C.J. Sullivan Elementary School
Student/Parent Handbook
School Year 2025- 2026

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Notice of Non Discrimination

It is the policy of the L'Anse Area School District that no person on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight, or height shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the policies should be directed to the Superintendent, L'Anse Area Schools, 201 N. Fourth St., L'Anse, MI 49946, and 906-524-6000.

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L'ANSE AREA SCHOOLS
CALENDAR
2025 - 2026

September 1	~	Labor Day *(School & Offices Closed)*
September 2	~	First Day for Students
October 6	~	Progress Report Distribution 1
October 10	~	No Classes *(Teacher In-Service)*
October 31	~	End of First Marking Period
November 6	~	1/2-day School - Dismissal at 11:55 a.m. (*Hours 1, 2, 3 & 4)*
		**Parent/Teacher Conference 12:30-3:30 & 4:30-7:30 p.m.*
November 7	~	No Classes *(Teacher In-Service)*
November 14	~	No Classes
November 26, 27 & 28	~	Thanksgiving Break
December 8	~	Progress Report Distribution 2
December 22 – Jan. 2	~	Winter Break (No Classes) – *Classes resume Jan. 5*
January 21	~	Semester Exams – Dismissal at 11:55 a.m. *(Hours 2 & 3)*
January 22	~	Semester Exams – Dismissal at 11:55 a.m. *(Hours 4 & 5)*
January 23	~	Semester Exams – Dismissal at 11:55 a.m. *(Hours 6 & 7)*
February 13	~	No Classes *(Teacher In-Service)*
February 16 & 17	~	No Classes - *Mid-Winter Break*
February 26	~	1/2-day School - Dismissal at 11:55 a.m. - (*Hours 5, 6, 7 & 4)*
		*Parent/Teacher Conferences - *12:30-3:30 p.m.*
February 26	~	Progress Report Distribution 3
March 13	~	No Classes *(Teacher In-Service)*
March 23 – 27	~	Spring Break (No Classes) – *Classes resume March 30*
April 3 & 6	~	No Classes *(Good Friday & Easter Monday)*
April 10	~	End of Third Marking Period
May 1	~	No Classes *(Teacher In-Service)*
May 2	~	Prom
May 4	~	Progress Report Distribution 4
May 20	~	Honors Convocation – 7:00 p.m.
May 21	~	Graduation - 7:00 p.m.
May 25	~	Memorial Day *(School & Offices Closed)*
June 8	~	Final Exams - Dismissal at 11:55 a.m. *(Hours 2 & 3)*
June 9	~	Final Exams - Dismissal at 11:55 a.m. *(Hours 4 & 5)*
June 10	~	Final Exams - Dismissal at 11:55 a.m. *(Hours 6 & 7)*
June 10	~	Last Day for Students

Classes start at 8:15 a.m. with dismissal at 3:18 p.m.

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's Policies and the School's Rules as of **August 2025**. If any of the policies or administrative guidelines referenced herein are revised after this date the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

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

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the district compliance officer:

Christopher Davidson, Superintendent
L'Anse Area Schools
906.524.6000 ext.4

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

PARENT INVOLVEMENT

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

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
2. Providing a school and home environment that encourages learning and augments, at home, the learning experiences provided at school.

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

SCHOOL DAY

At C.J. Sullivan Elementary School, the typical school day begins promptly at 8:15 am and ends at 3:18 pm. Please carpool or arrange child care so **children will not be dropped off or arrive earlier than 8:00 am**, unless they are participating in the breakfast program, which begins at 7:45 am. There is no adult supervision of hallways until 8:05 am. To ensure the safety of your children, please drop students off in designated areas only.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.
Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.
Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

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

Inquiries or complaints by students and/or their parents/guardians related to discrimination based on disability/handicap should be directed to: Superintendent of Schools, L'Anse Area Schools, 201 North Fourth Street, L'Anse, Michigan 49946. (906) 524-6000 ext. 1.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

Enrollment paperwork can be obtained from the school website at www.lanseschools.org or the school office.

