with much excitement ahead for all of us.

The Student Code of Conduct and planner are designed to help both parents and students, and are given to every student at the beginning of each school year. To fulfill your responsibility as students and parents, please read it carefully, and follow the procedures and requirements therein. It is critical to your child's success here at school, and is important in starting the year on a positive note, with positive goals and a good attitude. Students, set goals in and out of the classroom, use the tools given to you in this handbook/planner, complete homework assignments, are a good citizen in class, and join a group or become part of a team. Get involved in your own education; develop and use your skills!

The L'Anse Area Schools has earned the reputation of being one of the finest schools because of the outstanding accomplishments of its students and staff. We continue with programs, which further the improvement of our school district. We have made great strides in recent years in curriculum, resources, building improvements, and technology, and will continue to do so. Our goal is to provide experiences that will foster individual growth, promote self-esteem, mutual respect and create within each student a desire to develop to his/her full potential. Good luck in the 2009-2010 school year. We invite you, parent or student, to contact us whenever you have a question or concern. Our staff wants this to be a great year for you!

Rob Willman

Middle School Principal

SCHOOL CALENDAR 2009 – 2010
L'Anse Area Schools

September 2, 3 - Teacher In-Service
September 8 - First Day of School
October 9 – In-service (Off)
October 12 - Progress Reports
November 6 – End of 1st Marking Period
November 12 - Parent Teacher Conference 12:30 – 3:30 & 5:00 – 8:00 PM
School Dismissal at 11:55
November 13 - ½ day - School Dismissed at 11:55
November 25 – ½ day – 11:55 Dismissal
November 26 - 27 - Thanksgiving Break
December 7 – Progress Reports
December 23 – 1/2 day - 11:55 dismissal
December 24– Jan. 3 - Holiday Break
January 4 - School Resumes
January 13, 14, 15 - ½ days, Exams, School Dismissed at 11:55
January 18 – Start of Second Semester
February 12 – ½ day – School Dismissed at 11:55
February 15 – No School – Midwinter Break
February 16 – Progress Reports
March 9 – ACT Exam (Juniors Only)
March 9– In-Service Day (Juniors Only)
March 10 & 11 – MEAP Testing
March 19– End of 3rd Marking Period
March 29- April 5, Spring Break
April 6 - School Resumes
April 8 – Parent Teacher Conferences 5 – 8 PM.
April 9 – ½ Day – 11:55 Dismissal
April 26 – Progress Reports
May 1 – Prom
May 26, 27, 28th– Final Exams, Dismissal at 11:55
May 27th – Graduation 7:00 PM
May 28th – Last Day of School
May 31 – Memorial Day

EACH YOUTH IN THE L'ANSE AREA SCHOOLS WILL BE EDUCATED TO:

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

OFFICE STAFF

Raymond Pasquali, Superintendent - 524-6121
Carrie Meyer High School Principal - 524-6122
Rob Willman Middle School Principal – 524-5390
Joe Glasson High School Secretary - 524-6122
Toni Rae Vizina Middle School Secretary – 524-5390

DAILY BELL SCHEDULE

High School

1st Hour – 8:07 – 9:01
2nd Hour – 9:05 – 9:59
3rd Hour – 10:03 – 10:57
4th Hour – 11:01 – 11:55
Lunch – 11:55 – 12:29
5th Hour – 12:29 – 1:23
6th Hour – 1:27 – 2:21
7th Hour – 2:25 – 3:19

Middle School

1st Hour – 8:07 – 9:01
2nd Hour – 9:05 – 9:59
3rd Hour – 10:03 – 10:57
Lunch – 10:57 – 11:27
4th Hour – 11:31 – 12:25
5th Hour – 12:29 – 1:23
6th Hour – 1:27 – 2:21
7th Hour – 2:25 – 3:19

DELAYED BELL SCHEDULE

High School

1st Hour – 10:07 – 10:44
2nd Hour – 10:48 – 11:25
3rd Hour – 11:29 – 12:06
4th Hour – 12:10 – 12:45
Lunch – 12:45 – 1:20
5th Hour – 1:20 – 1:57
6th Hour – 2:01 – 2:38
7th Hour – 2:42 – 3:19

Middle School

1st Hour – 10:07 – 10:44
2nd Hour – 10:48 – 11:25
3rd Hour – 11:29 – 12:06
Lunch – 12:10 – 12:45
4th Hour – 12:45 – 1:20
5th Hour – 1:20 – 1:57
6th Hour – 2:01 – 2:38
7th Hour – 2:42 – 3:19

TABLE OF CONTENTS

Mission Statement	9
Philosophy	9
L'Anse Area Schools Goals	9
Student Rights, Responsibilities & Dues Process	10
Civil Rights	11
Accidents & Injuries on School Property	12
Age of Majority	12
Announcements	12
Antiharrassment Policy	12
Communicable Disease Policy (HIV)	13
Assignment Books/Handbooks	14
Attendance Guidelines	14
Bicycles	17
Communication Devices & Toys	17
Computer Usage	18
Cooperative Program Students	18
Dress Regulations	18
Driver Education Admission	18
Entering the Building A.M.& Lunch Hour	18
Exam Policy	19
Fire/Tornado/Disaster Drills	19
Flowers/Gifts	19
Grading Scale	19
Graduation	19
Class Load	21
Dropping Subjects,Changing Schedules,DroppingSchool	21
Gym Rules	21
Homebound	21
Home Schooling	22
Honors Convocation	22
Honor Roll	22
Immunizations	22
Library	22
Internet Use Policy	22
Lockers	25
Lunch Program	25
Medication in School	26
Communicable Diseases	26
Motor Vehicle Policy	26
Parent Accountability	27
Parent-Teacher Conference	27
Portfolio	27
Right to Access & Privacy of Records	27
Snow Day & Delayed School Opening	28
Special Education	28
Substance Abuse	28
Telephone	29
Textbooks	29
Web Access	29
Behavior	29
Discipline Philosophy	30
Discipline	30
Teacher Initiated Suspension	31
Mandatory Expulsion	32
Terroristic Threats/Acts	32
Assaults Committed by Student Against School Personnel	32

Michigan Law PA 102(Student on Student Assault)	32
Care of School Property	33
Cheating/Plagiarism	33
Laser Lights	33
Food/Drink	33
Visitors	33
Bus Rules	34
Dance Guidelines	34
Extra Curricular/Athletic Activities	35
National Honor Society	36
Student Council Constitution	36
Appendix A	37
Appendix B	40
Appendix C	41

L'ANSE AREA SCHOOLS

RIGHT TO MODIFY

The District reserves the right to change, modify or alter the Student Code of Conduct.

MISSION STATEMENT

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

PHILOSOPHY OF L'ANSE AREA SCHOOLS

Education is the responsibility of every individual in the District. The challenge of the L'Anse Area Schools is to prepare each student for a successful and meaningful life as democratic citizens in a global community. The process can neither isolate nor insulate students from the surrounding world.

It is the primary duty of the community, the L'Anse Board of Education, along with administration, faculty and staff to provide experiences which will foster individual growth, promote self-esteem, mutual respect and create within each student a desire to develop his/her full potential. Toward these ends, each student shall have an equal educational opportunity.

A positive school climate will thrive and grow with the support and interest of the community.

L'ANSE AREA SCHOOLS GOALS 2009 - 2010

(MUST BE REASONABLE, ACHIEVABLE, COST EFFECTIVE AND FLEXIBLE)

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

8. **Goal** – Improve school spirit.
Measure – Participation. Attitude. Achievements.
Action – Include younger students in high school activities. Assemblies, student government-regular meetings.
9. **Goal** – Public relations/community.
Measure – Articles/presentations.
Action – Website info. Publication of Information. Develop unity within school district and community. Student presentation. Website.
10. **Goal** – Maintain Financial Stability.
Measure – Live within budget. Strengthen fund equity. Annual fund balance.
Action – Track expenses. Control Spending. Maintain bus fleet. 10% fund balance.
11. **Goal** – Achieve equal participation of both sexes in our educational & extra curricular activities.
Measure – Student count by gender in school program & activities.
Action – Recruit female coaches. Recruit female participation in extra-curricular activities. Counseling of students on class participation. Counsel students on career education. Train staff to encourage participation.
12. **Goal** – Promote high educational standards.
Measure – Grades and test scores. Percentage of students going onto higher education. Number of students participating in Honors Convocation.
Action – Additional course offerings. Use of internet for learning. Use of Distance learning. Use of Technology. Staff training.
13. **Goal** – Maintain Technology plan.
Measure – Meet State requirements.
Action – Maintain and upgrade network as needed.

STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS

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

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

IT IS THE STUDENT'S RIGHT TO:

1. Attend school in the district in which his/her parent or legal guardian reside.
2. Form and hold his/her own ideas and beliefs.
3. Express his/her opinions verbally or in writing.
4. Petition school officials for redress of grievances.
5. Expect that the school will be a safe place for all students to gain an education.
6. Privacy of his/her school records.
7. Be represented by an active student government selected by free school election. Students should contact their Student Council Representative with any concerns they may have.
8. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural due process.
9. Expect that the school will make every effort to safeguard individual rights.

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. **To maintain the privacy of their password.**
2. Respect the inherent human dignity, worth and rights of every other individual.
3. Attend school daily and be on time to all classes.
4. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
5. Be aware of all rules and regulations regarding student behavior and conduct him/herself in accordance with those guidelines.
6. Study diligently and strive for the best possible level of academic achievement.
7. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the

utmost care while using school facilities.

8. Take an active part in the improvement of the school by becoming involved in, or supporting student government.
9. Continue or become actively involved in one's education, understanding of people and preparation for adult life
10. Assist in keeping the school environment clean and in good repair.

CIVIL RIGHTS

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

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

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

Adopted January 28, 2002

Grievance Procedure

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

Should a building or central office administrator be the subject of the immediate complaint or have an apparent conflict of interest in relation to it, he, or she will not participate in any way in the investigation of or the decision regarding the complaint. Upon the filing of a complaint, oral or written, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem through the following steps:

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

In any employment discrimination case:

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

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

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

L'ANSE HIGH SCHOOL / MIDDLE SCHOOL STUDENT CODE OF CONDUCT

ACCIDENTS OR INJURIES ON SCHOOL PROPERTY

This school is not liable for accidents incurred by students on school property. No general insurance is carried on the student body. Routine accidents wherein there is no liability on the part of the school is the responsibility of the parents.

AGE OF MAJORITY

When a student becomes 18 years of age, his/her parents/guardian may notify the school in writing that their son/daughter may be responsible for his/her own attendance and other forms, which require parental signatures.

ANNOUNCEMENTS

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

ANTIHARASSMENT POLICY

An environment of mutual respect for the rights of others must prevail if the L'Anse Area Schools are to fulfill their educational purposes. Students are encouraged to form, hold, and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights of other persons; and all students must be able to learn and grow in an atmosphere, which is free from any form of harassment.

Anti-harassment for the purposes of this policy shall be defined as verbal, physical, or written behavior during school, at extra-curricular activities, or on the bus which:

1. intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, or disability.
2. involves an expressed or implied threat to personal safety
3. has the effect of interfering with an individual's participation in the curricular or extra curricular activities of the school district
4. includes sexual harassment. Sexual harassment is defined as uninvited sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature, whenever such conduct has the purpose or effect of interfering with student performance or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment in schools became clearly illegal with an amendment to title IX of the Civil Rights Act. In 1992 the Supreme Court affirmed that Title IX gives students the right to recover damages from schools and school officials for sexual harassment.

To this end, verbal, physical, sexual, or written harassment will be treated as a serious disciplinary matter.

To file a grievance see Appendix A (sample form). These forms are available in the Principal's office.

Sexual Harassment is Against the Law

Both schools and businesses can face severe penalties if they allow sexual harassment to occur.

Sexual harassment in schools became clearly illegal with an amendment to Title IX of the Civil Rights Act.

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

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

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

What is Sexual Harassment?

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

"Sexual advance" means trying to pressure or entice someone into a sexual act.

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

"Verbal conduct of a sexual nature" includes improper and undesired comments or jokes about a person's body, clothing, or gender.

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

"that is severe or pervasive enough to create a hostile or intimidating work environment" means that sexual harassment adversely affects a person's efforts or reputation at work or school.

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

Ten Ways to Stop Sexual Harassment

1. Say "STOP!"

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

2. Get emotional support

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

3. Document every harassing incident

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

- What happened
- Where it happened
- Date it happened
- How you felt
- How you responded to the harassed
- What the harassed did next
- Who else witnessed the incident
- Whether you reported the harassment to a supervisor, teacher or government agency

4. Look for evidence

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

5. Write the harasser

The letter should have three parts:

- Describe the harassment
- Describe how the harassment made you feel
- Tell the harasser to stop

6. Create a written record

Keep a copy of your letter away from work or school.

7. Document your job performance

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

8. Use a grievance procedure

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

9. File a charge

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

10. Consult an attorney

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

Coping Strategies

A target of sexual harassment often adopts a coping strategy—behavior that sometimes gives the appearance that she/he is a willing participant, but in fact is only dealing with an unpleasant situation. According to one expert on coping strategies: "Targets" respond to sexually harassing behavior in a variety of reasonable ways. The coping strategy a woman selects depends on her personal style, the type of incident, and her expectation that the situation is susceptible to resolution."

Typical coping methods include:

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

COMMUNICABLE DISEASE GENERAL GUIDELINES

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

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

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

Students who have a fever above 100° or an unexplained rash will be also excluded from school until their temperature is normal and/or their rash has been determined to be non-contagious by a physician.

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

HIV POSITIVE STUDENTS – BOARD POLICY #8510

1. It is the right of the HIV positive student to remain in the school setting unless he or she has a secondary communicable disease condition, as verified by a physician, that poses a significant health or safety risk to others.
2. It is the right of the HIV positive student to participate in all school activities, including sports, if he or she is otherwise qualified.
3. It is that student's right to have a process for arriving at reasonable accommodation with the school environment and/or providing special education services if the HIV positive students' condition warrants changes in educational services.
4. There will be a process of staff to notify the superintendent or designated district official if a student's status as HIV positive is identified.
5. There will be an assurance that information regarding the student's HIV status will remain confidential unless there is parental permission to share this information and an educational need to know by school staff.
6. There will be a process for ensuring that a student's status as HIV positive is kept confidential by protecting it from deliberate, inadvertent, or implicit disclosure, whether in written, or other form.
7. HIV/STD prevention education for students offered, at a minimum of once a year at the elementary, middle, and senior high school levels consistent with Section 1169 of the Michigan School Code.

For further explanation of this policy, please refer to Board of Education policy number 8510.

ASSIGNMENT BOOKS/HANDBOOK

Assignment books will be distributed to all students. If assignment book is lost, additional books can be purchased from the office at \$ 5.00 a book. Handbooks will be posted on the website. Copies will be available in the high school and middle school office.

ATTENDANCE GUIDELINES

L'Anse Area Schools is a full time school, and all students are expected to be in attendance every day/**hour**.

Absence is probably the greatest cause for failure. Each Student of L'Anse Schools is expected to be in school every day unless there is:

1. Illness
2. Death in the family
3. Emergency at home with principal approval
4. Duly authorized school trips
5. Medical appointments - appointments during school hours are discouraged. This will be treated as an excused absence when a doctor's note is turned in.
6. Out of town trips - advance notice is needed. Trips will be treated as a pre-excused absence. Please obtain a pre-excused absence slip from the office.
7. Non-school sponsored activities are excused provided a list of participants is given to the office twenty four hours prior to the absence with an announcement made as to the departure date and time.

School sponsored activities are as follows and do not count as absences. Class work must be obtained in advanced and is due upon return unless prior arrangements are made with the teacher. Tests scheduled for the days missed will be taken the day the student returns to class. Tests scheduled for the day a students returns, will be taken that day.

1. Sports activities, competition, and conferences.
2. Club activities, team activities, meetings, competitions, and conferences held during school hours.
3. Mandated and necessary testing.
4. School approved college visitations, or military conferences. These will be limited to 3 days per year, will count for final exam exemption, and documentation must be provided to the high school office.

Pre-excused absences must be handled as follows:

1. The student must obtain the pre-excused absence. They are to get a form from the office at least 3 days before the scheduled absence, and signed by each teacher.
2. Assignments and work to be made up before the student leaves.
There will not be extra days to make up work or for tests for these absences, unless agreed to by the teacher and student

prior to the absence.

3. The absence will be marked in the attendance book.
4. Pre-excused absences for family vacations, **with parent/guardian**, will not count toward the attendance policy, but will count towards exams. Five pre-excused absences will be allowed per semester.
5. The principal must approve these forms.
6. If not approved in advance it will be unexcused.

