

# St. Ignace Area Schools



**Student/Parent Policy Handbook  
2024-2025**

# BOARD OF EDUCATION

# St. Ignace Area Schools

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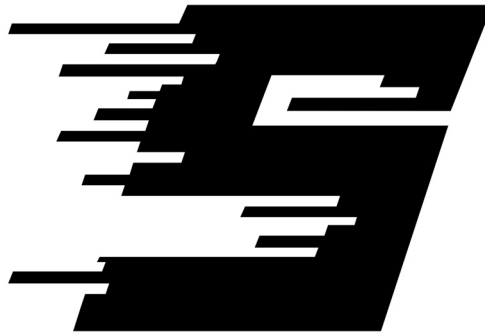
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K-8 Principal ..... Jennifer Farmer

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# Welcome

Dear Students/Parents,

Welcome to an exciting new academic year at LaSalle High School! On behalf of our dedicated faculty and staff, I am honored to extend a warm welcome to each of you. We believe that each student possesses unique talents and potential waiting to be discovered. A well-rounded education extends beyond the classroom walls, and we strive to provide an enriching experience that prepares you for a successful future. I encourage you to embrace the opportunities that lie ahead: engage in extracurricular activities, explore new subjects, build lasting friendships, along with building a strong sense of community.

We recognize the very critical role that parents and guardians play in a student's education. We encourage open lines of communication and invite you to actively engage with us throughout the year. We value your partnership and believe that together, we can create a robust support system that ensures your child's success.

Within this handbook, you will find essential information about our school's policies, procedures, and resources. The purpose of the disciplinary policy for La Salle High School is to help promote self-discipline in each individual and to maintain an atmosphere conducive to learning and education. Our goal is to make each student the best citizen they can be and provide them with the best education possible. In dealing with disciplinary situations, it is impossible to list all infractions, some discretion may be allowed because of extenuating circumstances. Please take the time to familiarize yourself with its contents, as it serves as a valuable guide throughout the year. Should you have any questions or require further assistance, we are always here to help. St. Ignace Area Schools remains committed to excellence in education. Here's to a fantastic year ahead, adventure awaits!

Nichole Martin, Principal

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## 1. HIGH SCHOOL MISSION & VISION

### *Mission Statement:*

The entire staff of LaSalle High School believes that all students can learn. In cooperation with parents and the community, we accept the responsibility for providing a healthy, safe, and caring learning environment that will allow all students to master the essential academic and interpersonal skills required to become a successful contributor to society.

### *Vision Statement:*

LaSalle High School will be the high school of choice in our area. The exemplary quality of our student graduates will reflect the community's commitment to academic excellence.

## 2. ENROLLMENT OF STUDENTS

The Board of Education has adopted policies regarding enrollment of students.

Students that are residents are eligible for a tuition-free education. Non resident students may be required to pay a tuition fee.

Students are required to live with their parent or legal guardian. Exceptions to this policy are as follows:

- A. Student is 18 or older
- B. Student is married
- C. Student is an emancipated minor
- D. Meeting of administrative staff and counselors determines the best interest of the student is served while living in a home other than that of the legal guardian.

## 3. CLASSIFICATION OF STUDENTS

|           |                    |
|-----------|--------------------|
| Freshman  | 0 - 5½ credits     |
| Sophomore | 6 - 11½ credits    |
| Junior    | 12 - 17½ credits   |
| Senior    | 18 or more credits |

The guidance counselor, in conjunction with parents, teachers and student, will determine each student's schedule.

## 4. SUPERVISION OF STUDENTS

Supervision of students by the school staff will not begin until 8:00 a.m. and will end at 2:55 p.m. However, School rules are to be followed at all times.

## 5. SCHOOL DAY

Students will be scheduled into 7 classes. Class periods will be 53 minutes in length.

|          |               |
|----------|---------------|
| 1st hour | 8:00 - 8:52   |
| 2nd hour | 8:56 - 9:47   |
| 3rd hour | 9:51 - 10:43  |
| 4th hour | 10:47 - 11:39 |
| 5th hour | 12:13 - 1:04  |
| 6th hour | 1:08 - 1:59   |
| 7th hour | 2:03 - 2:55   |

## 6. GRADUATION REQUIREMENTS

The diploma from LaSalle High School indicates that the student has not only successfully completed a required classroom curriculum, but has also gained a certain degree of maturity. For that reason, to earn a diploma from our high school requires that the student will have completed the listed required class-work, and also the student will have interacted in a meaningful manner with other students, and adults, both in and out of the classroom for 4 years. Requirements are as follows:

A. 4 years of full time attendance. It is suggested that students participate in at least 1 extracurricular activity per semester. The ability to interact with others in an appropriate manner is learned not only in the classroom but in clubs, or teams, and a variety of activities that take place after school hours.