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

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

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

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

CLASS ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

EARLY DISMISSAL

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. A child will be released to a non-custodial parent or their designated adult only with written permission of the parents or custodial parent. If a non-custodial parent is not allowed to associate or have contact with the child, we must have a court order on file. In case of sickness or emergency if a designated adult other than the parent is to pick up the child, written permission should be on file in the school office.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from C.J. Sullivan Elementary, the parent must notify the principal, return all school materials, and pay any fees or fines that are due. School records may not be released until the student has completed this procedure. Parents are encouraged to contact the elementary office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Parents/guardians withdrawing their children for the purpose of homeschooling are requested to complete the homeschool withdrawal form.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

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

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

B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the nurse's office.

D. Medication that is brought to the office will be properly secured.
   a. Medication must be conveyed to school directly by the parent.
   b. Medication **MAY NOT** be sent to school in a student's backpack lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instruction and the parent's written permission release.

Asthma, Inhalers and Epi-pens

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

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

Parents may authorize the school nurse to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

DIRECT CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the guidance counselor at 524-6000 ext. 204 to inquire about evaluation procedures and programs.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to student within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature of severity of their disabilities.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the principal at 906.524.6000 ext. 200 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

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

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

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

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an

unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

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

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

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

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

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

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

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

FERPA@ED.Gov
PPRA@ED.Gov

STUDENT FEES, FINES, AND SUPPLIES

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

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

STUDENT FUND-RAISING

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

- Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.
- Students may not participate in fund-raising off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- All fundraising activities need to be requested by the proper advisor/coach and approved by the building principal.
- The Board of Education and Administration encourages all groups; teams and organizations to purchase supplies locally to show our appreciation and support of the community. See Board Policy.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

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

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

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

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

FIRE, LOCK DOWN AND TORNADO DRILLS

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

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

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA.

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

Pulling the fire alarm when there is no fire is an illegal act.

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

EMERGENCY CLOSINGS AND DELAYS

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

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

DELAYED SCHEDULE

School Begins – 10:15 am
School Dismissed – 3:18 pm

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

USE OF THE LIBRARY

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

2. No library material is to be removed from the library without first being checked out. Students may sign out books for a two week period. These items may be renewed for an additional two-week period, but the items must be brought into the library and signed out again. No items will be renewed without the student having the items in hand.
3. Students may check out only two items during each library period. If any student has any overdue material, no new materials may be taken out of the library until the overdue material has been returned and the library fine paid. If a student loses or damages library materials, no new material may be taken out until the bill for the lost material has been paid.
4. When material becomes overdue, fines will accumulate at a rate of $0.10 per day. However, if a lost item is later found by the student, the money will be refunded, minus any fine.
5. The maximum fine that can accumulate on an overdue item is $5.00 If materials remain overdue longer than 50 days, the parent/guardian will be sent a bill according to the following rules:
   $ 8.00 for paperback books
   $18.00 for hardcover books

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

STUDENT SALES

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

USE OF TELEPHONES

Office phones are for school business only and cannot be tied up for personal use. If a student is ill or there has been an accident, school personnel will make the call for the student. It is important that a 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.

Classroom phones are not to be used by students. Please limit incoming calls to emergencies only.

ADVERTISING OUTSIDE ACTIVITIES

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

ANNOUNCEMENTS

Announcements must be submitted in writing to the CJ Sullivan office prior to 7:45 a.m. Announcements will be emailed to the classrooms. Announcements are posted to the L'Anse Area School website daily.

FLOWERS/GIFTS

All deliveries of flowers, gifts, mail, etc. are to be brought to the school office and must be identified as to whom the item is for and from whom it is being sent.

RECESS

A recess period is given to provide students with a change of pace, exercise, and a release of tension. If your child is well enough to attend school, it is generally assumed that he/she is able to participate in class activities, including recess. All students are expected to go outside, where there is supervision, unless the principal determines that the weather conditions are not appropriate for outside recess. This determination will be made when it is raining or when the temperature, factoring in the wind chill falls below 0 degrees Fahrenheit. It is strongly recommended that students dress for weather conditions including having boots, hats, coats, gloves/mittens, etc.

A written request from a parent asking that a child remain inside for recess will be honored one day at a time. Requests for extended periods of time will require a statement from a doctor. Students remaining inside will work/read quietly in a location designated by the principal, unless arrangements have been made with your child's classroom teacher.