The parent or guardian will call the Principal's office before 3:00 p.m. on the same day as the student's absence. Please phone 524-6122. The student must bring in a note the following day. Failure to produce a note whether there was a phone call or not within 48 hours of the absence, will cause the absence to be recorded as "unexcused." Students who have an unexcused absence cannot make up their work. The note should contain the following information:

1. Student's name
2. Dates of absence
3. Reason for absence
4. Parent or guardian's signature

Absences that will count against accumulated absences are Excused, Skip, and Unexcused. Students who are absent will have the privilege of making up class work missed. **IT WILL BE THE STUDENT'S RESPONSIBILITY TO GET THE ASSIGNMENTS FROM THE TEACHERS.** Students shall be allowed one class day plus the number of class days absent to complete this work. Assignments that are completed and returned will be graded accordingly. **Missed class work and homework will be recorded as "0".**

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

ATTENDANCE POLICY

Attendance is defined as: being present in class for the specified number of class periods per semester in order to earn credit, and being physically present in the classroom when the bell signals class to begin.

Tardy is defined as: not being physically present in the classroom after the bell signals the beginning of the class. (Tardiness is counted only within the first 5 minutes of class; they then are counted as absences, excused or unexcused. An exception to the tardy rule would be if a student had an excused late slip, example: Dr. appointment, a slip from another teacher or administrator. This will be an excused tardy)

Guidelines for Tardiness

Tardiness not counted:

1. Late bus announcements from the office: 1st period tardiness not counted.
2. Snow days, icy road condition, excused by: Parents by 12:00 noon on the day of the tardy: 1st period tardiness not counted.
3. Teacher caused tardiness: pass is required for the teacher, not an aide.
4. Counselor caused tardiness: pass from the counselor.
5. Administrator caused tardiness: pass from the administrator or administrative secretary, not an aide.
6. The 5-minute rule will not be in effect if a student arrives to the class late because of an appointment out of school. The student will have a pass from the office upon return to the class.

Exceeding the number of absences/tardys in a class will result in failure to earn credit for that class for the semester in which they occurred.

1. This policy will be based on the number of absences and tardiness accumulated by a student within a semester.
 - A. 4 absences, per class, will be allowed in a quarter. The 5th absence in a class will result in the student's grade being lowered to 59%, or the actual earned grade if it is less, for the marking period. Students with excused absences can avoid the grade penalty by attending one before or one after school study session, consisting of 30 minutes for each class period missed beyond 5. The student and parents/guardian must meet with the attendance board. The make up time will be done at the attendance board's discretion. There is no way to make up unexcused absences. A contract will be presented, or mailed, to the student and parent to confirm this arrangement. If the contract is broken by the student, credit can be lost for the semester if another no credit score is added for the next quarter, or if the second quarter is not high enough to get a passing grade. This includes excused and unexcused absences. The make up time will be done at the attendance board's discretion.
 1. Exceptions to this policy (absences not counted toward failure to earn credit) are:
 - a. Medical (doctor verification)
 - b. Residential treatment problems (official verification)
 - c. Bereavement absences (principal verification)
 - d. Emergency or unusual situations. (To be determined by the administration)
 - e. Extended family vacations **with parent/guardian** with prior approval by the principal.

- B. Both excused and unexcused absences will be used in the counting of absences, except as noted in a.1 above.
- C. Out of school suspensions will count towards the attendance policy. A student who is suspended will have the opportunity to do the make up work, but will not receive credit for the work missed.

Excused absences are:

- 1. Illness or hospitalization verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
- 2. Serious illnesses or emergency in the immediate family verified by a written parental excuse.
- 3. Attendance at a funeral verified by a written parental excuse. Funeral absences will be permitted up to 5 days.
- 4. Religious instruction and/or obligations (arranged in advance).
- 5. Professional appointments, which cannot be made after school (dentist, doctor, court appointments, etc.).

ATTENDANCE BOARD

- 1. The attendance board will meet with the parents and or student to discuss student absences.
- 2. The attendance board will consist of the principal, counselor, school nurse, and a teacher of the students choice.
- 3. The attendance board will convene for these purposes:
 - a. To hear appeals of those students who have attendance problems.
 - b. To consider cases of longer absence periods, such as long-term hospitalization, family vacation or residential treatment.
 - c. To make recommendations that the decision is proper and will be carried out.
 - d. It will meet based upon need and will be convened by the Principal on a regular named time.
 - e. All requests for longer absence periods must follow procedure if deemed necessary by the principal:
 - 1. Presentation to the Attendance Board at least one calendar week before the absences occur.
 - 2. Class work must be made up in advance of the absences, or as other wise agreed upon by student and teacher.
 - f. Official notification of the attendance boards decisions will be given to each teacher involved, the student and the parent or guardian.
 - g. Appeal process:
 - 1. Attendance board
 - 2. Superintendent
 - 3. Board of Education
 - h. Student options for making up the credit:
 - 1. If a student fails to earn credit in a class, the student may regain the credit by retaking the course the following semester or year.
 - 2. If the student is a senior taking a class by correspondence is an option that has been adopted by the Board of Education.

PERFECT ATTENDANCE

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

A. PROCEDURE WHEN STUDENT IS ABSENT

- 1. The parents or guardian must call the school to say that their student will be absent. The L'Anse High School & Middle School offer voice mail for the convenience of parents who are unable to call during regularly scheduled office hours.
- 2. **IT IS THE STUDENT'S AND THE PARENT'S OR GUARDIAN'S RESPONSIBILITY TO PROVIDE THE SCHOOL WITH A NOTE STATING THE REASON FOR ABSENCE.**
Students are to bring a note on the first day of return, unless it has been pre-approved. **Notes are needed whether the students is gone for the whole day or part of the day.**
- 3. Failure to bring a note within two school days will result in an unexcused absence.

B. PROCEDURE FOR LEAVING SCHOOL DURING THE DAY

Students that have entered the school property are not allowed to leave again. Open campus means that they are allowed to leave for lunch. The perimeters are to be determined by the principal. Students are not allowed in parking lots behind any of the school buildings and any undesignated areas. The designated areas are described in other sections of this booklet.

Permits to students to leave the building for any reason must be channeled through the principal's office. These are to be limited to strictly school related business.

Because of the schools legal responsibilities regarding any possible accidents, and/or security students are NOT to leave the building without permission. Students who leave school during the school day before their usual dismissal time must first get

parental approval. This parental approval/request is then to be presented to the principal's office or counselor's office. The student is required to sign out in the high school principal's outer 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 accidents should occur in this situation.

C. SKIPPING

A student will be considered unexcused absent because of "skipping" when they:

1. fail to report to school or any scheduled class or leaves school property without permission.
2. ride the bus to school and fails to report.
3. leaves school property without permission at anytime.

D. PERSONAL DAY

Students in grades 6-12 will be granted one personal day per school year, providing they complete the proper form, available in the high school & middle school office, two days in advance. The form is to be signed by the student and the parent and approved by the teachers and the principal in that order.

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

1. Students must have an emergency information card on file in the office.
2. The Personal Day must be earned from the previous year. A student may not have more than 4 absences (excused or unexcused) for that year (from the 1st day of school) to qualify for a personal leave day, and not skip, be assigned to in-school supervision, or be suspended for the current year. Personal leave days may be taken from October 1st through May 1st, but not during semester exams or scheduled standardized testing days.
3. Students who have perfect attendance for a personal day from the year before get a free personal day in the next year.
4. If, for some reason, the student doesn't take their approved Personal Day, for whatever reason, they must notify the office immediately.

E. TARDINESS

Tardiness is defined as entering the classroom after the bell has rung without a written pass.

It is believed that punctuality is an essential part of each student's training. The following policy has, therefore been adopted.

1. If you arrive late to class, your teacher will record an excused or unexcused tardy on the computer
2. Students detained by school personnel, must have a written excuse from that person, indicating the student was detained for a legitimate reason.
3. After the third occasion of unexcused tardiness, the principal will fill out a referral, and a ½ hour detention will be given.
4. For each additional third unexcused tardy, another referral will be issued with another detention increased by one half hour from the previous detention.
5. Late bus students are to report, without exception, to the room assigned within a few minutes of their arrival. Students are not authorized to go to the library or elsewhere.

F. TRUANCY

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

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

BICYCLES

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

COMMUNICATION DEVICES AND TOYS

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

If one of these devices is in your possession, they must be turned off and put away or they will be confiscated and handed

over to the principal. First offense, the device may be retrieved at the end of the school day by the student. Second offense, the device may be retrieved at the end of the school day by a parent/guardian. Third offense, the device may be picked up at the end of the school day by a parent/guardian and after a collaboration meeting with the parent, student and administrator. Repeated violations of this policy may result in disciplinary action against the student.

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

COMPUTER USAGE

A student will not make use of or take the files or programs of another individual for his/her own use in any class or for any assignment/project unless specific permission is granted by the teacher(s) in the subject area(s) affected. Using or copying files/programs of another may be a violation of school policy and a software producer's copyright. Observed violations of this policy can and will result in disciplinary action which could lead to suspension or expulsion. For more information refer to Board Policy number 4500.