B. A minimum of 24 credits is required for graduation. Within the 24 credits, the following credits must be earned by all students:

|                              |                           |
|------------------------------|---------------------------|
| English Language Arts        |                           |
| English 9                    | 1 credit                  |
| English 10                   | 1 credit                  |
| English 11                   | 1 credit                  |
| English 12                   | 1 credit                  |
| Mathematics                  | 4 credits                 |
| Science                      | 2 credits                 |
| Physical Science             | 1 credit                  |
| Biology                      | 1 credit                  |
| Chemistry                    | 1 credit                  |
| Social Studies and Computers |                           |
| U.S. History & Geography     | 1 credit                  |
| Civics                       | 1/2 credit                |
| Economics                    | 1/2 credit                |
| Personal Finance             | 1/2 credit                |
| World History & Geography    | 1 credit                  |
| Modern History & Geography   | 1 credit                  |
| Computers                    | 1/2 credit                |
| Physical Education           | 1 credit                  |
| Health                       | 1 credit                  |
| Electives                    | <u>6 or more credits</u>  |
| <b>TOTAL</b>                 | <b>24 or more credits</b> |

Beginning with the class of 2011, statewide requirements have been established for graduation as well as listed above. Additionally starting with the Class of 2015 state requirements established this school year require students to have 2 credits of foreign language and one of the credits may be waived if a student completes/passes a performing arts class/credit successfully. A personal curriculum option as defined by the Michigan Department of Education is available to modify Michigan Merit Curriculum requirements.

C. It is a requirement to graduate that students take and attempt all portions of the state required MME/MI Access test.

D. A senior will not be allowed to participate in graduation ceremonies if he or she is not receiving a LaSalle High School diploma.

E. To be registered as a senior in LaSalle High School, a student must have a minimum of 18 units of credit, and complete six semesters of attendance in an approved training school or high school (determined by high school principal or his designee).

F. To receive a LaSalle High School diploma, in addition to the above, a student must have completed a minimum of the final two semesters at LaSalle High School. Any exceptions must be approved by the guidance counselor and principal.

G. If a student attends a yearly CTE class and successfully passes and earns credit in the class in their junior or senior years, the total amount of credits required for graduation is reduced from 24 credits to 23 credits.

## 7. DUAL ENROLLMENT

The state law allows high school students the opportunity to dual enroll in college courses at Michigan post-secondary institutions when certain criteria are met. LaSalle High School supports dual enrollment for students who meet the criteria established in public act 131 of 2012. Students should inquire in the guidance office for more specific information. (Some universities will not accept dual enrollment credits as part of the student's undergraduate requirements.)

## 8. TESTING OUT

The law states:

The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, **but who is not enrolled in the course**, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a pass grade and shall not be included in a computation of grade point average for any purpose. **Credit earned will be counted toward graduation.** Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

For our purposes, we will define these terms from the law in the following manner:

“Pupil enrolled in high school” refers to a student who is currently attending that high school or who is formally registered for next semester. (This includes 8th graders and students from other school settings.)

“Enrolled in the course” refers to a student who has registered and begun attending class sessions.

“Any course” refers to any semester curricular offering available to students enrolled in the school – not to be confused with a class taught by a specific teacher.

The requirements for attaining a grade of not less than C+ are to be identified by District practice and shall apply equally to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.

The “final exam” is a comprehensive semester assessment that includes the final student learnings of the course. Final

exams may have multiple components (demonstrations, research papers, oral examinations, portfolios, paper/pencil, etc.) as long as the same components are part of the final exam for students taking the course in the normal fashion.

## 9. GENERAL CLASSROOM RULES OF BEHAVIOR

Individual teachers will assign specific rules and procedures. Students should:

A. Show respect for the worth and dignity of all individuals in the school and community. Specifically, talking while others are talking, shoving, running, throwing items, or similar behavior will not be permitted.

B. Honor the class starting and ending time. Specifically, students should be at their desks and seated when the class is scheduled to begin. You are not to leave your desk unless permission is received from the teacher.