SECTION II – ACADEMICS

GRADES

C.J. Sullivan Elementary School utilizes a variety of grading systems. The purpose of the grade is to indicate the extent to which the student has acquired the necessary learning. In general, students earned grades based on test/quiz results, homework, classroom assignments, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. If a student or parent is unsure of how his/her grade will be determined, he/she should ask the teacher.

Kindergarten & 1st Grade: These grade levels utilize a standards-based report card. This report card provides an indication of student progress on several skill areas.

2nd – 5th Grade: These grade levels utilize a standard letter (A-E) grade system.

Grade Scale	
95-100	A
90-94	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
0-59	E

Progress Reports: Students will receive a progress report (mid-marking period report) following the mid-way point of each marking period.

Report Cards: Students shall receive a report card following the completion of each 9 week marking period indicating their grades for that portion of the academic term.

Skyward Family Access:
When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents are encouraged to regularly check with their child's teacher regarding academic progress. Grades (2nd-5th grade) can be checked by accessing the Skyward Family Access link located on the L'Anse Areas Schools website at www.lanseschools.org.

COURSE OFFERINGS

Subject:	Grade:	Subject:	Grade:
Math	K-5	Music	K-5
Reading	K-5	Art	K-5
Science	K-5	Physical Education	K-5
Social Studies	K-5		
ELA	K-5		

PROMOTION, PLACEMENT, AND RETENTION

Each student's progress is reviewed to determine probable placement for the fall of the coming school year. A committee consisting of the principal, counselor, grade level teachers, and/or parents/guardians may make the review. Factors to be considered are: previous retention, age of the student, attendance, effort in class and ability as determined by staff and standardized tests. The goal is to make a placement that will best meet the needs of each student. The recommendation may be:

1. Promotion: The student has successfully completed all requirements.
2. Retention: The student has not met minimal requirements in a certain grade and will repeat that grade.
3. Placement: The student is placed in the next grade but has not met the requirements for promotion.

Promotion (or retention) to the next grade level is determined by the principal in consultation with appropriate staff in close communication with the parent/guardian.

STUDENT ASSESSMENT

Students will participate in various testing to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

FIELD TRIPS

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

HONORS CONVOCATION

The L'Anse Area Schools Board of Education will sponsor an Honors Convocation each year to recognize students in grades four through twelve who achieved academic excellence throughout the school year. Students that maintain a 3.5 or higher grade point average (GPA) at the end of the 3rd marking period will be honored. Each student eligible to attend the Honors Convocation will receive an appropriate award for academic excellence during the year**.**

Gold Medal – 4.0
Silver Medal – 3.7 – 3.99
Bronze Medal – 3.5 – 3.69

HONOR ROLL

After the completion of each marking period, a list of students making the honor roll will be placed in the local newspaper. To be eligible for the honor roll a student must have a "B" (3.0) average.

COMPUTER TECHNOLOGY AND NETWORKS

See L'Anse Area Schools Acceptable Use Policy – Appendix E

ONLINE BLENDED LEARNING EXPERIENCE

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

Virtual Learning is only an option when the following criteria are met:

1. Requested in advance of the semester
2. Have completed a virtual learning contract
3. The class is connected to the student's EDP/ career prep

Virtual learning is not an option when a student changes their mind about prior course selections after the semester has started. Any virtual learning courses added after the beginning

TITLE I

Title I is a federally funded program aimed at assisting students who are failing to meet or are at an increased risk of failing to meet curriculum standards. C.J. Sullivan Elementary provides assistance through teachers and/or paraprofessionals. Generally, students are recommended to receive these services based on assessment results and teacher observations. However, it should be understood that all students may occasionally receive assistance from Title I teachers and/or paraprofessionals.

AT-RISK

Section 31a of the State School Aid act provides funding to eligible school districts for the purpose of supporting students that meet the "at-risk" criteria specified in the legislation. These criteria include low achievement on state assessments, failure to meet core academic objectives, or the presence of two or more identified at-risk factors.

