



K-12 Student Handbook

Leland Public School
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Mr. Ryan Knudsen, Athletic Director
Mr. Thomas Hills, Technology Director
Mr. Tim McNeil, Maintenance Director/Transportation Director
Mrs. Shawna Seitter, Food Service Director

Office Hours School Year

7:30 AM - 4:30 PM
Monday thru Friday

Summer

10:00 AM - 2:00 PM
Monday-Friday (closed Fridays in July)

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 questions that are not addressed in this handbook, you are encouraged to talk to your teachers or your principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and Leland Public School 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 subject.

STRATEGIC PLAN

Our Mission

Inspire and connect students and their community in developing essential skills to lead fulfilling lives.

Our Vision

Leland Public School strives to foster an inclusive culture and community that develops and prepares global learners through high quality instruction and opportunities.

Our Values

We make decisions to serve students first
We aspire to provide world-class opportunities
We build transgenerational relationships
Everyone feels welcome/celebrated
We develop critical thinkers for global citizenship
We foster environments of consistency and transparency

EQUAL EDUCATION OPPORTUNITY

It is the policy of Leland Public School to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender or national origin, while at school or a school activity should immediately contact the Leland Public School Compliance Office.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participation in a school investigation will be protected from any threat or retaliation.

SCHOOL DAY SCHEDULE

9-12 HIGH SCHOOL SCHEDULE				
PERIOD	FULL DAY	HALF DAY		
1	8:20 AM - 9:00 AM	8:20 AM - 8:52 AM		
BREAKFAST	9:00 AM - 9:10 AM	8:52 AM - 9:02 AM		
2	9:15 AM - 10:35 AM	9:06 AM - 9:38 AM		
3	10:40 AM - 12:00 PM	9:43 AM - 10:15 AM		
ADVISORY	12:05 PM - 12:35 PM	NA		
LUNCH	12:35 PM - 1:05 PM	NA		
4	1:10 PM - 2:30 PM	10:20 AM - 10:52 AM		
5	2:35 PM - 3:16 PM	10:57 AM - 11:30 AM		
6-8 MIDDLE SCHOOL SCHEDULE				
PERIOD	FULL DAY	HALF DAY		
1	8:20 AM - 9:00 AM	8:20 AM - 8:52 AM		
BREAKFAST	9:05 AM - 9:15 AM	8:56 AM - 9:06 AM		
2	9:15 AM - 10:35 AM	9:06 AM - 9:38 AM		
3	10:40 AM - 12:00 PM	9:43 AM - 10:15 AM		
LUNCH	12:05 PM - 12:35 PM	NA		
ADVISORY	12:35 PM - 1:05 PM	NA		
4	1:10 PM - 2:30 PM	10:20 AM - 10:52 AM		
5	2:35 PM - 3:16 PM	10:57 AM - 11:30 AM		
K-5 SCHOOL SCHEDULE				
GRADE	LUNCH/RECESS	SECOND RECESS	ENRICHMENT	ART
K	10:40 AM - 11:25 AM	12:50 PM - 1:20 PM	10:05 AM - 10:40 AM	11:25 AM - 12:05 PM
1/2	10:45 AM - 11:25 AM	2:30 PM - 3:00 PM	2:00 PM - 2:30 PM	11:25 AM - 12:05 PM
3/4	11:25 AM - 12:05 PM	1:55 PM - 2:25 PM	1:25 PM - 1:55 PM	12:00 PM - 12:40 PM

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedure 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 the rights for 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 their behavior.

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An 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 school principal. 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, and present evidence of the student's ability to participate in an educational program.

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, unless enrolling under the District's open enrollment school of choice policy.

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

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

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District 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, and the period of expulsion or removal has not expired may be temporarily denied admission to the district during the period expulsion or removal or until the expiration of the expulsion or removal which the student would have received in the district if the student committed the offense while enrolled 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.

SCHEDULING AND ASSIGNMENT

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

Foreign students and foreign exchange students are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the person whose signature is on file in the school office or the parent coming to the school office to request a release. No student will be released to a person other than the custodial parents without written permission signed by the custodial parent or Guardian. Students younger than the age of 18 are not allowed to sign themselves out. Students 18 years or older must have the appropriate paperwork on file to be able to sign themselves out and that privilege may be revoked by an administrator if the student abuses the privilege.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the 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 and 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 or her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their Physicians Council, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The medication request and authorization form must be filed with the nurses office and main office before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the nurses office and main office.
- Medication that is brought to the nurses office and main office must be properly secured.
- Medication may be conveyed to school directly by the parent or transported by a bus driver at a parental request. This should be arranged in advance.
- A two to four week supply of medication is recommended.
- Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his or her person except for emergency medications for allergies and or reactions.
- 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 the school year.

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

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 their physician's written instructions and the parent's written permission release.

ASTHMA INHALERS AND EPIPENS

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 or possess an Epinephrine auto-injector Epi-Pen (Epi-Pen) is administered only in accordance with the written medication administration plan developed by the school principal and updated annually.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

If parents wish to authorize school personnel to administer a non-prescribed medication they must submit a form which is available at the school office and on the school website. A physician does not have to authorize such medication. The parents may also authorize on the form that their child may self administer the medication.

If a student is found using or possessing an unprescribed, legal medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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 this code.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because the 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, COVID, and other conditions indicated by the local and State Health departments.

Removal will only be for the contagious period as specified in the School's administrative guidelines or State Health Department guidelines.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (IDEA) and Section 504 of The Rehabilitation Act provides 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 Principal at 256-9857 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 256-9857 or ESL coordinator, Nancy Hayes nhayes@lelandschool.com 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 employees shall permit the release of the social security number of a student, or other individuals, except as authorized by law. Documents containing social security numbers should 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 will be shredded by an employee who is authorized to access such records as prescribed by the Records Retention and Disposal Schedule for Michigan Public Schools.

Directory information includes:

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all such "directory information" when submitting student enrollment forms each year. For further information about the items included within the category of directory information and instructions on how to prevent 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 school website.

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 post-secondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review Student Records, please provide a written notice identifying and requesting Student Records to the school office. 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 students 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 a right to file a complaint with the United States Department of Education if they believe the district has violated FERPA.

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request to the board that indicates the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representative then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release at the directory information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the academies of the Armed Forces of the United States.