C. Pay attention to instructions and directions given by the teacher. Students are expected to follow directions regarding assignments, lessons, and work activities.

D. Report all unsafe room conditions (broken chairs, desks, light fixtures, etc.) immediately to the teacher.

E. Follow established room procedures for library passes, hall passes, office passes, assemblies, or being excused for school-sponsored activities.

F. Obtain assignments missed due to absenteeism according to the established policy of the teacher.

G. Expect to participate in assignments and classroom activities. Specifically, assignments should be completed and turned in according to directions and deadlines given by the teacher.

H. Come to class prepared by bringing pencil, pen and study materials (books, worksheets, etc.)

I. Attend class regularly, keeping in mind that attendance patterns establish a lifestyle of operations and directly relate to future employability.

J. If the teacher is called out of the room for any reason, please remain in your seat and work quietly.

K. Participate in class by offering constructive suggestions to improve the learning atmosphere and environment.

L. Expect any violation of room policy to be dealt with in an appropriate manner by the teacher.

## 10. HOME SCHOOL TRANSFER POLICY

Home school students who wish to transfer home school credit to LaSalle High School will have the home school credit evaluated in the following manner:

A. Home school credit that is being transferred from an accredited institution will be accepted.

B. Home school credit that does not come from an accredited institution will require a portfolio, samples of class work and a log documenting the time spent on studies for each class the home school student has taken.

C. Home school students with no documentation must take a comprehensive final exam for any course for which they want credit.

D. Home school courses will be given a Credit/No Credit and will not count toward GPA or any senior awards.

In order to earn a LaSalle High School Diploma, a home school student must meet all stated graduation requirements, and they must be in attendance a minimum of the final two semesters.

## **11. ELECTRONIC DEVICES/ CD PLAYERS/HEADPHONES/RADIOS/ CELL PHONES/PAGERS/IPODS**

To maintain and establish a positive learning environment, prevent classroom disruptions, as well as avoid disciplinary situations, students **are not allowed** to have any electronic devices in the hallways, bathrooms, and classrooms during the school hours of 8:00 a.m.-11:44 a.m. and 12:08 p.m.-2:50 p.m. During these times students must leave these devices locked in their lockers. Additionally students cannot have these items out in view outside the school building and in the ES/MS building. If a student has an electronic device out in the hallway or in the bathroom during the times listed above, the phone/ device may be confiscated and may be picked up in the office after school. Students can access such devices from their locker only between 11:44 a.m.-12:13 p.m. during their lunch period and only may be used in an appropriate manner. **Parents should call the office if you need to contact your child.** Electronic devices will be confiscated by the classroom teacher or staff and given to office personnel. Additionally taking or transmitting images or messages during testing is considered cheating. Refusal to turn over an electronic device is considered insubordination and students could face additional consequences. The use of cell phones as a photo imaging device in both locker rooms and restrooms at any time is strictly prohibited and could result in suspension/ expulsion from school.

If a student has an electronic device that is visible or that is heard from a staff member, or disrupts the learning environment, students will face the following consequences.

### **Classroom Electronic Device Consequences:**

**1<sup>st</sup> Offense – Electronic Device is confiscated, written warning, and the device can be picked up by the student at the end of the school day.**

**2<sup>nd</sup> Offense – 1 pt. assessed, equipment in question is confiscated; parent can pick up after confiscated at end of the school day.**

**3<sup>rd</sup> Offense – 2 pts. Assessed, equipment in question is confiscated parent can pick up after confiscated at end of the school day.**

**4<sup>th</sup> Offense (and Subsequent) offenses – 3 pts. Assessed, equipment in question is confiscated; parent can pick up after confiscated at end of the school day.**

\*If individual classroom teachers request using the devices in the classroom for educational purposes then students would be allowed to use them appropriately in the classroom setting.

## **12. DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hair style) 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? (no) Does my clothing advertise something that is prohibited to minors? (no) Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no) Would I interview for a job in this outfit? (yes) Am I dressed appropriately for the weather? (yes) Do I feel comfortable with my appearance? (yes)

For reasons of respect, modesty and generally agreed upon principles, the following dress expectations are listed:

Students are expected to dress in a neat, clean, and orderly manner. Within the building, hats, hoods, and bandannas are not to be worn. Students who continuously wear hats after being asked to remove, may be subject to insubordination and the hat may be confiscated. Hats should be put in student lockers unless they are to be worn for a special occasions and this would be announced to students by building staff.