COUNSELING SERVICES

The elementary counselor provides counseling services to all elementary students to enhance social and emotional learning aimed at improving student success in the school setting. Counseling services include individual, group, drop-in counseling, and classroom lessons. Students are able to request to see the counselor during school hours anytime during availability. If continued sessions (beyond a drop-in appointment or one time concern) are requested by a student, teacher, or parent parental consent may be sought.

STUDENT ASSISTANCE TEAM MEETINGS

The student assistance team is an instructional support team that is comprised of a group of school personnel and parents. The goal of the student assistant team is to assist faculty and staff in meeting the educational needs of all students. The role and responsibilities of the student assistant team include the following:

- Assist the classroom teacher in assessment, adaptations and implementation of specific strategies pinpointed to increase individual student success.
- Offer suggestions, model strategies, and/or provide opportunities for incorporating the intervention strategies into the classroom routine.
- Act as a resource for staff and parents by providing materials, information, ideas, and a listening ear.
- Collect data and monitor individual student success.

Parents who desire to have a student assistance team meeting should contact the guidance counselor.

SECTION 504

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

SECTION III – STUDENT CONDUCT

ATTENDANCE

School Attendance Policy: ***Please reference Appendix H. on Page 49***

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

Attendance is recorded twice per day; once in the morning and then again in the afternoon. Teachers will mark students as present, absent, or tardy. Students are expected to be in their classrooms prepared to work by the 8:15 bell.

Students will be marked tardy if they arrive in the classroom after 8:15 am.
Students will be marked absent for the morning if they have not arrived to school by 9:15 am.
Students will be marked absent for the afternoon if they have not arrived by the end of lunch or if they leave school prior to 12:30 pm.

EXCUSED ABSENCES

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

- Required Court Attendance
- Illness or recovery from accident, surgery, etc.
- Professional appointments
- Death in immediate family
- Observation or celebration of a bona fide religious holiday
- Other 'good cause reasons' may be excused **only if** Pre-Arranged (ex: vacation, out of town events, non-medical appointments)
- Non-school sponsored activities-need to be preapproved by the principal

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

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

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

UNEXCUSED ABSENCES

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

Zeros may be given on any assignment, test, or assessment given on the day of the unexcused absence. Students have 2 school days to bring in a note or a phone call from the parent.

TRUANCY

Unexcused absence (truancy) from school is not acceptable. Truancy is defined as ten unexcused absences in a school year. This definition focuses on absences not sanctioned by a parent/guardian, generally a student 'skipping school', and most often may result in charges for the juvenile if other interventions prove unsuccessful.

After 10 days of truancy, a student will be considered a "habitual truant" which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events;
- Referral to truancy program
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

SUSPENSION FROM SCHOOL

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

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

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school at 524-6000 EXT. 1 OPTION 1 or by a written note within two (2) school days of the absence to provide an explanation. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

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

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

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

VACATIONS DURING THE SCHOOL YEAR (PRE-ARRANGED ABSENCES)

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend events held after school, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. Students must comply with the Code of Conduct at school events, regardless of the location.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly

advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

CODE OF CONDUCT

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

Expected Behaviors
Each student shall be expected to:

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

DRESS AND GROOMING

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

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

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.

- Spaghetti straps, strapless, cut offs are not permitted. Tank tops and sleeveless are permitted if straps are three finger width wide.
- Shorts, skirts and dresses must be at least mid-thigh and the spandex variety is inappropriate.
- Bare midriffs are inappropriate and not allowed. Shirts must be long enough to be tucked in and remain in while seated.
- Shoes must be worn at all times. Street shoes are not to be worn on the gym floor.
- Swear words, advertising for tobacco, alcohol or drugs, weapons, or sexual innuendoes, which might be constituted as harassment, is prohibited on all clothing.
- Remove your headgear in the building**. (Hats, visors, bandana, all hoods)**
- Face paint/costume makeup is not permitted unless it is approved for a school function.
- Gang related attire is not permitted.
- Jackets are not allowed except at the discretion of the teacher.
- Wearing or displaying hate or anti-Semitic material is prohibited.
- Under garments may not be visible at any time.
- Roller shoes (Heelys) are not allowed in school.