Annually the board will notify male students aged eighteen (18) or older that they are required to register for the Selective Service.

STUDENT FEES, FINES, AND SUPPLIES

Leland Public School charges specific fees for the following extra-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight handling fees, and add-on fees for the loss or damage to school property. The school and staff do not make a profit.

- Pay-to-participate fees for athletics and drama
- Technology use fee
- Parking

These may be waived in situations where there is financial hardship. The district will provide all basic supplies needed to complete the required course curriculum. The student and 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 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. The late fines can be avoided with the student's return of borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and transcripts.

STUDENT FUNDRAISING

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 fundraisers.

- Crowdfunding activities are governed by policy and administrative guidelines 6605.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fundraising activity for a group in which they are not members without the approval of the principal or class advisor.
- Students may not participate in fundraising activities off school property without proper supervision by school staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students engaged in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, (such as "runs for...") will be monitored by a staff member in order to prevent a student from overextending himself or herself to the point of potential harm.
- Students may not participate in fundraising activities conducted by a parent group, booster group, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, cell phones and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping 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. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school and adhere to a visitation schedule that does not interfere **with instruction**. Parents requesting 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. Parents interested in being involved should contact Food Service Director Shawna Seitter.

The school participates in the national school lunch program and makes lunch available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. LPS adheres to a closed campus policy; therefore, no student will be allowed to leave school premises during the lunch period without specific permission granted by the principal.

Applications for the schools free and reduced-price meal program are available online and all families are strongly encouraged to complete the application even if there is doubt about eligibility. LPS receives federal funding for qualified families even if they choose not to participate in the program. Information regarding who is qualified is restricted and kept strictly confidential in compliance with federal law.

FIRE, LOCKDOWN, 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the state.

Lockdown drills will occur a minimum of three times each school year in cooperation with local law enforcement best practices and guidance.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will provide notification of the closing by School Messenger Alert and notification on their website.

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

Visitors, particularly parents, are welcome to 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 sign in and obtain a visitor badge. Any visitor found in the building without a badge shall be reported to the principal. If a person wishes to confer with the member of the staff, they 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.

USE OF THE MEDIA CENTER

The media center is available to students throughout the day. Books on the shelves may be checked out for a period of 10 days.

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 facilities. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

DANCE RULES

1. Once a student leaves the dance, they will not be re-admitted.
2. A minimum of four chaperones are required for each dance. At least two of the chaperones must be staff members.
3. Dance partners must dance facing each other and dance in an appropriate manner.
4. Students may invite a single guest to the dance. A request form must be completed and submitted to the office a week in advance of the event so that approval can be obtained from the student's home school. Guests will be approved on an individual basis and students older than 20 years of age will not be approved.

LOST AND FOUND

Students who have lost items should check in the elementary, middle school, or athletic lobby for missing items, and they can retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each quarter. .

STUDENT SALES

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

USE OF TELEPHONES

Telephones are available in the school office for students to use when they are not in class.

USE OF PERSONAL COMMUNICATION DEVICES

Elementary students are not permitted to have cell phones during the school day. Any elementary student who brings a cell phone to school will need to store it, powered off, in their locker. Parents needing to communicate with their elementary student should call the main office.

Middle school students are permitted to use cell phones during passing time and at lunch, but they are to be turned off and out of sight during instructional time unless the teacher gives specific permission for their use.

High school students are permitted to bring personal communication devices to school with them, but they are to be turned off and out of sight during instructional time unless the teacher gives specific permission for their use.

Cell phone violations will result in progressive discipline:

1. Teachers will give one warning.
2. The second offense will result in the teacher confiscating the phone for the class period.
3. The third offense will result in the principal confiscating the phone for the day and notifying parents.
4. Additional infractions may result in the loss of personal communication privileges for the school year.

All students are required to respond to teacher direction regarding the use of personal communication devices, including cell phones, at any time including turning over their device when requested by the adult. Failure to comply with teacher direction will be treated as insubordination and may result in disciplinary action.

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 extracurricular programming. No student may participate in any school sponsor trip without parental consent. Attendance rules apply to all field trips.

GRADES

Leland Public School has a standards based grading model, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning and final grades are determined by the teacher. In general, students are assigned grades based upon demonstration of competency or mastery of content which may include test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course of their grading practices. If a student is not sure how his or her grade will be determined, they should ask their teacher.

Powerschool software provides information for the school, parents, and students concerning grades and attendance. This software is a highly effective tool and helps parents monitor student progress and communicate with teachers. Students are expected to monitor their attendance and grades on a regular basis to ensure the accuracy of the data. Specific instructions on accessing Powerschool are available in the office.

Incomplete Grades

A grade of incomplete will be assigned to a student who has not completed all required work in a class. The student must complete the work within one (1) week of the end of the quarter or within two (2) weeks of the end of the semester to achieve full credit. If the work is not completed during this grace period, the grade will stand as is with incomplete work recorded as a failing grade. The administration retains the right to grant a time extension if deemed necessary.

Grading Periods

Students will receive a report card at the end of each semester indicating their grade for each course of study for that portion of the academic term. The report **card may be emailed or mailed to the parents.** When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Promotion, Placement, And Retention

A student's progress towards graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and taking the state-mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of the individual education plan (IEP) or a personal curriculum. It is the student's responsibility to keep in contact with his or her counselor and

teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office. School Counselors will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Normally, a student completes graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic coursework and earn the total number of minimum credits. A student enrolled in special education may be exempted from the state-mandated tests. Such an exemption is made by the IEP team. The student may still need to earn the required credits indicated by the IEP or personal curriculum. For more information about the different methods by which credits can be earned, refer to policy 5460 in the board policy manual, a copy of which is accessible on the school website.

Senior Exam Policy

Seniors, who maintain a “B+” or better average in a course may request a waiver for the course final exam. The request for waiver must be approved by the teacher and the principal. Each teacher has the discretion to waive the exam only if the student is earning a B+ or better and meets the requirements set forth by the teacher. Attendance, participation, behavior, etc... are all factors a teacher may consider when determining whether to grant the waiver request.

SPECIAL PROGRAMS

Special Education

Leland Public School, with the cooperation of Northwest Education Services (formerly TBAISD), offers Special Education Services to its students. The following programs are offered: Speech Therapy, Social Work Counseling, Diagnostic Testing and Resource Room. More information may be obtained in the office.