COOPERATIVE PROGRAM STUDENTS

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

DRESS REGULATIONS

Dress regulations pertain to both male and female students.

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

For more information refer to Board policy number 8240.

DRIVER EDUCATION ADMISSION (if offered by school)

Students who wish to enroll in the L'Anse Driver Education program must meet academic eligibility as stated in the student handbook and will be charged a fee as determined by the Board of Education..

1. To be eligible for admittance into the L'Anse Area Schools Driver Education class a student must be taking **thirty five** hours of classroom credit per week. (**Seven** classes that meet five times weekly.
2. A student to be academically eligible to participate in drivers education must have passed 30 semester hours the previous semester and be passing 30 hours the current semester. A student must be passing 30 hours and not be failing in more than one class to be eligible.
3. Any students that are not now students in the L'Anse Area School system must have proof that they are enrolled in an accredited program and have met the eligibility requirements as stated.

ENTERING THE BUILDING A.M. AND LUNCH HOUR

Students arriving to school prior to 8:00 a.m. and during lunch hour are to remain on the first floor in the commons area, cafeterium, in the library or other designated areas decided by the principal. Students are reminded not to block the entrances. Unless a student has a scheduled activity after school, students are expected to leave the building. Doors to the high school are locked at 4:00 p.m. Be sure to have all your belongings when you leave school or go to your sporting or extra curricular after school activity. The Middle School has closed campus. The high school will remain open provided the privilege is not abused

(i.e. litter, tardies, etc.).

EXAM POLICY

A student who is absent three (3) days or less for the school year or has maintained a “B” average for the year will not be required to take the final exam in that class. Students have the right to take the exam if they wish.

Any student with an unexcused absence, in any hour, suspension from school, assigned In-School Supervision, or given a Teacher Initiated Suspension, will be required to take the final exam in all classes. ALL STUDENTS WILL TAKE SEMESTER EXAMINATIONS.

All students who think they are exempt from exams must get approval two weeks prior to the final exam by their teacher. The Principal will then approve according to grade and attendance prior to exams. No exceptions will be allowed if this is not approved two weeks prior to exams.

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

If a student has missed three (3) days or less and is exempt from exams, the days immediately preceding exams are not to be missed except in extreme emergency and with previous administrative consent. If these days are misused, exams must be taken.

Exemptions to this exam policy are:

- a. Long term medical (doctor verification)
- b. Bereavement absences (principal verification)

FIRE /TORNADO/ DISASTER DRILLS

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

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

FLOWERS/GIFTS (MASB Policy #9350)

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.

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.

GRADUATION

A. GRADUATION REQUIREMENTS AND COURSE CREDIT FOR GRADUATING YEAR 2010.

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 as outlined below:

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

English.....	4 units
Science.....	3 units
Mathematics.....	3 unit
*Physical Education.....	1 unit
Keyboarding/word processing.....	1 unit
Fine or Practical Arts.....	1 unit
Social Studies.....	5 units

to include United States History (Grade 10), Civics/Gov’t/Econ/Current Events (Grade 10), Modern World/Ancient World History (Grade 11), and Government/Economics (Grade 12)

- The Physical Education unit may be waived upon presentation of a doctor’s statement saying the student is physically unable to participate in this activity or a written request from a parent or guardian for religious purposes.
- **Correspondence Courses (Board Policy 7642)**
- **High School students may earn, through correspondence, a maximum of three (3) units of academic credit to be applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the Principal/designee shall be obtained before the course is taken, and an official record of the final grade must be received by the school before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student chooses to take.**

B. GRADUATION REQUIREMENTS AND COURSE CREDIT – GRADUATION YEAR 2011

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

1. Twenty four and ¼ credits are necessary to graduate. All students will be four (4) year students unless on an approved-planned accelerated program prior to ninth grade.
2. All students are expected to complete the following requirements.
 - English Language Arts4 credits
 - Mathematics..... 4 credits
 - Algebra 1, Geometry, Algebra 2, 1 additional math or math-related credit in the final year.
 - Science..... 3 credits
 - Biology, Chemistry or Physics, 1 additional Science credit.
 - Social Studies.....4 credits
 - Civics/Economics, US.History/Geography, World History/Geography, and Current Events
 - Health and Physical Education.....1 credit
 - Visual Performing Applied Arts.....1 credit
 - World Languages..... 2 credits (**Begins with the Class of 2016**)
 - Credits earned in Grades 9-12 **OR** An equivalent learning experience in grades K-12. Online
 - Learning Experience (**Begins with the Class of 2016**) – Online course or learning experience **OR** Online experience is incorporated into each of the required credits.

NOTES:

*The Class of 2011 will need 16 credits in these areas: mathematics, English language arts, science, social studies, health/physical education, the arts (visual, performing or applied), and online.

*The Class of 2016 will need 18 credits that include the original 16 required credits **plus** 2 credits of world languages.

*Special Education students: The Individualized Education Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements, or in a Personal Curriculum, and meet the requirements for a high school diploma.

* Personal Curriculum Modifications: After all other options have been earnestly attempted, parents may request a **Personal Curriculum** that modifies certain standard requirements. However, Personal Curriculums have very strict guidelines and all other options must be exhausted before a Personal Curriculum will be considered for a student.

3. ¼ Credit will be granted for taking the Michigan Merit Exam before a diploma will be issued.
4. In order to move from one class to the next, the following criteria is needed:
 - a. Senior high students are expected to make proper progress towards graduation in order to be promoted with their class. Minimum requirements are as follows:
 1. 5 credits for a sophomore status
 2. 10 credits for a junior status
 3. 15 credits for a senior status
 4. 20 1/2 credits for a second semester senior status
 - b. Potential failure of high school students should be called to the attention of the student and parent(s)/guardian(s) concerning the potential failure.
 - c. No student shall participate in commencement that has not completed all Requirements for graduation.
5. No credit will be granted for work done at another institution that the student substantially repeats by taking an equivalent class within the District.
6. Seniors are required to pass all subjects taken during their senior year regardless of requirements in order to participate in the graduation ceremonies with their class. Seniors failing a subject will be given their diploma later provided they meet Board requirements.
7. All students will carry **seven (7)** credits..

Marking period or semester incomplete grades automatically become failures if the work is not made up within three 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. Students, that are granted approval by the principal, and elect to take classes at Michigan Technological University, Finlandia University, or other colleges and universities must provide their own transportation to these classes and have a Reduced Schedule form on file in the principal's office. Grades and credits earned from these classes will not be figured in the high school grade point average nor will they be counted as credits toward high school graduation.

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

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

C. RESIDENCY FOR GRADUATION FROM L'ANSE HIGH SCHOOL

A senior transferring into L'Anse High School after the school year begins must meet with his or her parents along with the guidance counselor and high school principal to work out the details of graduation in writing. All graduation requirements established by the L'Anse Area Schools Board of Education must be met.

CLASS LOAD

Students will carry seven hours per day, six of which will be academic.

DROPPING SUBJECTS, CHANGING SCHEDULES, DROPPING SCHOOL

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 ten days of the semester provided it is not a required course and provided another class is available. Students may not drop a class after the first ten school days of the semester unless the teacher, student, counselor, parent, and principal deem it is in the best interest of the student. Students dropping a full year course at semester time will be granted semester credit provided they earn a passing semester grade.

A student that transfers schools must obtain clearance from the Principal's office, which they must present to each teacher. After obtaining the signature of all the teachers concerned the student will return the form to the principal's office and be formally dropped. Students dropping school or dropped for disciplinary reasons will not return that semester.

GYM RULES

Food and drink will not be allowed in the gymnasiums.

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

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.

HOMEBOUND

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

The following guidelines will be followed:

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

For more information refer to Board policy number 8860.

HOME SCHOOLING

The L'Anse Area Schools Board Policy for students entering school after home schooling is as follows:

1. An affidavit must be signed by the parents and supervising teacher that instruction was provided under the direct supervision of a certified teacher, and that the equivalent of a minimum of 180-days and 900 hours of instruction were met.
2. Courses requiring special equipment; i.e., industrial arts, music, science, computers, etc. may not be granted credit nor waived from graduation requirements.
3. No grades will be given (shown on transcript). Any credits will be shown on the transcript as "Home Schooling".
4. Final exams will be given to determine if credit will be awarded or graduation requirements waived.
5. Elementary school-age students will be evaluated by Learning Lab teacher to determine grade placement recommendation.
6. Exams - MEAP Test required.
7. Students must have attended L'Anse High School for their entire senior year.