Backpacks

Students are not permitted to bring any bags, purses or backpacks including Chromebook bags, laptop bags, duffle bags etc. into classrooms unless the backpack is clear. These items should be kept in lockers.

Care of Property

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

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

TITLE IX SEXUAL HARRASSMENT

See Board Policy 2266 at www.lanseschools.org

STUDENT DISCIPLINE CODE AND EXPLANATION OF TERMS

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

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

Explanation of Terms Applying To the Student Discipline Code

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

Use of Drugs

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

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

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

- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Breath-Test Instruments

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

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

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

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

Use of Tobacco/Smoking Devices

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking' paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

Student Disorder/Demonstration

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

Possession of a Weapon

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

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession one school property or at a school related activity and of the following:

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

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

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

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

Physically Assaulting a Staff Member/Student/Person Associated With the District
Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

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

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

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

Falsification of School Work, Identification, Forgery
Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

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

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

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

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

False Alarms, False Reports, and Bomb Threats

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

Explosives

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

Trespassing

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

Theft

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

Disobedience

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

Damaging Property

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

Persistent Absence or Tardiness

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

Unauthorized Use of School or Private Property

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

Refusing To Accept Discipline

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

Aiding or Abetting Violation of School Rules

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

Displays of Affection

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

Use of Personal Communication Devices

Personal Communication Devices (PCD) will not be permitted for use during the school day (8:05 AM - 3:18 PM), including in classes, recess, lunch, assemblies, or meetings. Internet use will not be permitted on any PCD. PCD's will be powered off and put in a student's locker during the school day. A student may possess a personal communication device or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions with limited uses. Limited use will include before school and after school provided that its use is not disrupting or distracting to the educational process or school activity.

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

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

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

Violation of Individual School/Classroom Rules

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

Violation of Bus Rules

Please refer to Section IV on transportation for bus rules.

Disruption of the Educational Process

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

Harassment

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected

characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student that believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher, principal, or may report it directly to the superintendent at 906-524-6000. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

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

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

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

Harassment

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

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

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

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

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.
Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

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

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

Bullying

See L'Anse Area Schools Bullying and other Aggressive Behavior Toward Students Policy in Appendix F.

Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statue for such specified offenses as physical and verbal assault (see Policy 5610.01).

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

Criminal Acts

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

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

Safety Concerns

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

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Before-school detention
- Lunch-time detention
- After-school detention
- In-school suspension

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

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

FORMAL DISCIPLINE

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

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

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

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

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

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

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified of the reason for and the length of the suspension. When a student is suspended, he/she may make-up work missed and will receive credit. Some forms of learning cannot be made up such as labs, field trips, and skill-practices.

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

Long-term Suspension or Expulsion from School

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

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or a recommendation for expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

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

C.J. Sullivan Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.
All computers and internet tablets of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed if it:

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.
A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION IV- TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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

Bus transportation is not provided to students living within 1 mile of the school unless the student is in grades K-3. If you have a question regarding if your residence is within 1 mile from the school, please contact the school office.

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

BUS CONDUCT

At the Bus Stop:

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

When Boarding the Bus:

- Wait for the bus to stop and the driver to open the door before moving forward to board the bus.
- Step up on the bus in a timely manner, quietly, without crowding, pushing, or shoving.
- Go immediately to a seat and be seated.

While on the Bus:

- Be respectful to driver and other students at all times.
- Sit, facing forward and do not change seats without permission from the driver.
- Remain in seat while bus is in motion.
- Talk quietly, courteously, and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your hands, feet, and belongings to yourself.
- Do not throw objects in or out of the bus.
- Keep feet, books, coats, backpacks, and other belongings out of the aisle.
- Listen to driver instructions at all times.

When Leaving the Bus:

- Remain in seat until the bus comes to a stop.
- Step off the bus in a timely manner, quietly, without crowding, pushing, or shoving.
- If you must cross the roadway, walk 10 feet in front of the bus and wait for signal from the driver.