Career Tech Center

Leland Public School, in cooperation with the Northwest Education Services (formerly TBAISD), offers a career technical education program. A schedule of classes for the current school year may be obtained from the counseling office.

Leland Public School has a responsibility to select students who qualify for and will benefit from attending the Career Technical Center. The courses at the Career Tech Center offer an academic challenging, rich, and varied opportunity for our students. The screening for selection will be done by the guidance counselor.

Students are urged to weigh carefully their needs for academic and technical workload. Also, attendance at the center must be considered an extension of high school and more. Many of the courses are taught at advanced levels over and above those of a typical classroom experience.

Enrollment is open to junior and senior students providing:

- Attendance at the center complements the graduation requirements established by the Leland Board of Education.
- The student's behavior does not constitute an undue stress on the Career Tech Center.
- All students are expected to represent Leland Public School in a manner, which complies with this handbook as well as regulations, established by the Career Tech Center. Suspensions resulting from unacceptable behavior at the center will result in suspension from LPS concurrently.
- It is understood that attendance at the Career Tech Center is expected each day the center is in session, regardless if Leland Public School is in session. It is understood that attendance at Leland Public School is expected each day the Career Tech Center is closed.
- All Career Tech Center students ride the supplied buses to and from Leland. Failure to do so will result in a suspension from CTC. Only with prior written consent may a student drive to CTC.
- Students are responsible for full restitution for any destruction of bus property. Suspension from school and legal action are also possible.
- A conduct report on the bus will result in disciplinary action up to and including suspension from school.
- If credit is lost at the center, students must schedule a full day of classes at Leland Public School and may need to participate in credit recovery and/or summer school at the student's expense.

GRADUATION REQUIREMENTS

It is the policy of the Leland Public School District that a diploma from the high school will be issued in accordance with the following guidelines:

<p>English (4 credits)</p> <ul style="list-style-type: none"> ● English 1 ● English 2 ● 2 additional English credits ● Note: Journalism is not an English credit
<p>Social Studies (3 credits)</p> <ul style="list-style-type: none"> ● .50 Civics ● .50 Economics ● 1 credit US History & Geography ● 1 credit World History & Geography

<p>Science (3 credits)</p> <ul style="list-style-type: none"> • 1 credit Biology • 1 credit Chemistry/Physics/Anatomy • 1 additional science credit
<p>Math (4 credits)</p> <ul style="list-style-type: none"> • 1 credit Algebra I • 1 credit Geometry • 1 credit Algebra II • 1 additional math credit • Math must be taken during the senior year
<p>Business Education (1 credit)</p> <ul style="list-style-type: none"> • Yearbook, Journalism, CPCM, Marketing or CTC classes
<p>Fine Arts (1 credit)</p> <ul style="list-style-type: none"> • Visual or Performing Arts class
<p>World Language (2 credits) OR</p> <ul style="list-style-type: none"> • 1 credit World Language plus 1 additional credit visual or performing arts or CTC.
<p>Physical Education (.5 credit)</p>
<p>Health (.5 credit)</p>
<p>Online Learning (.5 credit)</p>
<ul style="list-style-type: none"> • Embedded into current curriculum
<p>Personal Project (No credit)</p> <ul style="list-style-type: none"> • Required for all students in attendance at LPS for their 10th grade year.
<p>Futures (.5 credit)</p> <ul style="list-style-type: none"> • Highly recommended

A “credit” is granted by Leland Public School for satisfactory performance and completion of a subject taken for a full year in which the subject meets at least the equivalent of one class period a day for 5 days per week.

A student may take a maximum of two approved in-school online/correspondence courses per semester of attendance at Leland Public School in their high school career to accumulate a maximum of 8 credits toward a Leland High School diploma. Exceptions may be considered by the administration in extenuating circumstances.

Transfer Credits will be considered on an individual basis. Leland Public School reserves the right to evaluate transfer credits and make appropriate placement of the student in LPS courses.

Credit Recovery

A student failing a required high school class may select one of the following options for credit recovery at the student's expense:

- Approved Correspondence Course
- Approved Online Course
- Approved Summer School Course

Grade Point Average (GPA)

The total number of courses attempted will be used as the denominator for the computation of a student's GPA. When a class is taken twice, the higher grade will be used in computing GPA. However, both grades will remain in the student's school transcript.

NOTE: In addition to the above requirements, to qualify for either Valedictorian or Salutatorian, a student must complete:

Two years of a World Language, and a minimum of five (5) of the following: Pre-Calculus, AP Calculus, AP Statistics, AP Chemistry, Honors Physics, Advanced English, AP Literature, AP Language and Composition, AP Human Geography, or Critical Knowing

Also, it is strongly recommended that all college bound students take at least one course in Math, Science, Social Studies, and English during each year of high school.

Advisory

Advisory is an educational learning opportunity for students in grades 6 – 12. During advisory period, our Social Emotional Learning Curriculum is delivered in addition to the following multifaceted learning experiences:

- Student/teacher tutorials
- Peer tutoring
- Weekly progress conferences between student and teacher
- Cooperative learning projects
- Assemblies
- Group meetings (National Honor Society, Student Council, class meetings, etc.)
- Extended learning activities
- Library research
- Formative/Summative reassessment
- Parent/teacher contact
- Mentoring
- Online extension learning

To meet the diverse learning needs of Leland Public School's student body, advisory provides necessary opportunities for enhancement, feedback, application and follow-up beyond the initial class experience. Offering all these learning experiences in one time slot helps to increase opportunities for learning and activities that promote class/group unity and school spirit. A pass/fail grade will be issued for advisory at semester and students who pass will be awarded .5 credit for the year, .25 per semester. Criteria for a passing grade will be published by the advisory teacher at the start of each semester.

Student Assistance

Student Assistance is a K-12 program in which school personnel, families and community agencies work together to provide a safe, stable environment for learning. Student assistance offers help for students experiencing difficulties which interfere with social, emotional, and/or academic development.

A referral can be made by contacting a student assistance core team member or the school counselor. There are four kinds of referrals:

Self: the student indicates a need for help to a core team member.

1. Teacher and/or Support Staff: behavior identified by school staff or parent can initiate a referral.
2. Administration: a witnessed school policy violation may be an indication of the need for help.
3. Parental: concern about behavior or possible substance abuse.