Coats are to be left in the students' lockers - they are not to be worn to class. Sagging pants, and ripped or torn clothing are not to be worn in school. Chains that hang down on the outside of clothing are limited to 3 inches in length. Clothing may not advertise alcohol, drugs, tobacco, or have unacceptable pictures or language. Shirts, blouses, and dresses must cover a majority of their shoulders in which the clothing should cover at least 3 fingers width on top of the shoulders. Additionally tank tops and similar attire is not allowed. Shirts and blouses must be long enough to be tucked in (no bare midriffs). Shorts, dresses, and skirts must be as long as the length of the students' hands when they are extended to their sides. Shirts and/or blouses must not be so low cut that they expose cleavage. Gym clothes are only to be worn in a physical education class Students are expected to comply with the code and may be sent home to obtain clothing that will comply with the code. The consequence for noncompliance is considered insubordination.

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. Styles or dress that are meant to intimidate others will not be allowed.

Students who are representing the St. Ignace Area Schools at an official function or in a school-related activity will dress to a standard that is representative of and congruent with their role at the time. This may apply to athletic teams, cheerleaders, band students, or other groups. It also applies to student mentors, student teacher aides, and work experience students.

Within their specific career pathways, an attorney would wear a suit, an employee of the medical profession would wear a uniform, and an educator would wear "dress clothes" (e.g., nice slacks, skirt/dress, jacket, tie). These dress code expectations would be dictated as being a situational standardizational or expectation of style of dress.

All students will be discouraged from excessive body piercing, distracting hair styles, garments/accessories which have drug and/or politically incorrect statements, logos, or symbols on them.

### 13. CLOSED CAMPUS/FOOD SERVICE PROGRAM

The campus at LaSalle High School is closed. Students may leave for lunch only with his/her parent(s). During the school day the parking lot is off limit to students.

St. Ignace Area Schools offers an excellent food service program. The status of each student's lunch account balance is available on Power School. The following procedure is used in regards to charging lunches.

All students are notified verbally as they come through the line when their account is \$5 or less. When a student has no money in their account, they are not allowed to charge extras. The students will be allowed to charge up to a \$10 limit while waiting for the charges to be settled. Students owing \$10 or more will be expected to supply their own lunch and will not be allowed to charge additional meals.

### 14. STUDENT DRIVERS

Students that have a valid driver license may drive to school. They must have signed parental permission and must register their car and park in the designated student parking. Students that drive cars to school may have them searched if a safety or health issue warrants, as determined by the principal. Careless or hazardous driving in the school parking lot may result in loss of student car privileges. The parking lane nearest the school building is reserved for staff and visitor parking. Students are not to park in this designated area.

### 15. ATTENDANCE POLICIES AND PROCEDURES

**A. Regular attendance** at school is vitally important to each student as it directly affects his progress academically and his development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employees and institutions of higher education request attendance records as part of student application data and weigh such records heavily in their decisions. While keeping records of student attendance is a school function, the primary responsibility for insuring regular attendance rests with the parent and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to his present and future endeavors.

#### B. Objectives

The policy and procedures regarding student attendance are designed to accomplish three primary objectives:

1. To instill a positive attitude among students relative to their school attendance responsibilities.
2. To identify and attempt to remedy situations where student absence is having an adverse effect on the student's progress in school.

3. To maintain an accurate record of attendance for each student which becomes a part of the student's permanent record.

#### C. General Policy

It is the policy of LaSalle High School that:

1. Semester-long classes meet approximately 83 times per semester. To receive credit, students must satisfactorily complete all course requirements and not be absent over ten class periods.

2. A student will receive an excused absence when the school receives timely notification from a parent that the student is absent from school because of:

- a. Illness, injury, and/or quarantine of the student.
- b. Dental or medical services.
- c. A serious illness of a family member.
- d. Death in the immediate family.
- e. Appearance in court, or

- f. Personal reasons that the principal or designee may consider justifiable.

3. When a student is absent and a parent has not called in before his/her return to school, the student will be warned and asked to have the absence excused by the beginning of school the following day. If the office receives no call, lunch line duty may be assigned. If no call is still received by the office, the student may be sent home upon his/her return without excuse and suspended until a parent conference is held about the student's absence.

#### Skip Policy

Every skip will lower the grade by 1/3 of a letter grade for that 9-week marking period.