* NOT TO BE CONFUSED WITH THE HOMEBOUND STUDENT

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 will be honored. 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. **The school dress code applies.**

Gold Medal – 4.0

Silver Medal – 3.7 – 3.99

Bronze Medal – 3.5 – 3.69

A = 4.0

C+ = 2.3

A- = 3.7

C = 2.0

B+ = 3.3

C- = 1.7

B = 3.0

D+ = 1.3

B- = 2.7

D = 1.0

D- = 0.7

HONOR ROLL

Each marking period and the end of each semester, a list of students making the honor roll will be placed in the local newspaper and on the school bulletin board. To be eligible for the honor roll the following criteria must be met: 1) a student must have a "B" (3.0) average; 2) carry at least 6 classes; 3) to be listed on the Honor Roll with all "A's" a student must have a 4.0 average and receive no "A-". An incomplete on the card will prevent a student from making the Honor Roll list that marking period. Teacher assisting will not be counted toward grade point average or Honor Roll.

IMMUNIZATIONS

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

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

LIBRARY

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

INTERNET USE POLICY

Internet Access is available to students and staff in the L'Anse Area School district. The Internet is a global electronic information source. It is a network of networks used by educator, business, government, the military, organizations, and private

individuals. In schools, the Internet can be used to educate, inform, communicate and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. The Schools district's goal in providing this service to students and staff is to promote educational excellence. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

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

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

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

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

STUDENT USE

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

STUDENT PRIVILEGES

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

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

Student users will have:

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

STUDENT RESPONSIBILITIES

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

Student users are:

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

Student users may not:

1. Copy, change or transfer any software provided by the school, faculty, or another student without permission from the originator.
2. Copy copyrighted software owned by the L'Anse Area Schools. It is generally illegal to copy any software, which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
3. Intentionally introduce a computer virus.

4. Erase, modify, rename or make unusable anyone else's files or programs.
5. Deliberately use the computer to annoy or harass others.
6. Intentionally damage the system or damage information not belonging to them.
7. Misuse system sources, or allows others to misuse system sources.
8. Tamper with equipment.
9. Use the network for financial or commercial gains.

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

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

MISUSE OF PRIVILEGES AND CONSEQUENCES

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

INTERNET - Terms and Conditions

Acceptable Use:

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

Unacceptable Use:

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

VANDALISM

Vandalism will result in cancellation of privileges, may be reported to proper authorities, and will follow the Student Code of Conduct Book, and require replacement of damaged material. Vandalism is defined as any malicious attempt to harm or destroy hardware, the data of another user, the Internet, or any agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

NETIQUETTE (Internet Etiquette)

1. Please sign up for Internet time if required.
2. No "surfing"!! Remember, other students need access too.
3. Be polite. Think before you post anything. Remember, what you write can be read by anyone.
4. When writing humor always use a "smiley". Sarcasm is easily misunderstood.
5. Remember, typing in all capital letters is the same as SHOUTING!!
6. Never reveal anyone's personal address or phone number.
7. Remember, anything posted on the Internet is considered the private property of the person who posted it.

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

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

1. Global information and news.
2. Public domain software and shareware.

3. Discussion groups on a variety of education topics.
4. Access to university library catalogs and documents.
5. World wide web sites that offer thousands of educational resources.

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

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

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

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

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

For more information refer to Board policy number 4000.

LOCKERS

Students are assigned lockers early in the school year. The school is not responsible for anything stolen, damaged, or lost in the lockers. The school retains the right to search all lockers when necessary. Do not give out your combination to other student. It is your responsibility for your personal possessions.

Nothing will be attached to the surface of the lockers unless fastened with magnets. Absolutely no writing on lockers. The principal may randomly search at least three lockers per week.

THE REVISED SCHOOL CODE (EXCERPT)

Act 451 of 1976

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

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

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

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

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

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

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

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

For more information refer to Board policy number 8130-R, 8140-A, 8140-R

LUNCH PROGRAM

All students are encouraged to participate in the hot lunch program. Senior high ticket prices are \$1.75. Students are not to enter the cafetorium until admitted by the person on duty. Special care should be used in keeping the cafeteria neat and clean. Cafetorium privileges will be denied to any students who refuse to comply. Cafetorium rules are posted at the lunchroom and at convenient places in the building. A breakfast program will be available daily. Free and Reduced lunch programs are available to students who qualify. Eligibility for free and reduced lunch programs is determined by the application process in accordance to state and federal guidelines. **All meals are to be prepaid. No charging will be allowed.**

MEDICATION IN SCHOOL

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

A. Procedure for Administration of Medications in school

Procedures:

1. The student's parent/guardian must provide the school with written permission and request to administer medication. Request/permission forms may be obtained from the principal's office, the school nurse, or local physician.
 2. **Medication must be in a labeled prescription or manufacturers container with the following information:**
 - a. **Students full name**
 - b. **Name of medication**
 - c. **Dosage and time to be administered**
 - d. **Route of administration**
 - e. **Duration of administration**
 3. Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible. (e.g. distance of child's home to school)
 4. Medications should be taken at designated times with the supervision of authorized personnel.
 5. All medication administered at school will be stored in the school nurse's office or alternate locked area.
 6. It is the student's responsibility, not school personnel, to get his/her medication at the designated time.
 7. Exact dosage of medications is required in the case of tablets, school personnel will not be responsible for dividing pills.
 8. No dosage or time of administration changes shall be instituted except by written instruction from the physician after the initial request.
 9. Parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
 10. Prescription and medication supply renewal is the responsibility of the parent/guardian.
 11. Medication left over at the end of the school year shall be picked up by the parent/guardian or the school will appropriately dispose of the medication.
 12. Self-administration of any medication must also include all the above steps. Students who must carry and consume, apply, inject or inhale a life saving medication do not have to comply with steps 4 and 5 because of the immediate nature of treatment.
 13. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian. If a student is under an Individualized Educational Program (IEP) or Section 504 Plan, the action must be taken in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.
 14. Tylenol is dispensed by the nurse only if the Student Health Form is completed and signed. Alternate pain medications can be sent to school for your student but all the above rules apply.
 15. A parent/guardian must bring the medication to the school office, do not send it on the bus with the student if it is more than a one day supply.
 16. All medication must come in the original bottle (prescription or over-the-counter) or they will not be given to the student.
- For more information refer to Board policy number 8670.

COMMUNICABLE DISEASES

The building principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school. For more information refer to Board policy number 8510.

MOTOR VEHICLE POLICY

Students need to register their motor vehicle (car, truck, motorbike, etc.) in the office during the first week of school. The student will be issued a motor vehicle permit. The permit is to be placed in the lower right hand corner (passenger's side) of the windshield.

Students are to park in the space designated by the administration. Students parking in areas not designated for their use may be subject to having their vehicles towed at their expense. Students driving in an unsafe manner will lose parking privileges. Due to the increasing number of students driving cars to school, restrictions may have to be placed on the number of vehicles in the student parking lot, as decided upon by the administration.

Only vehicles properly licensed for highway use are permitted on school property.

Under special circumstance, permission may be granted to park nearer the building by the administration.

Driving and Parking forms are available in the high school office and must be returned and on file in the office before driving permits will be issued. For more information refer to Board policy 8130-R, 8140-A, 8140-R

Students are not allowed to park in Library Parking at any time. Student parking is limited to IE Student Parking Lot, last

two rows in parking lot behind school and not in Library Parking Spaces.

PARENT ACCOUNTABILITY

It will be expected that parents take part in the accountability of their child's behavior and success. Under certain circumstances the school may request a parent to take an active role in the discipline process/educational plan (i.e. team meetings, student shadowing, student counseling, etc.). In some cases this type of intervention will be used as alternative to, or prior to, a suspension or expulsion. If a parent fails to take the responsibility to follow through with this commitment, suspension or expulsion may result.

PARENT-TEACHER CONFERENCE

Parents are encouraged to call the high school office at 524-6122 or the middle school office at 524-5390 and request a parent-teacher conference during the preparation hour of the teacher(s). Before and after school is also acceptable. Please call in advance. School wide parent-teacher conferences will be held twice per year with information being posted in advance.

PORTFOLIO

1. The portfolio, which may be reviewed by the pupil's parents, guardian, or person in loco parents, shall be given to each pupil upon or before graduation or upon leaving the district, and shall include at least all of the following categories of records:
 - a. A record of the pupil's annual academic and non-academic plans that the pupil intends to follow.
 - b. A record of academic achievement that includes at least academic transcripts and the results of any statewide subject matter assessment test and nationally or locally normed achievement test that the pupil has taken.
 - c. A record of career preparation that includes at least records of vocational-technical training under school auspices that may help prepare the pupil for a job or career, career exploration, postsecondary education exploration, job-seeking preparation, job experience, problem solving experience, and lifelong learning preparation.
 - d. A record of recognition's and accomplishments that includes at least non-academic competencies, awards, and certificates.
2. Each pupil is responsible for submitting records of activities outside the regular school day for inclusion in the portfolio.
3. The Portfolio is used as a basis for the State Proficiency Writing Exam. Failure to keep and maintain a portfolio could mean inability to complete the required State Proficiency Writing exam.