After a referral

Parents will be contacted for permission for service. Options may include short-term individual counseling, in-school support groups, referral to our in-house health department social worker, or referral to a community agency (Section 504/A.D.A. Compliance Officer: Principal, Telephone: (231) 256-9587)

National Honor Society

The National Honor Society (NHS) is a prestigious organization open to qualified sophomores, juniors and seniors. Members of the NHS are involved in many worthwhile activities that benefit the school and community as a whole. Students who maintain a high academic standing and who are prepared to give of themselves are encouraged to apply for membership.

The Selection Process:

Standards of membership in the Leland Chapter of the National Honor Society shall be placed on four required criteria of: Scholarship, Leadership, Service, and Character.

- To fulfill the Scholarship requirement, a student must be a second semester sophomore, junior or senior and have a cumulative grade point average of 3.2

or better on a 4.0 scale to apply for admission. The application for admission and subsequent interview with the selection committee will comprise 50% of the criteria for selection to NHS.

1. Individual teacher evaluations on each applicant in the areas of Scholarship, Service, Leadership, and Character will comprise the remaining 50% of the criteria for admission.
2. The faculty selection committee shall be comprised of teachers appointed by the principal. The NHS Advisor and principal are ex-officio members.

The faculty committee shall:

- Review staff recommendations.
- Review application for admission.
- Interview each candidate.

Reasons for Dismissal:

- Failure to maintain a 3.2 G.P.A.
- Flagrant violations of public law/school rules/plagiarism. No warning necessary.
- Chronic offense of a variety of school rules can result in disciplinary measures being taken by the faculty selection committee.
- Student Evaluation by the Selection Committee will be on an individual basis.

Comparisons between applicants are not appropriate; each candidate will be evaluated on the basis of their individual talent, skills, and activities.

DUAL ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a post-secondary (dual) enrollment program providing they meet the requirements established by law and by the District. Any interested student should contact the School Counselors to obtain necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the grade-level teams.

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the athletic director. These requirements will be reviewed with interested students by the appropriate coach.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the Internet, they and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of Technology Acceptable Use Agreement may lead to termination of the student's computer account and possible disciplinary action, as outlined in the student code of conduct or a referral to law enforcement authorities. Copies of the school's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at the start of school.

STUDENT ASSESSMENT

The Michigan Merit exam (MME), which includes the College Board SAT test for high school juniors, will be administered to all 11th graders in March each year. It will provide students with the regular SAT score report that can be used to apply to a college or university. SAT scores are used by many colleges during the admission process to assess high school student's general educational development and their ability to complete college-level work.

STUDENT ACTIVITIES

Leland Public School provides students the opportunity to broaden their learning through curricular related activities.

ATHLETICS

Leland Public School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect their eligibility and participation. The following is a list of activities currently being offered:

- Boys/Girls Soccer
- Boys/Girls Golf
- Boys/Girls Basketball
- Girls Volleyball
- Boys/Girls Track
- Boys/Girls Cross-Country Running
- Boys/Girls Skiing (co-op)
- Boys Baseball (co-op)
- Girls MS softball (co-op)

For further information, contact the Athletic Director at 256-9857.

All athletic programs of the district shall comply with the concussion protocols of the Michigan

High School Athletic Association, the requirements of State law, and BLDHD guidelines regarding concussion awareness training and protection of youth athletes.

STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

Research in education shows a direct correlation between attendance and academic progress. Students are expected to be in school and in class every day. Daily attendance at school is the responsibility of the student and their parents or guardians. In most cases, what goes on in the classroom cannot be duplicated elsewhere and constitutes a valid and crucial part of course work. When any student is absent, the educational experience of all students in the class may be diminished. Regular attendance helps develop responsibility, self-discipline and prepares our students for their post-secondary school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After ten (10) days of truancy, a student will be considered “habitually truant”, which may result in a report to local authorities concerning lack of parental responsibilities and providing proper care and supervision of a child.

Excused Absences

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

- Illness
- Medical or dental appointments
- Family emergency
- Mandatory court attendance
- College visits (2 allowed)
- Absences approved by the principal or superintendent

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.

Notification of Absence

Parents must provide an explanation for their child’s absence by no later than 4:30 PM on the day of the absence or during the following school day. They are to call the school office at 256-9857 and explain the reason for the absence. Absences not verified by the parent or guardian by the end of school the next day will remain unverified. Not all absences which have been verified by a parent are excused. See the “excused absences” list above for excused absences.

Unexcused Absences

Any student who is absent from school for all or part of any day without a parental

verification shall be considered truant, and the student and their parents shall be subject to the truancy laws of the State. No credit will be given for any school work not completed as a result of the truancy. Students who are more than 10 minutes late to any class period will receive an unexcused absence for the hour. The exception to this is students who are granted an office pass upon late arrival to school with a verified excuse. i.e. doctor's note

Students who are under the age of 18 years will be listed as truant for all unexcused absences. When a student reaches 5 absences, parents will be notified. After the 7th absence, parents will be notified again, and upon the 10th unexcused absence, parents will be notified by mail that the Leelanau County Prosecutor's Office has been notified of the absences. Follow up by the Prosecutor's Office or truancy charges may occur.

Pre-Arranged Absence

Parents are highly discouraged from taking their child out of school for vacations; therefore, approval of these pre-arranged absences is not guaranteed. Vacations not approved will be marked as unexcused absences. When a family vacation is scheduled during the school year, it creates a significant disruption to the continuity of learning for the students and places a significant burden on teachers. In the event the pre-arranged absence is approved, teacher discretion determines what the work requirements and timelines for submission will be. Some assignments require in-class participation, and, therefore, students' grades may be impacted by work unable to be made up. Additionally, teachers can require that all work be submitted before departure or upon the first day of return from the vacation. Students will need to complete a pre-arranged absence form at least one week prior to the trip. Securing and completing assignments and assessments within the time designated by the teacher is the sole responsibility of the student.

College Visits

High school students are encouraged to visit colleges and universities so they may make informed decisions regarding their post secondary education. Students must get prior approval from the principal for "college visit days" so that these days do not count against their semester absences.