- |           |  |
|-----------|--|
| 1st skip: | 1 point on discipline code - letter home.                    |
| 2nd skip: | 3 points on discipline code - letter home.                   |
| 3rd skip: | 6 points on discipline code - parent conference required.    |
| 4th skip: | 9 points on discipline code - student suspended from school. |

Students that accumulate points for tardy/attendance purposes may work off those points by serving after school detention or other means as determined by the principal. It is the student's responsibility to make the necessary arrangements.

#### Tardy Policy:

Tardiness to school may be excused by parents no more than twice per marking period without medical documentation. After the second tardy, the disciplinary policy listed below for tardiness between classes takes effect. Tardiness between classes is only excused by school personnel. By definition a tardy is when a student arrives to class late and misses no more than the first 20 minutes of class. Students who have unexcused tardies will be disciplined in the following manner per each nine-week marking period:

- |                   |  |
|-------------------|--|
| 1st-4th Offenses: | Warning  |
| 5-6th Offenses:   | A restorative option will be offered   |
| 7th Offense:      | 30 minutes after school detention, Lunch Detention, or a restorative practice approved by the principal. |

8th & Subsequent Offenses: Two points on disciplinary code for each offense and student may not attend school until a parental meeting is held.

Note: When assigned lunch duty, students are to report immediately to the kitchen area where they will be allowed to eat. When assigned lunch duty, students are not to eat in the cafeteria with other students. The lunch duty continues until the student is released from duty by the cook.

Note: When assigned after school detention, students must arrive at the time specified by the principal and stay the entire time. The student needs to bring work to do during that time.

#### **D. Excess Absences**

If a Student is absent more than 10 times from a semester the teacher should contact the building principal and or guidance counselor and request a SAT (Student Assistance Team) meeting. This meeting will be held with parent, student, teacher(s), guidance counselor, and or principal/attendance officer to determine whether there have been extenuating circumstances that deserve consideration. In the absence of compelling extenuating circumstances, the student will be given an option of being given an "I" or incomplete for the class and will have until 30 days after the marking period/semester to complete the appropriate required coursework assigned by the teacher to have an opportunity to earn a grade/ credit. If this is not completed in the time period established above, the "I" will become an "E" for this class. Appropriate legal authorities may be involved by the school in dealing with excessive absenteeism which is a standard procedure for schools in Mackinac County.

#### **E. Pre-Arranged Absence**

Pre-arranged absences were initiated for the purpose of accommodating family vacations because of summer employment in this area. One pre-arranged absence per student per semester may be approved. The following conditions must be met:

1. The parent must request to the principal by phone or written letter the reason for absence at least five days prior to the absence.
2. If the reasons meet approval, the student must take a form around to each of his/her teachers to indicate the student's academic standing, how the absence could affect the student, and the work to be made up in advance.
3. The decision to allow the absence will rest with the parents after reading the teachers' recommendations.
4. On all such pre-arranged absences, the student must have adult supervision.
5. Approved pre-arranged absences will be an exception to the Ten Day Policy.

#### **F. Sign In/Sign Out**

Any student who must leave the school during the day must sign out in the office before leaving and sign back in if returning later in the day. Parental permission by telephone must be given in advance before students will be permitted to sign out and leave the campus. Any student arriving in school after 8:00 a.m. must sign in. Between 11:15 and 12:15 students may only leave with their parents unless the student is not returning to school that day.

## **16. ATTENDANCE / AFTER SCHOOL ACTIVITIES**

An athlete may not practice or participate in an athletic

contest if he or she was not in attendance in their afternoon classes of that school day. On a half day of school the athlete must be in attendance for the last 3 classes of the morning. If there are extenuating circumstances, the athlete may approach the principal in a meeting to determine whether he/she may participate.

## **17. DEER HUNTING RULES**

Students will be allowed to take time off from school if the parents wish to excuse the absence. In order for the absence to be excused, parents must call in the day before or the day of the absence.

It is strongly recommended that parents consult with the student's teachers prior to giving permission for their child to miss the time from school. And it is strongly recommended that no more than one day be missed.

All days missed due to deer hunting will count toward the absence policy unless a pre-arranged absence has been approved.

## **18. COMMUNITY SERVICE**

The LaSalle High School Student Service Program encourages and recognizes students who are making significant contributions to the community. Recognition will be given by conferring Community Service Honor Cords each year at graduation. This is a voluntary program that recognizes students for contributing time and energy for the betterment of their community by participating in activities that provide services that help to improve the quality of life for others. Guidelines have been established that qualify for community service credit. Community service hours should be recorded and submitted within 30 days of completion of the community service. The person supervising the activity must sign the forms. Forms will be kept in the student's EDP folder in the guidance office. All hours must be documented and turned in by May 1 in order to receive a community service cord.