The Portfolio is subject to the same rights of Access and Privacy of Records accorded all student records at L'Anse High School.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

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

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

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

- Student Name
- Student Address
- Telephone Number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Date of graduation
- Honor Rolls & Perfect Attendance
- Scholarships

SNOW DAY AND DELAYED SCHOOL OPENING

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

HIGH SCHOOL SCHEDULE

1st Hour 10:07 – 10:44
 2nd Hour – 10:48 – 11:25
 3rd Hour – 11:29 – 12:06
 4th Hour – 12:10 – 12:45
 Lunch – 12:45 – 1:20
 5th Hour – 1:20 – 1:57
 6th Hour – 2:01 – 2:38
 7th Hour – 2:42 – 3:19

MIDDLE SCHOOL SCHEDULE

1ST Hour - 10:07 -10:44
 2nd Hour - 10:48 – 11:25
 3rd Hour - 11:29 – 12:06
 Lunch - 12:10 – 12:45
 4th Hour - 12:45 – 1:20
 5th Hour – 1:20 – 1:57
 6th Hour – 2:01 – 2:38
 7th Hour - 2:42 – 3:19

Should a 10:07 a.m. opening be deemed inappropriate, school will not be held on that particular day.

SPECIAL EDUCATION REFERRAL PROCESS: CONCERNS WITH CHILD LEARNING/BEHAVIOR

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

If parents agree with IEP/**CHILD STUDY TEAM** decision and give written consent to services, if the student qualifies, an **INDIVIDUALIZED EDUCATIONAL PROGRAM** is developed. This plan covers no more than 12 months. The student receives Special Education Services.

If the parents disagree with the IEP/**CHILD STUDY TEAM** decision, they may request **MEDIATION** or An Impartial Due Process Hearing.

SUBSTANCE ABUSE

The Board of Education recognizes its obligation to provide students with the best education possible. Students are the future leaders of our Nation. One of the most important aspects of an education is that a student becomes aware of the harmful effects of alcohol, drugs and inhalants.

The illegal use of alcohol and/or drugs or inhalants has no place in school or society. Students who abuse alcohol, drugs and/or inhalants, not only perform poorly in school, they perform poorly in life.

Alcohol and/or drug abuse and inhalants cost our Nation billions of dollars every year in lost productivity. Thousands of people die each year and many more are disabled because of alcohol, drugs, and inhalants. Moreover, thousands of innocent people are victims of crimes committed by alcohol, inhalant, and/or drug abusers.

Students who say “no” to alcohol, drugs, and inhalants will be better prepared to meet life’s many challenges. Students who give in to peer pressure and use alcohol, drugs and inhalants will be letting down their friends, their family, and themselves.

Students should feel proud when they resist the temptations of alcohol, drugs, and inhalants. Saying “no” to alcohol, drugs and inhalants is the right answer.

The Board of Education and the School District encourage students who are experiencing problems with alcohol and/or drug or inhalant abuse to voluntarily seek assistance for such problems through treatment, counseling and/or rehabilitation programs. Information regarding these programs is available at the counseling office.

The Board of Education and School District will not tolerate students who refuse to say “no” to alcohol, drugs, and inhalants. Students, who unlawfully possess, use, are under the influence of alcohol, illicit drugs, inhalants or distribute alcohol and/or illicit drugs or inhalants on school premises or at a school activity will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with the Board of Education adopted “Student Code of Conduct “ policy. Students may also be required to successfully complete an appropriate rehabilitation program through the Western Upper Peninsula Substances Abuses Service or through private channels.

TELEPHONE

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 students’ 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. Students are discouraged from making calls. Classroom phones are not to be used by students. Please limit incoming calls to emergencies only.

TEXTBOOKS

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

WEB 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 , then click on the Family Access link in the upper right corner of the page. You may contact the school for your password.

BEHAVIOR

A. CLASSROOM

Students will follow classroom rules set forth by the classroom teachers. The teacher will counsel students misbehaving in class. Recurring offenses will result in parents being notified and a referral sent home. If this misconduct continues, a suspension from that academic class may result. Any violation that is determined to be flagrant by the teacher and the principal may result in the removal from that academic class for the remainder of the school year. The principal will make the final decision.

Situations requiring the immediate attention of the principal, such as verbal or physical abuse of a teacher or another student, a direct challenge of teacher authority, signs of substance abuse, and other emergencies are to be referred to the office immediately and in writing. Students are to be escorted to the office by the teacher or sent to the office to wait for the teacher at the end of the hour.

Conferences initiated as a result of behavior problems are not intended to be punitive in nature, but to bring about a behavioral change. They are designed to involve the parent, student, teacher, principal, and/or counselor to discuss the causes and solutions to the problem. Conferences should contain, as a minimum, the components listed below.

The following procedure may be used to resolve classroom behavior problems before the referral process progresses.

Student-Teacher Conference

1. A clear statement of the problem. What the student is doing or failing to do.
2. Provide the student the opportunity to state his/her side of the problem.
3. A clear statement of what the parties must do to correct the problem.
4. A statement of what the probable consequences will be if the problem is not corrected.

Teacher-Parent (student) Conference

1. Parent will be contacted by the teacher and informed of the problem. Date of contact to be documented.
2. Parent-teacher conference to be held. Documentation of who, when, and what was decided is to be made.
3. Teacher to refer student to counselor and provide statement of problem and documentation of all steps taken.

B. CORRIDOR /BUILDING

Loitering, running, wrestling, boisterousness, throwing of objects, or profanity in the building is not allowed. Students should not be in the corridors during the time that classes are in session, unless they possess a pass from the office, counselor,

or teacher. Signs of affection between couples do not have any place at any time in our school day. Teachers have the authority to determine if a student's behavior needs to be modified. Any unusual circumstances will be reported in writing to the principal explaining the observed behavior. **No eating or drinking in the building, during the school day except in designated areas at tables.** (Exception - noon hour activity meeting with approved room use.)

If any student refuses to give his/her name or is insubordinate to a teacher when questioned in the hall concerning a hall pass or improper behavior, an additional detention of 1 hour will be issued. The student will also be subject to suspension. Students are to follow directions of the building staff. Students are not permitted to touch other people's property and should stay out of other people's lockers.

Squirt guns are prohibited in school or on busses.

C. COURTESY AND RESPECT

1. Always address and refer to your teachers and administration as Miss, Mrs., Mr. or Dr.
2. Remove your headgear in the building.
3. Never enter an office or speak to a person who is engaged in another conversation until invited to do so.
4. Never enter an office without first requesting permission with the office secretary.
5. Foul language has no place in our school.

DISCIPLINE PHILOSOPHY

The main objective in establishing guidelines for students discipline and control is to insure a safe learning environment. This is accomplished by establishing guidelines for student discipline and control.

The school system has responsibility to assist each individual student to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline. For this reason the best discipline is preventive in nature rather than punitive. A student's behavior in school is directly related to many internal and external factors, including the student's image of him/herself, his/her active participation in both the curricular and extra-curricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, his/her teachers, and other adults. For more information refer to Board policy number 8300.

DISCIPLINE

A reminder, all school rules apply on school property and at all school sponsored activities and events If a student is suspended or expelled from school, they may not attend or participate in any school related extra curricular activities. If a student is suspended or expelled they may not be in the high school building or on school grounds without permission from the high school office.

It is expected that students will at all times obey the three primary rules of the school.

1. They will not violate the rights of other people.
2. They will not engage themselves in activities that will prove to be dangerous to themselves or others.
3. They will respect property.

These three rules of course give rise to the multitude of more specific expectations but are the essence of our school rules. Hopefully, students will exhibit self-control as they grow and develop in school. If students do not demonstrate maturity to control their own behavior and violate one of the three primary rules, appropriate action will be taken.

Our goal is to move students to practice the self-discipline they are going to have to exercise as they mature into adulthood. It is also important that parents, teachers, and principal be as consistent in enforcing the rules. It is only as we move forward as a team and work together that good building discipline can be realized and a set of consistent expectations in behaviors developed on the part of students.

When a student's behavior is of a very serious nature, he/she will be sent directly to the principal with a disciplinary referral. The principal will determine the consequence at that time. Parent notified by the teacher and principal could be appropriate.