PENALTIES FOR INFRACTIONS

Minor Infractions

1. Improper boarding/disembarking
2. Failure to remain seated
3. Failure to obey driver
4. Littering
5. Unnecessary noise

6. Rude Discourteous, and annoying conduct
7. Other behavior relating to safety, well-being, and respect for others

Discipline Steps for Minor Infractions

1. Conference with principal
2. 1 hour detention
3. Suspension of bus riding privileges for up to 1 day

Major Infractions

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

Discipline Steps for Major Infractions

1. 1-3 day suspension of bus riding privileges
2. 3-5 day suspension of bus riding privileges
3. Up to 10 day suspension of bus riding privileges
4. Loss of bus riding privileges for the remainder of the year
5. Consequence from the Behavior Rubric and Matrix will apply as well.

APPENDIX

Appendix A Behavior Expectations

	Hallways	Cafetorium	Playground	Restrooms	Office	Bus	Assemblies
Be Respectful	Use quiet voices Follow directions Allow others to pass Walk around adults in conversation	Use quiet voices Eat your own food Chew with mouth closed Hands, feet, and objects to self Use "Please" and "Thank You"	Listen for the whistle Line up when whistle blows	Use quiet voices Place garbage in the cans	Use a quiet voice Tell the truth Be polite Wait your turn Follow directions	Use a quiet voice Follow directions Use kind words and treat others the way you want to be treated Tell the truth	Pay attention to assembly Wait to be called on Use applause appropriately Hands, feet, and objects to self
Be Responsible	Be on time Place garbage in the cans Keep hallways neat and clean Keep lockers neat and clean Be ready (pencil, subject book, paper, etc.)	Wait your turn in line Clean up your area Eat what you take Clear off your tray	Dress appropriately for the weather Use equipment appropriately Accept consequences Line up quickly and quietly Report problems to an adult Listen for directions Get a pass to enter building	Use proper amount of toilet paper Go, flush, wash, leave Return directly to your classroom	Go directly to office Speak one at a time Have a purpose in the office Accept consequences without arguing Return to class promptly	Give bus driver any notes Arrive to the bus on time Accept consequences	Hands in lap Sit on pockets with your assigned class
Be Safe	Eyes forward Hands at your side Quiet feet Walk on right Keep objects to self	Walk Hold tray with both hands Sit on bench/chairs properly Wait to be dismissed for recess	Things on the ground stay on the ground Stay within the playground boundaries Play safe Hands, feet, objects to self	Wash hands Keep water & soap in sink	Sit in a chair	Walk to and from the bus Remain seated until bus stops Keep, hands, feet, objects to self Voices and music off at railroad crossings	Walk in a single file line Exit with your assigned class Hands, feet, objects to self

Appendix B

CJ Sullivan Elementary Consequences Rubric

Consequences linked to behavior

	Behavior	First Offense Suggested Consequences	Second Offense Additional Consequences	Repeated Offenses Additional Consequences
Level 1	**Minor- Staff Managed** **Inappropriate language/ obscene gestures, physical contact/aggression, noncompliance/defiance/disrespect, disruption, lying/cheating, harassment/bullying, vandalism/property damage, inappropriate location/out of bounds**	Redirect Reteach Apology Tie to behavior Expectations Restorative action Proximity Signal/Non-verbal Cue	Reflection sheet Apology Reteach redirect Time owed Loss of privilege Parent Phone Call Restorative action	Possible referral to school counselor Loss of privilege Apology Lunch Detention Reflection Sheet Parent Phone Call Teaching and Practice of Expected Behavior Teacher-student Conference
Level 2	**Major- Staff Managed** **Inappropriate language/ obscene gestures, physical contact/aggression, noncompliance/defiance/disrespect, disruption, lying/cheating, harassment/bullying, theft, vandalism/property damage, inappropriate location/out of bounds**	Restorative action Loss of Privilege Apology Parent Phone Call Time Owed Lunch Detention Redo Assignment Fail Assignment Possible Referral to Counselor Reflection Sheet Teaching and Practice of Expected Behavior Teacher-student Conference	In-school Suspension Loss of Privilege Lunch Detention Restorative action Reflection Sheet Parent Phone Call Possible Referral Counselor Redo Assignment Fail Assignment Student Study (SAT) Teaching and Practice of Expected Behavior	In-school Suspension Loss of Privilege Lunch Detention After School Detention Restorative action Reflection Sheet Parent Phone Call Possible Referral Counselor Redo Assignment Fail Assignment Student Study (SAT) Collaborative Behavior Plan Teaching and Practice of Expected Behavior