School Business Related Absences

School business absences are not counted toward the maximum allotted absences per class each semester. The following are considered school business absences: missing class to attend a school-related event; missing class to attend a school-sponsored athletic, academic, or performance activity; missing class to participate in a school-sponsored field trip.

Other Regulations

Students must remain in classes all day unless they are directly involved with a group that has been excused for a school-sponsored activity. At least half-day attendance is required to attend or participate in curricular or co-curricular activities. Exceptions may be granted by the principal or superintendent in extenuating circumstances.

Tardy Policy

A student must be inside the classroom when the bell stops ringing. If the student arrives after the bell, they are tardy. Any student who is late up to 10 minutes will be disciplined by the teacher. Students who are more than 10 minutes late will be considered unverified absent for that instructional period. Students who are tardy more than three times during a semester may receive in-school suspension during lunch.

When a student arrives at school late or after an appointment, they must sign-in at the office prior to returning to class.

Closed Campus

Leland Public School is a closed campus. Students must remain on school grounds between classes and during all breaks. Any student leaving prior to the end of their normal day must sign-out in the office and receive permission to leave from the principal or office staff before leaving school property. Leaving without signing out and/or without permission will result in an unexcused absence and may result in an in-school suspension. Generally, student permission to leave school will not be granted unless the office has been contacted by a parent or guardian via phone call or written permission.

Students who are 18 years old may sign-out of school with prior parental permission. Parents may grant blanket permission by filling out a form at the beginning of the year. Students must sign out and notify the office or the principal that they will be off campus prior to departing.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

CODE OF CONDUCT

A major component of the educational program at Leland Public School is to prepare students to become responsible and contributing citizens by learning how to conduct themselves properly and in accordance with established rules.

Expected behaviors

Each student should 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 others ability, gender, race, religion, height, weight, disability, or ethnic background;

- complete assigned tasks on time and has directed;
- help maintain a school environment that is safe, friendly, orderly, and productive;
- act all times in a manner that reflects pride in self, family, and the school.

Dress and Appearance

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. Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

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

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, choir, or other such groups.

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 cell phones, 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 waste taxpayers money and undermine the school program. Therefore, if a student damages or loses school property, the student or his or 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.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following student discipline code. The code includes two types of misconduct that will subject students to disciplinary action. The Board has also adopted a list of behaviors and the terms contained in this 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 staff and administration. Due process ensures that disciplinary action is imposed only after a view of the facts and/or special circumstances of the situation.

Code of Student Conduct

Possible Consequences	Description
Discretionary (DIS)	Shorter term action or consequence that may include parent contact, restitution, community service, time-out, detention, schedule change, restricted movement throughout the building or day, or other consequence deemed appropriate to address the offense
Restorative Practice (RP)	Practices that emphasize repairing the harm to the victim and the school community caused by the misconduct. The offender is provided an opportunity to accept responsibility for the harm caused and the consequence will be mutually agreed upon. Actions may include but are not limited to: letter of apology, mediated conversation, conference with administrator, conference with school social worker and/or counselor, support group, targeted curriculum work, restorative conferences with all parties involved. Restorative practices do not necessarily replace additional consequences.
In-School Suspension (ISS)	Student will not be allowed to attend class or participate in their typical school day schedule. Students will report to the ISS room with all necessary

	materials and assignments. Students will communicate with teachers via school email to get and submit assignments. All assignments must be completed in ISS before student will be released back to class regardless of the number of days assigned to ISS. Students must cooperate and follow directions of supervisor in charge. Talking, cell phone use, sleeping, or other non-compliant behaviors are not allowed and could result in a lengthened assignment to ISS. Students may be assigned to chores to complete in the building or on the school grounds during ISS. Students must also complete the appropriate learning activities assigned during ISS (Vaping education, restorative reflections, social/emotional development activities, etc.). Misbehavior in ISS will result in additional days of ISS or OSS. Teachers may snap suspend students from class for the balance of any class period.
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Out-of-School Suspension (OSS)	A student will be suspended from attending school and school related activities for a defined period of time up to ten days. Students will communicate with teachers via school email to receive and submit all assignment classwork and are expected to keep up with their school work while suspended. Out-of-School Suspensions may be a suspension pending a hearing before the superintendent or Board of Education for a long-term suspension or expulsion. Students will be eligible to resume their typical school related activities when they return to school from suspension.
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Long-Term Suspension / Expulsion (LT or Exp)	Long-Term Suspension or Expulsion may be considered when a student has substantially interfered with the maintenance of the safety, security, or order of the school or the school finds it necessary to protect the physical or emotional well-being of students or staff. Expulsion may also be considered if a student violates the Safe School Laws found in Section V.b. of this handbook. If a student is being considered for suspension or expulsion, all due process rights will be followed.
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Behavior	Description	DIS	RP	ISS	OSS	LT or EXP
ARSON	Purposely setting a fire (arson): Anything, such as fire, that endangers school property and its occupants will not be tolerated. This policy is in effect all year.	•	•	•	•	•
BEHAVIOR DANGEROUS TO SELF OR OTHERS	Any behavior which may cause harm to oneself or others, such as running and/or pushing in the hallway and/or any behavior that endangers the safety of others is forbidden, regardless of intent.			•	•	•
CAFETERIA MISCONDUCT	Students are expected to be courteous and respectful at all times. Cutting in line, shoving, tripping, running, or other	•	•	•	•	

	inappropriate behaviors will result in disciplinary action. Additionally, students are expected to take good care of the cafeteria furniture and facility, clean up after themselves, and to respectfully cooperate with the lunchroom staff.					
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CHEATING/ PLAGIARISM	Any violation of academic integrity in which a student submits work not authored by themselves. This includes, but is not limited to: copying homework, paraphrasing or citing without reference, or copying and pasting another's work.	•	•	•	•	
CLOSED CAMPUS VIOLATION	Students are not allowed to leave the school campus at any time unless leaving on school transportation or being picked up by parent(s)/guardians(s). The same rule applies to students staying after school for athletic or any other activities. Students with a valid driver's license may transport themselves to and from campus at appropriate times.	•	•	•	•	
COMPUTER MISUSE	Incorrect use of programs, files, network, and/or venturing into areas on the web are prohibited (Abuse of Computer Privileges, Technology Acceptable Use Violation).	•	•	•		
DISRESPECT	Showing disrespect by word or action or gesture to any member of the school community in a discourteous, insulting or profane manner.	•	•	•	•	
DISRUPTIVE	Any actions or manner of dress that interfere with school activities or disrupts the educational process are unacceptable. Such disruptions include delay or prevention of classes, assemblies, field trips, athletic and/or performing arts events or bus misconduct.	•	•	•	•	•
DRIVING/ PARKING VIOLATIONS	Driving on school grounds must be safe and appropriate for conditions. A maximum speed of 15 miles per hour must be observed. Students who drive in a careless/reckless manner will be denied driving privileges for the appropriate amount of time. Students	•	•	•		