When a teacher has excluded a pupil from class due to the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation, the pupil shall not be returned to the class prior to teacher notification by the principal or principal designee regarding the current status of the disciplinary referral.

Discipline is all inclusive. All discipline incidents will be considered when students report to the office.

The degree of discipline may be increased or decreased based on aggravating or mitigating circumstances.

You are placed on the discipline code that relates to the infraction. Once you are on the code, you could possibly continue with that code at the discretion of the Principal.

Immediate expulsion and report to the Police: Bomb threats, weapons, arson in school building or on school property, criminal sexual conduct, anti-Semitic activity on school property or during school sponsored events that are accompanied by death threats or violence, robbery, sale of drugs, explosives, unlawful interfering with administrators or teachers by force or violence.

*** Refer to Appendix A for the consequence rubric.**

TEACHER INITIATED SUSPENSION GUIDELINES

1. A teachers is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of education policy or the school's Student Code of Conduct.
2. The student will be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion. This will be in accordance with the Board of Education Policy and the School's Student Code of Conduct.
3. Any student suspended from the same class, subject or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day. This will be in accordance with due process requirements required by Board Policy for suspensions of ten days or more.
4. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.
5. The student should immediately be sent/directed to the assistant principal's/principal's office.
6. The teacher, at the end of the class period or as soon as possible after the incident, shall submit to the principal a completed suspension form regarding the incident.
7. The teacher suspending the student is required by law to establish a parent conference. Prior to making the contact, the teacher and principal are to confer on the seriousness of the incident and suggested discipline.
8. By the end of the day on which the incident occurred, the teacher shall contact the parent to schedule a conference in an attempt to resolve the issue. The conference with the parent may be accomplished through a telephone conversation depending on the seriousness of the incident. However, numerous incidents require a school conference with parent/guardian, teacher and if requested, the counselor and the principal.
9. Snap suspensions will be entered on the student's discipline sheet in the Principals office. After 3 snap suspensions the student will automatically receive a referral from the Principals office. The student's discipline for this referral will fall under the first step of the Intermediate Infraction step or the step in the code the student is currently on at the time of the snap suspension.

D. APPEAL PROCEDURES

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

E. IN-SCHOOL SUPERVISION

Students, who are assigned In-School Supervision, are not absent from school. They will attend entire half-day or a full day. All school rules apply. Assignments will be worked on for the entire time. **Students are responsible for getting all of their assignments for the day.** Students assigned to In-School Supervision for a full day must bring a brown bag lunch or make arrangements with the office for lunch from the cafetorium.

OBJECTIVES

1. To provide an alternative disciplinary procedure
2. To help students develop self-discipline
3. To provide social isolation for students guilty of disciplinary offenses, while enabling them to continue to participate in the schools instructional process.
4. The ISS program is not intended to become a "haven" for habitually disruptive or unruly students.

In order to be given credit for in-school supervision attendance, all assignments for that day must be competed during the ISS period.

REFERRAL PROCEDURE

1. The administration shall make referrals of students to in-school supervision in lieu of out-of-school suspensions as a first measure of discipline. (i.e. skipping school, verbal abuse, students repeatedly referred to the office or as determined by the administration.
2. The referral form shall give the students name, grade level, the behavior which prompted the referral and the day(s) of assignment.

3. The ISS is held as it can be scheduled from 8:07 a.m. to 3:19 p.m.
4. Teachers will receive a list of students assigned to the ISS room **via e-mail**.
5. Student assignments are to be sent to the ISS room.
6. If a student is assigned to In-School Supervision and they are absent for their assigned day, they will have one opportunity to be assigned again. Students are then subject to out-of-school suspension.

F. DETENTION POLICY

1. The High School Principal will process all detentions for grades 9-12.
2. Detentions must be made up on Tuesday and Thursday afternoons at 3:19 in the designated Detention Room.
3. Students will receive 1-day advance notice to their detention.
4. If any student fails to serve a detention, there will be another referral and discipline will be handled according to the step that the student is on.
5. Students must be on time to the detention room. No students will be allowed in the detention room after 3:19. Students not present by 3:19 will be counted as failing to serve a detention. (see paragraph 10)
6. If a student misbehaves in any manner during the detention period, a referral will be made and will follow the discipline code in which they are on.
7. Detentions will be noted in the Daily Announcements the day after the detention is issued. A daily list will also be posted in the high school office window. It is the responsibility of the student to be informed of any detentions that must be served.

MANDATORY EXPULSION

Mandatory expulsion is for a minimum of 180 days.

TERRORISTIC THREATS/ACTS

A Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

A terrorist act shall mean an offense against property or involving danger to another person.

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

According to Section 1311(2) of the Revised School Code, a pupil who is in possession of a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the school district permanently, subject to possible reinstatement after a specified time period has passed. The expelling district must enter on the pupil’s permanent record that he or she has been expelled pursuant to Section 1311. A pupil who is expelled under this section is considered to be expelled from all public schools in the state.

Legislation requiring that if a dangerous weapon is found in the possession of a pupil while in attendance at school or school activity or while on a school bus, the superintendent or designee, must immediately report the finding to the parents or legal guardian and the local law enforcement agency. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

The school regardless of whether or not criminal charges result will take disciplinary action.

Assuming the responsibility granted to it by law, the Board of Education establishes the categories of misconduct while a student is under jurisdiction of the school and could result in suspension, or expulsion from the L’Anse Area Schools. For more information refer to Board policy number 5205

ASSAULTS COMMITTED BY STUDENTS AGAINST SCHOOL PERSONNEL

MICHIGAN LAW (STUDENT ON ADULT ASSAULT)

Mandatory expulsion of a minimum of 180 days is required of students who physically assault an employee or volunteer or contractor of a school district. Expulsion of up to 180 days is also required of any student who commits a verbal assault against a person employed by the school board, OR, makes a bomb threat or similar threat directed at a school building, other school property, or a school related event.

Verbal Assault shall be defined as:

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

MICHIGAN LAW PA 102 (STUDENT ON STUDENT ASSAULT)

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

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

1. ARSON - Intentionally setting a fire.

2. ASSAULT - Physical violence to all other persons.
3. BOMB TREAT
4. BULLYING – The repeated intimidation of others by the real or threatened infliction of physical, verbal, written electronically transmitted, or emotional abuse, or through attacks on the property of another.
5. BURGLARY - Theft or possession of stolen property.
6. EXPLOSIVES - Explosives are not permitted on school property or at school sponsored events. This includes fireworks.
7. EXTORTION, BLACKMAIL OR COERCION - Obtaining money or property by violence or threat of violence or forcing someone to do something against their will by force or threat of force.
8. FIRE ALARM - Pulling a fire alarm when there is not a threat of fire.
9. GAMBLING
10. HAZING – Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.
11. LARCENY/THEFT
12. MALICIOUS MISCHIEF - could involve questionable drawings (i.e. violence, weapons, etc.) or offensive Drawings to another person, classroom behavior and property damage.
13. ROBBERY - Stealing from an individual by force or threat of force.
14. SALE, POSSESSION, USE OR MISUSE OF ALCOHOL , DRUGS OR UNDER THE INFLUENCE OF DRUGS/ALCOHOL.
15. TERRORISTIC THREATS/ACTS – Board of Education Policy Number 8255-2
16. TRESPASS - Being present in an unauthorized place or refusing to leave when ordered to do so.
17. UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES - Interfering with administrators or teachers by force or violence.
18. UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITIES - Interfering with administrators or teachers by intimidation with threat of force of violence.
19. VIOLENCE - instigating riots, demonstrations, etc.
20. VIOLATION OF STATE LAWS AND LOCAL ORDINANCES - the commission of or participation in such activities in the school building, on school property, or at school sponsored events is prohibited. The school regardless of whether or not criminal charges result will take disciplinary action.

CARE OF SCHOOL PROPERTY

Students who litter, deface the building or furniture, misuse books, materials and equipment or steal property, will be held responsible for the cleaning, repairing or cost to restore to the original condition or replace. The student may also be subject to additional disciplinary action. This is your school; your parents have ownership in this building. An adult will supervise any student who is involved with cleaning or repairing.

CHEATING/PLAGIARISM

Cheating/Plagiarism will not be tolerated at L’Anse Senior High School. Plagiarism is defined as: take and use (passage, plot, etc.) from the work of another writer and represent it as one’ own. Documentation of cheating will be kept in the students file for future references and the student will receive a zero on their paper. Students will be disciplined according to the Discipline Code.

LASER LIGHTS

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

FOOD/DRINK

The chewing of gum is not permitted. Food and drink are permitted in the commons area and cafetorium on the first floor only. Water will be allowed in the classroom in clear containers only and with teacher approval.