## **19. USE OF THE GYMNASIUM**

Students using the gym must adhere to the following guidelines to help maintain this fine recreational facility:

- A. Wear gym shoes or socks while playing on the floor.
- B. Do not take food into the gym.
- C. Don't throw or kick any kind of balls against the walls or ceiling.
- D. Don't play rough - respect the safety of others.
- E. Don't climb on the bleachers when they are folded up against the walls.
- F. Students are NOT to attempt to dunk the basketball on the side backboards. To do so may cause the boards to shatter, in which case the student would be responsible for the replacement cost.

## **20. GUIDELINES FOR BUS BEHAVIOR**

Students must obey all safety rules as directed by the bus driver. School rules regarding behavior and respect for one another apply while waiting to board, riding and departing the bus. Disciplinary problems will be dealt with in the following manner:

- 1st Principal, student and bus driver meet  
Letter home to parents

- 2nd Removed from bus for 3-10 days  
Letter home to parents  
Parent conference recommended
- 3rd Removed from bus for 10 days or longer  
Letter home to parents. Parent conference  
required before bus privileges are reinstated

## 21. LOCKERS

Lockers are the property of the school. At no times does the school relinquish its exclusive control of its lockers. The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers to store school-related materials and authorized personal items. Pupils shall not use the lockers for any other purpose unless specifically authorized by the principal. **Lockers should be locked at all times. All locks used on lockers must be school locks.** Backpacks, purses, and the like belong in a student's locker and not in the classroom or hallway. Pupils are solely responsible for the contents of their lockers and are not to share their lockers with other pupils unless authorized by the principal.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, help to ensure proper maintenance of school property, and provide greater safety and security for pupils. The board authorizes the principal or his/her designee to search lockers and locker contents and at any time without notice, and without parental/guardianship or pupil consent.

The principal shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or designee shall supervise the search. In the course of a search, the principal or designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

The principal or designee may seize any illegal or unauthorized items, or any items determined to be a potential threat to the safety of others. Law enforcement officials shall be notified immediately upon seizure of such dangerous items. Any items seized shall be removed and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil 18 years of age or older shall be notified by the principal of items removed from the locker.

## DRUG SEARCH:

A. During the year there may be a general search of school lockers and cars. This general search would be conducted by police agencies using trained dogs. School officials and the prosecuting attorney would be involved as well. This search would be unannounced to students and could be repeated as often as necessary.

B. Students would remain in classrooms during the search.

C. Suspected lockers/cars would be marked and searched by school officials. Occupants of suspected lockers and owners of suspected cars would be interviewed by school and law enforcement officials.

D. Students found in possession of an illegal substance would be subject to the discipline policy of the school.

## 22. TEXTBOOKS: CARE AND COSTS

School textbooks must be in service in our schools for about six years. Try to keep books in good condition, thus preventing yourself from paying a fine. Do not keep pencils and/or pens in your books. Try not to drop or slam your books. Don't write in or mark up your books. Keep books neatly arranged in locker. When books are brought home, keep them in a safe place. If you notice any sign of damage to your books, report it to your teacher and have them repaired promptly. In the spring, some lockers develop leaks. Please protect your books with covers, plastic, or keep them somewhere else. Students turning in damaged texts will be assessed a fine, determined by the seriousness of the damage. Those students losing texts will be charged according to the age and wear of the book.

## 23. TECHNOLOGY

Throughout the year students will have opportunities to use technology to enhance student learning. This school year, teachers will have access to netbook computers to use in classrooms. Students will face disciplinary and/or financial consequences if school owned technology equipment/laptops are used improperly or damaged. This school year, LaSalle High School has opted to allow students to bring their own laptops/tablets to school to be used for educational purposes in classrooms. This school year, students would be allowed to bring these devices to be used for educational purposes. Students should be aware if they choose to elect to use this device in school, the school will not be responsible for fixing the device, will not be responsible for any physical damage to the device, and will not be responsible for any viruses that were acquired through the use of the device. Also, by agreeing to the terms of use under this agreement, the school district technology department will be able to track the use of the device and restrict use on its network. For a student to be eligible to use their laptop/tablet here at school for educational purposes, they must have the completed information listed on the appropriate Student Laptop/Tablet Registration Form, and have a sticker that is issued to them to be displayed on the laptop/tablet so that school district staff know the laptop/tablet has been approved. It is recommended if students bring these devices to school, and they are not being used for educational purposes in the classroom, they should keep them locked in their lockers!