	who drive to school are required to display a school parking pass on rearview mirror and register in the secondary office. Students are not allowed to transport other students without parental consent on file. Failure to comply with the driving policy may result in driving privileges being revoked.					
EXTORTION	Extortion is the threat, intimidation, force, or deception to take or receive something from someone else.	•	•	•	•	•
FALSE ALARM	It is a criminal offense to intentionally cause a false alarm. This includes tripping a pull station, exposing a smoke detector to a smoke source, or otherwise causing activation of an alarm system in a non-emergency situation. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building.			•	•	•
FALSE REPORT	Making a false report of harm, injury, or other false statements intended to evade personal consequences or perpetuate misinformation or frame another individual.			•	•	•
FORGERY/ FALSE REPRESENTATION	Fraudulently using in writing or verbally, the name of another person, or falsifying times, dates, grades, addresses, or other data used by the school.	•	•	•	•	•
GAMBLING	Making bets or wagers on school activities is prohibited. The act of gambling is also prohibited on school grounds.	•	•	•	•	•
GROSS MISBEHAVIOR	Public indecency and/or deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities.			•	•	•
HARASSMENT/ BULLYING/	Prohibited conduct includes any hostile, intimidating, provoking, threatening, coercive			•	•	•

HAZING/ INTIMIDATION	or objectively offensive conduct which has the purpose or effect of disrupting or interfering with a person's ability to attend school or participate in school activities in an environment conducive to learning and to courteous and peaceable social interaction. This includes verbal, physical, written, or social media actions.					
ILLEGAL BEHAVIOR	Any behavior that could result in charges being filed by law enforcement for misdemeanor or felonious offenses could result in FAPE being provided in an alternative setting for the duration of the investigation or until resolution with the court.			•	•	•
INAPPROPRIATE DISPLAYS OF AFFECTION	Any physical display of affection other than holding hands will be considered inappropriate.	•	•	•		
INSUBORDI- NATION	Students must follow a reasonable request when directed by any school employee, volunteer or representative.	•	•	•	•	•
LYING/FALSE ACCUSATIONS	Knowingly not telling the truth to any school personnel.	•	•	•	•	
OBSCENITY/ HATE SPEECH	Offensive drawings, gestures, or remarks (gross, vulgar, indecent, profane or intolerant language).	•	•	•		
PERSISTENT/ CHRONIC TARDINESS	Persistent tardiness is a disruption to the school and the classroom learning environment.	•	•	•		
PERSISTENT DISOBEDIENCE OR DISORDERLY CONDUCT	Continuous inappropriate, incorrigible behavior and/or non-compliance with the Student Code of Conduct.	•	•	•	•	•
PHYSICAL ALTERCATION	The intentional/deliberate act of pushing, shoving, hitting or striking another student on school property, or while going to or from school, including school bus stops or any activity under school sponsorship. This standard is applied to participants regardless of who started the fight, as long as both participants were involved.			•	•	•

PHYSICAL ASSAULT	A willful physical attack on another person.			•	•	•
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POSSESSION OF CELL PHONES	Electronic communication devices must be kept out of sight during instructional classroom hours (8:20 a.m. – 3:16 p.m.) besides lunch and are to be used only in case of an emergency with permission of school personnel. Cell phone use is permitted during classroom time for instructional purposes only per instructional discretion.	•	•	•		
POSSESSION OF INCENDIARY DEVICES	(ie: matches, fireworks, lighters, etc.)	•	•	•	•	•
POSSESSION, USE OF OR BEING UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, LOOK-A-LIKE ILLEGAL DRUGS AND PARAPHERNALIA	It is against school policy to deliver, attempt to deliver, cause to be delivered, or possess non-controlled substance which the person (a)represents to be a controlled substance, or (b) represents to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Prescription drugs in the possession of a person other than who they have been prescribed to are considered illegal drugs.	•	•	•	•	•
SALE OR TRANSFER OF ILLEGAL DRUGS, ALCOHOL, PRESCRIPTION DRUGS OR CONTROLLED SUBSTANCES ON SCHOOL GROUNDS	It is against school policy to deliver, attempt to deliver, cause to be delivered, or possess non-controlled substance which the person (a)represents to be a controlled substance, or (b) represents to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Prescription drugs in the possession of a person other than who they have been prescribed to are considered illegal drugs.			•	•	•
SEXUAL HARASSMENT	Perceived (in the eye of the beholder) sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature.			•	•	•

SEXUAL MISCONDUCT	This includes, but is not limited to sexually suggestive or provocative behavior, sexual contact, and/or criminal sexual conduct.			•	•	•
SMOKING/ VAPING	Use of or possession of tobacco products or Vapor Cigarettes or E-Cigarettes on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.	•	•	•	•	
STEALING	No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology and the willful possession of stolen items. In the event of a felony theft, the student will be suspended indefinitely and recommended for expulsion.	•	•	•	•	•
TECHNOLOGY ACCEPTABLE USE	Failure to comply with the Technology Acceptable Use Policy of Glen Lake Schools may result in loss of privileges, disciplinary action, and/or criminal action against the user.	•	•	•	•	
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 administrator. This includes breaking and entering.	•	•	•	•	•
TRUANCY	Excessive absences and/or tardiness without permission or valid reason or skipping. May be referred to the authorities for truancy court.	•	•	•		
UNAUTHORIZED STUDENT PROTEST OR DISTRIBUTION	Students will not be denied their right of freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be	•	•	•	•	