	Behavior	**First Offense** Suggested Consequences	**Second Offense** Additional Consequences	**Repeated Offenses** Additional Consequences
Level 3	**Major Office Managed** **Inappropriate language/ obscene gestures, physical contact/aggression, noncompliance/defiance/ disrespect, fighting, disruption, lying/cheating, harassment/bullying, theft, vandalism/property damage, weapons/bomb threat, inappropriate location/out of bounds**	Parent-Principal Communication Lunch Detention Reflection Sheet Possible Referral to School Counselor Teaching and Practice of Expected Behavior Restorative action De-Escalation Fail Assignment/test Suspension After School Detention Possible Police Referral	Parent-Principal Communication Lunch Detention Reflection Sheet Possible Referral to School Counselor Teaching and Practice of Expected Behavior Restorative action De-Escalation Fail Assignment/test Collaborative Behavior Plan Suspension After School Detention Possible Police Referral	Parent-Principal Communication Lunch Detention Reflection Sheet Possible Referral to School Counselor Teaching and Practice of Expected Behavior Restorative action De-Escalation Fail Assignment/test Collaborative Behavior Plan Suspension After School Detention Possible Police Referral
	Cell phone violation	Confiscation –Student pick up Elementary office	Confiscation – Parent pick up Parent Contact Loss of privilege	Confiscation – Parent pick up and conference Parent Conference

Appendix C **CJ Sullivan Behavior Definitions**

	CJ Sullivan Elementary	Behavior Definitions	
Incident Offense Type:	**Minor Problem Behavior** ***-Staff Managed***	**Major Problem Behavior** ***-Staff Managed***	**Major Problem Behavior** ***-Office Managed***
Inappropriate Language/ Obscene Gestures	Offensive remarks or gestures in a casual manner, not directed at a specific individual.	Students speaking and using inappropriate language in general or directed at someone else.	Swearing used to harass, intimidate, show defiance, create an unsafe climate.
Physical Contact/ Aggression	Not Keeping Hands to Self.	Physical Contact/Aggression -Repeatedly not keeping hands to self.	Biting, scratching, spitting, tripping, repeatedly pushing and/or shoving not keeping hands to self.
Non-Compliance/ Defiance/Disrespect	Not following classroom rules, directions, and procedures, inappropriate responses to questions.	Three refusals to follow clas sroom rules, directions, and procedures.	Severe emotional outbursts, continuous refusal to do what is expected.
Fighting	--	--	Fighting -Punching, tackling, wrestling Intent to harm other student.
Disruption	Student engages in behavior causing an interruption in a class or activity	Three disruptions including sustained loud talking, yelling, or screaming; noise with material; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Behavior that stops the learning in class; defiant repetition of behavior following correction
Lying/Cheating	Student delivers dishonest information.	Forgery/Academic Dishonesty A pattern of dishonesty or severe lie.	A continued pattern of dishonesty after teacher correction.
Harassment/ Bullying	Purposely ignoring or excluding, eye-rolling, name-calling or making jokes or gestures, purposely triggering a reaction knowing another individual's sensitivity.	Continued gossiping or spreading of lies or rumors, writing graffiti, pictures or written materials about another individual.	The delivery of disrespectful messages in any format (direct or technology-based) related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class that involve intimidation including continued proximity after separation, teasing, taunting, threats, or name calling to cause bodily harm, reasonable fear for personal safety or personal degradation.
Theft	--	Student is in possession of a minor object such as basic classroom materials or school item.	Student is involved in repeated minor theft or theft of another's property that has significant monetary or sentimental value.

Vandalism/ Property Damage	Drawing on desks or other classroom property (non-permanent).	Pages in books ripped, writing with permanent marker on classroom property.	Deliberate, repetitive, and/or severe permanent defacing or destruction of school property or the property of staff or other students,
Weapons/Bomb Threat	--	--	Student delivers a message or possible message of explosive materials being on-campus, near campus and/or pending explosion.
Inappropriate Location/Out of Bounds	Student leaves classroom, playground, or expected location without permission.	Repeatedly leaving classroom, playground or expected location without permission.	Student leaves school property without permission.
Cell phone Violation	--	--	Cell phones are not powered off and put away during class. In use Use in an inappropriate location, i.e. bathroom, locker room
Inappropriate Use of Technology	Student engages in inappropriate non-serious use of a computer, cell phone, camera, or use at an inappropriate time.	Student ignores correction from teacher about appropriate use of technology.	Student is viewing inappropriate content on technology or interferes with another student's profile, data, etc.