VISITORS

All visitors must have a pass from the office to proceed to their destination. Students bringing visitors to school must obtain a visitor pass form from the office. This form must be signed, in advance, by your teachers, parents/guardians, and 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 will apply to all students who ride the L'Anse Area School/Sacred Heart School busses:

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

DISCIPLINE FOR BUS MISCONDUCT

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

1. Talking to principal
2. After school detention
3. 5 days after school detention
4. Suspension of bus riding privileges for up to 1 day

Major Infractions:

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

Discipline Steps

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

DANCE GUIDELINES

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

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

EXTRA CURRICULAR/ATHLETIC ACTIVITIES ELIGIBILITY REGULATIONS

The eligibility rules and regulations are those set forth by the Michigan High School Athletic Association and the L'Anse Area Schools. Students participating in all school related extra-curricular activities must be aware of the following regulations:

1. To be eligible for extra-curricular activities in the L'Anse Senior High School, a student must be taking a minimum of thirty- five hours of classroom credit per week. (Seven classes that meet five times weekly.) Extra-curricular activity examples are, Destination Imagination, Drama Club, Youth In Government, etc.
2. A student to be academically eligible to participate in high school athletics must have passed 25 semester hours the previous semester and must be passing 25 hours the current semester. A student must be passing 30 hours and not be failing in more than two classes to be eligible. A first semester freshman is immediately eligible regardless of previous semester grades.
3. If a student is failing two individual classes, recorded from the first day of the semester up to and including the previous Friday, that student will be ineligible for that week, even though they are passing twenty credit hours.
4. Students will be ineligible if they accept or have accepted from any source anything for participating in athletics which exceeds twenty five dollars in value. Athletes must check with the Athletic Director, coach or principal prior to accepting any prize, money or trophy.
5. A student may be ineligible for disciplinary reasons and may be ineligible for failure to comply with athletic training rules and for displaying poor sportsmanship while representing this school.
6. All physicals for athletes related to extra-curricular activities must be scheduled at some time other than during school.
7. The following procedures will be followed for weekly eligibility.
 - a. Any student who is failing in 2 or more subjects will be in-eligible.
 - b. Eligibility is determined each week, from the beginning of the semester. Eligibility checks are done every Thursday, no later than 1 PM. Students who are determined to be ineligible will remain so from 8:00 a.m. Monday until 8:00 a.m. the following Monday.
 - c. Friday morning a list of failing students will be available for coaches and staff. If you are academically ineligible, you will be allowed to practice with your team of group, but you will not travel with your team, suit up or sit on the bench at games, etc. You will be a spectator only.
 - d. An ineligible student can become eligible again on the first Monday following a satisfactory Thursday eligibility check.
8. To compete in an athletic contest or extra curricular event all classes must be attended that day. Prior arrangements must be made with the athletic director or advisor for exceptions. Students should be in school all day - every class - in order to

be able to attend practices. If a student is too sick to attend school, he/she is too sick to play or practice. Exceptions should include documented medical appointments, especially orthodontist appointments.

9. Additional rules to be followed will be handed out by coaches of individual sports and advisors of extra curricular activities.
10. All students transferring to L'Anse Area Schools must follow the L'Anse Area Schools Athletic and Activity Handbook. Any previous discipline from their former school will be followed according to the L'Anse Area Schools Athletic and Activity Handbook.

NATIONAL HONOR SOCIETY, L'ANSE HIGH SCHOOL EXCELSIOR CHAPTER

PURPOSE (See Appendix B)

The purpose of the National Honor Society (NHS) is to promote appropriate recognition for students who reflect outstanding accomplishments in the area of academics, character, leadership, and service. The NS is sponsored by the National Association of Secondary School Principals. The rules, regulations, and policies are determined by the NASSP in their NHS Handbook.

INDUCTION

Induction of new members into the NHS will take place before April 1 so that all senior members become eligible to apply for the Mary Margaret Higgins Scholarship. 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. The National Council firmly believes that schools should create their own ceremonies and procedures and the only stipulation is that they be "appropriate and impressive." New members of the NHS are usually given membership cards, pins, certificates, or charms as a visible sign of membership. Chapter dues are not to exceed \$5.00 per year, and membership should not be denied because of a student's inability to pay.

Those students selected are generally notified promptly and personally by the principal, chapter advisor, or Society president. As a courtesy, the chapter advisor or principal should notify the officers and chapter members.

STUDENT COUNCIL CONSTITUTION

ARTICLE 1 - The Name

This organization will be known as the Student Council of the L'Anse Middle/ High School

ARTICLE 2 The Purpose

1. To create and uphold the good citizenship of the school.
2. To give the student body a voice in school government.
3. To promote activities for the best interest of the school.

ARTICLE 3 Membership

1. There shall be three members from the 9th and 10th grades, including the President (s), and four members from 11th and 12th grades, including the President (s).
2. There shall be two members each from 6th, 7th, and 8th grade classes, which shall include each class President, and one (1) additional Student Council Representative elected from each class.
3. One faculty advisor shall be appointed by the superintendent to serve in an advisory capacity only, and must be present at every meeting.

ARTICLE 4 Officers

1. Officers shall consist of a president, vice president, treasurer, secretary-reporter, Junior School Board L'Anse Area Schools Computer Network Student Advisory Committee. A member may hold this position along with another office. Representative, and Senior School Board Representative. A member of the Council shall be elected as liaison to the
2. The president must be either a member of the junior or senior class and have previously been a member of the Student Council for one (1) year. One (1) Junior and one (1) Senior shall be elected by their class to report class and Student Council activities to the School Board. The remainder of the Student Council officers shall be elected from the member of grades 9 through 12.
3. In case of a vacancy the office will be filled by vote of the council, except should the office of President become vacant, the Vice-President shall become President for the remainder of the term.

ARTICLE 5 Elections

1. Elections for class officers for the next school year shall be held as early in May as practical. The Student Council shall be responsible for holding the elections.
2. A student must at the time of the election have an accumulative grade point average of 2.0 (C) to run for any class office for the next school year. The President, the Student Council Advisor and the Guidance Counselor(s) must verify grades before elections are held. A candidate for class office must also meet with the approval of their class advisors.
3. In case of a vacancy, the Class President with the approval of Class advisors shall appoint a member to fill the vacancy; except should the office of President become vacant, the Vice-President shall become President for the remainder of the term.
4. A re-organizational meeting of the Student Council shall be held as soon as practical following class elections. All current and newly elected members shall attend and vote for student Council Officers.

Appendix A

Consequence Rubric Grades 6 - 12

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

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

Threats to School (false fire alarm, bomb threats, arson, possession of guns, knives, blades, fireworks, clubs, ammunition, or like items, etc.)	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Referral to law enforcement 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Referral to law enforcement 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Referral to law enforcement
Possession of Stolen Property	<ul style="list-style-type: none"> • Two day out of school suspension • Possible referral to law enforcement • Return or make restitution for stolen property • Parent Conference 	<ul style="list-style-type: none"> • Three day out of school suspension • Possible referral to law enforcement • Return or make restitution for stolen property • Parent Conference 	<ul style="list-style-type: none"> • Five day out of school suspension • Possible referral to law enforcement • Return or make restitution for stolen property • Parent Conference
Under the Influence, In Possession of, Sale, or Distribution of any form of tobacco at any school related activity (including on bus or at the bus stop)	<ul style="list-style-type: none"> • Three day out of school suspension • Referral to law enforcement • Student calls parents 	<ul style="list-style-type: none"> • Five day out of school suspension • Parental Conference before returning to school • Referral to law enforcement 	<ul style="list-style-type: none"> • Referral to Superintendent • Six to ten day out of school suspension • Hearing by the Board of Education • Referral to law enforcement
Under the Influence, In Possession of, Sale, or Distribution of any form of any controlled substance at any school related activity (including on bus or at the bus stop) (Alcohol, drugs, drug paraphernalia, prescription drugs, etc.)	<ul style="list-style-type: none"> • Five day out of school suspension • Parental Conference before returning to school • Referral to law enforcement 	<ul style="list-style-type: none"> • Referral to Superintendent • Six to ten day out of school suspension • Hearing by the Board of Education • Referral to law enforcement 	<ul style="list-style-type: none"> • Referral to Superintendent • Six to ten day out of school suspension • Hearing by the Board of Education • Referral to law enforcement
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

It is impossible to list every possible incident subject to punishment. The consequences listed in the *Grades 6-12 Consequences Rubric* are provided for guidance. Administration may determine the appropriate course of action based on the situation and board policy. Repeated violations of any school rule may result in a suspension up to ten (10) days, possible expulsion, and parent conference. All discipline will follow due process procedure.

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

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*.