OF PRINTED MATERIAL	allowed. If a student (or students) feels there is a need to organize some form of demonstration, they is encouraged to contact an administrator to discuss the proper way to plan such an activity.					
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VANDALISM	No student shall engage in a purposeful act of damage to school property, or the property of others. This will include unauthorized computer/technology activity and unauthorized use of fire extinguishers. Full restitution must precede a return to class.	•	•	•	•	•
VERBAL ASSAULT OR THREATENING BEHAVIOR	Threatening other students or staff with bodily harm verbally or with actions; including but not limited to, social media, written communication, electronic communications, or in person with the intention of intimidating, threatening, or insulting fellow students or staff.					•
WEAPONS	Possession of a weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, chains, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to the expulsion process. This policy is in effect all year. Types to include, but not limited to: firearms, any guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet or paint ball, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives or any other weapon described in 18 U.S.C. 921.			•	•	•

Harassment and Bullying

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 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 often 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 by any means, including electronically transmitted methods (e.g. internet, telephone, cell phone, computer, etc) 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 who believes they have been/or is a victim of harassment should immediately report the situation to the teacher, school counselor, or principal. Complaints will be investigated in accordance with AG 5517. All school board policies regarding [harassment and bullying](#), and [Title IX federal regulations](#) will be enforced.

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, up to discharge for employees, expulsion for parents, guests, volunteers and contractors and removal from any officer position and/or a request to resign for Board members.

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.

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 have the punishment match the severity of the incident.

Two types of disciplinary action are possible, informal and formal.

Informal discipline

Informal discipline takes place within the school. It includes:

- apologizing
- change of seating or location
- lunch time or after-school detention
- in-school restriction
- teacher/student conference
- parent phone call
- loss of privileges

Formal discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, 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 within the building administrator, prior to removal, at which time the student will be notified of the charges against him or her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension in writing to the superintendent within 48 hours, and a formal appeal hearing may 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. Parents may waive their right to a formal hearing in writing.

Students involved in extracurricular activities such as drama and athletics may lose their eligibility for violation of the school rules.

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

Discipline of students with disabilities

Students with disabilities are entitled to the rights and procedures afforded by the individuals with

disabilities Education Act and the Americans with Disabilities or Section 504 of The Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Student/Parent Appeal Procedure for Disciplinary Actions (Due Process)

The appeal process for problems arising in the classroom is:

1. Student speak with the classroom teacher
2. Subsequent appeal to the principal.
3. Parent speak to the classroom teacher
4. Subsequent student and parent appeal, in writing, to the principal
5. Subsequent student and parent appeal, in writing, to the superintendent
6. Subsequent student and parent appeal, in writing, to the Board of Education.

Should parents desire to share a concern about a teacher, administrator, or school policy, the procedure is:

1. Express the concern in writing to the principal within five (5) school days of the incident stating the basis for complaint. The principal will investigate the complaint and respond in writing to the complainant within five (5) school days of receipt of the letter of concern.
2. Subsequent appeal in writing to the superintendent within five (5) school days of the principal's decision. The superintendent will investigate and respond in writing to the complainant within five (5) school days of receipt of the letter of concern.
3. Subsequent appeal in writing to the Board of Education. The Board will investigate and respond to the complainant within ten (10) school days of the Board meeting at which the investigation of the complainant was discussed.

Disciplinary Referrals

A staff member may give a disciplinary referral to any student who is violating school or classroom rules and regulations. Discipline concerns must be dealt with at the earliest sign of a problem in order to maintain an atmosphere that allows the educational process to proceed.

Persistent disobedience is defined as consistently violating school rules after methods of resolving the problem have failed. This includes problems in classrooms, hallways (i.e., running, wrestling, food or drinks), cafeteria, field trips, on the bus, on school grounds, and all school related events or activities in which the student is engaged as a representative of LPS.

Cafeteria Regulations

Students will enter the cafeteria in an orderly manner. Students are expected to use common sense and good manners while eating in the cafeteria. It is expected that students will not display childish, rude or other improper behaviors, such as throwing food, leaving their eating area in an unsanitary condition, or any other antisocial action or inaction. All food and

beverages shall be consumed in the cafeteria or in an authorized eating area. Failure to comply could result in detention or suspension.

Student Conduct at Assemblies and Special Events

Students are expected to conduct themselves at assemblies in a polite and respectful manner. As part of a larger school community, students do not have the right to disrupt those who are enjoying the assembly. It is expected that students will demonstrate restraint, self-control, and respectful quiet behavior. It is through assemblies the real character of the school is shown. Students are expected to sit with their grade or class and will be dismissed in an orderly fashion. All tech devices should be turned off during the event.

Vehicles And Parking

- Students are discouraged from driving automobiles to school unless students need transportation for work after school or extra---curricular activities.
- Students who drive to school **must** park in designated student areas.
- Parents and students must realize that driving to school is a privilege, not a right.
- Students must enter and exit the parking lot at designated areas. There will be no driving through the entire lot, either before, during or after the school day.
- Student vehicles must be parked by 8:15 am. Tardiness to a student's first hour class will not be tolerated due to a student's parking privilege.
- Once parked on school grounds, students must vacate their vehicles immediately. Students may not remain in vehicles after arriving at school.
- Student vehicles may not be moved during the school day without specific permission from the school office; this includes lunch hour.
- Cars will remain locked and unoccupied during the school day and during lunchtime.
- Vehicles leaving the parking lot are required to follow instructions and directions of authorized personnel assisting in traffic control.

Vehicles must always be operated in a safe and prudent manner. In this regard, there will be no squealing of tires, fast starts and/or stops, etc.

Violators of established procedures may be subject to the following:

First Offense: Conversation with principal and possible ISS

Second Offense: Parking privileges suspended for five (5) schooldays.

Third Offense: Parking privileges revoked for the remainder of the school year.

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 principal will notify the student of the charges. The student will then be given an opportunity to explain his or her side and the principal will then provide the students the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, they and their parents will be notified in writing within one day with the

reason and the length of suspension. The suspension may be appealed within two (2) school days after receipt of suspension notice to the superintendent. This request for an appeal must be in writing. Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student will be immediately removed under the emergency removal procedure.

The appeal should be conducted in a private meeting, and the student may be represented. Sworn recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents requested the meeting be conducted in a closed session.

When a student is suspended, they may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skills practices, or any learning that the student chooses not to make up, may be reflected in a student's grade.

A student being considered for a 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 a long-term suspension, more than ten 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 hearing;
- the length of the recommended suspension, or a recommendation for expulsion;
- a brief description of the hearing process;
- 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 translator 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 students of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if 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 superintendent

during which the student may be represented by his or her parents, legal counsel, and by a person of his or her choice.