Appendix D

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

Name_____ Date_____
Address_____
Street City State Zip
Telephone_____ _____
Home School/Work
Status of person filing complaint/grievance:
____Student ____Employee ___Parent ___Other
Statement of complaint/grievance (include type of discrimination/harassment charged and the specific incident(s) in which it occurred):

Signature of Complainant_____
Date Complaint/Grievance Filed_____
Signature of person receiving complaint_____

FOR OFFICE USE ONLY

Date Received_____

5170 Recruitment (Cf. 2450, 8015)

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name_____
Grievance Date_____
State the nature of the complaint and the remedy requested.

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

Signature of Principal or Supervisor_____

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

Appendix E

ACCEPTABLE USE POLICY

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

RESPONSIBILITIES AND RESTRICTIONS

SYSTEM SECURITY

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

STUDENT SECURITY

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

ACCEPTABLE USES

1. School computers, electronic devices, network and Internet services, and electronic resources are provided for educational purposes and research consistent with L'Anse Area School's educational mission, curriculum and instructional goals.

2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic devices, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

PROHIBITED USES

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

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

DISCIPLINARY ACTION

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

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

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

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

TECHNOLOGY PRIVACY

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

PERSONAL DEVICES

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

Disclaimer

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

Appendix F

BOARD OF EDUCATION

L'ANSE AREA SCHOOLS

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

NOTIFICATION

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

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

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

Implementation

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

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

Procedure

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

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

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

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that is may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions or referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of

the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

Definitions

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

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

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

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

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior or a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or

disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

"Third parties" includes, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.
For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517;
Hazing, see Policy 5516.

Appendix G

CONCUSSION DANGER SIGNS

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

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

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

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

WHY SHOULD A STUDENT REPORT THEIR SYMPTOMS?

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

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

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

Appendix H

L'ANSE AREA SCHOOLS ATTENDANCE POLICY

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting an employee is his/her dependability in coming to work every day and on time. This is a habit the L'Anse Area Schools wants to help students develop as early as possible in their school careers.

Truancy is defined as ten unexcused absences in a school year. This definition focuses on absences not sanctioned by a parent/guardian, generally a student 'skipping school', and most often may result in charges for the juvenile if other interventions prove unsuccessful.
Unexcused absence from school (truancy) is not acceptable. After 10 days of truancy, a student will be considered a "habitual truant" which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events;
- Referral to truancy program
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Chronic Absenteeism is defined as attendance in 90 percent or less of scheduled school days to date. This definition includes ALL absences even if sanctioned by a parent/guardian. Chronic absenteeism can be measured at any point in the school year, such as fall count day, semester or trimester end, or when an attendance problem is identified. This category of absenteeism, if all interventions are unsuccessful, will also result in referral to truancy program and possibly charges for the parent/guardian or the juvenile, depending on age and history

Excused Absences
Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:
The Board considers the following factors to be reasonable excuses for time missed at school:

A. Illness or recovery from accident, surgery, etc
B. Required court attendance
C. Appointments confirmed by a professional
D. Death in the immediate family
E. Observation or celebration of a bona fide religious holiday
F. Written permission from administration (ex: college visits)
G. Other 'good cause' reasons may be excused **only if Pre-Arranged** (ex: vacation, out of town events, non-medical appointments)

Parents are to call or email the school office and explain the reason for the absence. If the absence can be foreseen and the "good cause" is approved by the principal, the parent should communicate the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 percent of the school days, regardless of the reasons, will be considered "chronically absent". If there is a pattern of frequent absence for "illness", the parents will be requested to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. If it continues without medical documentation, the student will be referred to the Truancy Program.

I have read the LAS Attendance Policy

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____