Within three days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. The appeal will be heard in open session unless the student or the student's parent or guardian request a closed session. Again, the right to representation is available. The opportunity to earn grades credits ends when the student is expelled.

Leland Public School makes a sincere effort to have disciplinary actions take place that will allow the students to remain in school. If disciplinary action does not result in removal from school, it is not appealable.

Discipline of students with disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (IDE) and the Americans with Disabilities Act (ADA).

SEARCH AND SEIZURE

Search of a student and his or 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 be conducted. 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 with a locker and other equipment in which to store materials. It should be clearly understood that this 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 used as 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 school-provided iPads are the district's property and are to be used by students 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 teacher. Refusal to permit such access may be grounds for disciplinary action.

STUDENTS RIGHTS OF EXPRESSION

The school recognizes the rights of students to express themselves. With the right of expression comes responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial 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 may not be displayed if it:

- Is obscene to minors, libelous, indecent and/or pervasively 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 his 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.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

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

TRANSPORTATION REGULATIONS

Responsibility Of Pupils

- Occupy the seat assigned by the driver and remain seated while the bus is in motion.
- Observe classroom conduct (except for ordinary conversation) while getting on or off the bus and while riding the bus.
- Obey the driver and report promptly to the principal when instructed to do so by the driver.
- Be in the place designated both morning and evening ready to board the bus at the appropriate time. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
- Do not get off the bus at any stop other than the usual one unless a note from the parent is presented to the driver.
- Do not ride a bus other than your own unless a request from the parent has been approved in advance by the office.

Personal Safety

- Stay off the traveled roadway at all times while waiting for the bus.
- Wait until the bus has come to a stop before attempting to get on or off.
- Leave the bus only upon the consent of the driver.
- Enter or leave the bus only at the front door after the bus has come to a stop
- Keep hands and head inside the bus at all times.
- Inform the driver when an absence is expected from school.
- Report to the driver at once any damage to the bus that is observed.

Responsibility Of Parents

- Be sure that children arrive at the bus stop on time in the morning.
- Provide necessary protection for children when going to and from the bus stop.
- Accept joint responsibility with the school authorities for proper conduct of children.

Minor Infractions

Step 1: Bus driver should deal with the minor infractions of the rules, i.e. talking too loudly, changing seats while the bus is in motion, grabbing hats and other types of mischief, through the following action:

1. Speak to the student about the conduct exhibited.
2. Assign the student a specific seat.

Step 2: If minor infraction of the rule continues, the bus driver should take the following action:

1. Telephone the parent or request the principal to telephone.
2. Send a bus conduct report home and to the principal.
3. Inform the student that continued infraction of the rule will result in suspension of bus riding privilege for a period of 3 school days.

Step 3: Bus driver should inform the student that he will be reported to the principal if the above procedures have been followed:

- Principal will telephone the parent notifying them of the three (3) school day bus privilege suspension.
- Student bus conduct report will be sent home.
- Students and parents will be informed that the next reported infraction will result in a 5 school day bus privilege suspension.

Step 4: The above steps will be followed and the five (5) day suspension will be enforced, and at the same time the parents and student will be informed that the following infraction will be an eight (8) day bus riding privilege suspension.

Step 5: Any subsequent infractions following the eight (8) day suspension will result in a suspension of bus riding privileges for the remainder of the semester.

Major Infractions

Vandalism to school buses will result in an automatic ten (10) day suspension of riding privileges. Other major infractions include fighting, obscenities directed at the driver, use or possession of drugs, alcohol, tobacco on the bus or hazardous acts, i.e. placing parts of the body out of the windows, opening emergency door while bus is in operation, throwing objects at the driver or other acts causing danger to the bus occupants, will be handled as follows:

Step 1: Bus driver will inform the student that they are being reported to the principal and will report at the earliest possible time.

- Parents will be notified by the principal of the three (3) school day suspension of bus privilege.
- Bus conduct report will be sent home.
- Parents and students will be informed that the next offense will result in a 10-school day suspension of bus riding privilege.

Step 2: Same procedure as above, with a 10 school day bus privilege suspension and parents notified that the next major offense will result in suspension of bus riding privilege for four weeks or a semester, whichever is the lesser of the punishments

ATHLETIC CODE OF CONDUCT

Leland student athletes are expected to be positive role models for their team, the school, the community, their peers, and younger students. In order to be good athletes and positive role models, it is important to work hard academically and athletically, to demonstrate the highest level of sportsmanship, and to live healthy, drug-free lives. Each Leland student athlete and their parent(s) must sign the Athletic Code of Conduct at the beginning of each school year. In signing, students agree to abide by the Leland Public Schools' Eligibility Policy and the Athletic Training Rules throughout the entire calendar year. This code shall apply to all students participating in athletics at Leland Public School.



2023-2024 Student/Parent Handbook ACKNOWLEDGMENT FORM

Student Name: _____ Grade: _____

Teacher Who Presented Handbook: _____

STATEMENTS TO BE READ AND SIGNED BY STUDENT/PARENTS(S) GUARDIAN(S):

I reviewed the Leland Public School 2023-2024 online student handbook and have been given the opportunity for receiving and/or discussing the information contained in it. I understand and accept my personal responsibility for following all information and expectations presented in the 2023-2024 student handbook.

Student Signature: _____ Date: _____

I have reviewed the Leland Public School 2023-2024 online student handbook. I have had the opportunity to review the material and information in the handbook and accept my responsibility for helping my LPS student understand and live up to all expectations, guidelines, and policies presented in the handbook.

In addition, my LPS student has my permission to accompany their athletic teams or other school sponsored activity groups on in-town or out-of-town trips.

*****By signing the Student/Parent Handbook Acknowledgement Form, you are also agreeing to the terms and conditions in the Athletic Handbook. For detailed information regarding Leland athletic rules, policies, and procedures, please see the Leland Athletic Handbook which can be found on our website under Athletics.**

_____ Date: _____

Parent(s)/Guardian(s) Signature(s)

_____ Parent(s)/Guardian(s) Email Address:

- This form must be signed and returned to the teacher
- Teachers will turn in all ACKNOWLEDGMENT FORMS to the Main Office