## 24. HALL PASSES

Students are required to have a hall pass whenever outside of the classroom during classroom hours.

## 25. DANCES

Various school parties or dances may be held throughout the year. Below is a list of authorized dances and the sponsors. A minimum of one week prior to the dance or event to be held, a dance request form must be approved by the student council and signed by the principal.

Dances may be held between the hours of 8:00 p.m. and 11:30 p.m. at the discretion of the class advisors.

Following is a list of dances:

Homecoming (Student Council) - September/October

Winter Formal (Student Council) - December/January  
Valentines / Courtwarming (10th Grade) - February  
Prom (11th Grade) - April/May

The 9th and 12th grades may sponsor a dance with the approval of the student council and the principal.

A. Class advisors are responsible for all arrangements made for a school dance.

B. Dance chaperone sheets must be in by the Wednesday previous to the date of the dance.

C. Students must be inside for the dance within 30 minutes after the dance begins.

D. It is the school policy to call both parents and police when students are known or suspected to have been drinking or using other illegal substances.

E. Only students in grades 9-12 are allowed to attend LaSalle High School dances. Note that the prom is a formal dance and is limited to St. Ignace Area Schools freshman, sophomores, juniors and seniors and their guests. Non-LaSalle students are not allowed unless they obtain a special guest pass previous to the time of the dance. Special guest passes must be obtained from the high school principal. Only students in 7-8 that attend St. Ignace Area Schools or Moran Township School are allowed to attend junior high dances. No guest passes are available for junior high dances.

F. Once a student leaves a dance, he/she will not be allowed to re-enter.

G. Duties of the sponsoring class or organization are:

1. Appoint clean-up committees.
2. Help carry out all the above rules by helping the chaperones.

3. Notify police regarding dance time and request their help in patrolling parking lot.

4. Clean up school inside and outside either immediately after the dance or early the following morning (9:00 a.m.).

5. Report names of students to chaperones if they have been drinking or smoking on school property. Chaperones report those names to high school principal.

H. If dance activities become unruly or incidents occur which seek to handicap dance activities, chaperones will make the decision whether or not the dance will continue until regular closing time.

I. Students found in violation of the smoking, drinking or drug rule will be barred from high school dances for one year from the date of the infraction.

J. Four chaperones (two teachers and two parents) must be available to chaperone the high school dances.

## 26. POSTING OF SIGNS

Signs and posters are confined to the main corridors. Permission and directions to post signs must be obtained from the principal. Use only masking tape when posting signs. Have a group advisor's approval before coming to the principal. The principal has the prerogative to remove any signs that are inappropriate for school.

## 27. VISITORS

As a general rule, bringing visitors to school is not encouraged. In special cases, permission may be granted. A

visitor's pass must be obtained in the office.

## 28. FIRST AID

The school does not have a school nurse on duty. Minor scrapes and abrasions will be treated. More serious injuries will be referred to the parent or hospital.

## 29. MEDICATION USE

The administration of prescribed medication during regular school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available during regular school hours.

Students must have written authorization from their parents to bring and/or take medications at school. In the case of prescription medication a copy of the prescription must accompany the parental authorization. Medications must be in their original container. Prescription medications must be stored in the high school office.

Students may possess and self-administer a metered dose of dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms while at school or on school sponsored activities. A copy of written approval from the health care provider and the student's parents must be on file in the high school office.

## 30. FINAL EXAMS

The final exam schedule will be announced at least two weeks prior to the end of each semester. Typically exams will be 1½ hours in length with no more than three exams given on any one day.

Exams are an important part of the overall grade for each subject and should be taken very seriously. Students who bring squirt guns, water balloons, shaving cream, etc. to school during exam week will be sent home for the remainder of the week.

All students must attend their regular classes during the testing periods. Students are not allowed in the halls during testing unless they have a special written permit.

## 31. SCHEDULE CHANGES

Students will be allowed one week from the first day of school in each semester to either drop a class or change their schedule.

Students dropping a class after the time limit or asked to drop the class for disciplinary reasons will receive an E for the semester for that class.

Students may have their schedules changed after the time limit if the change was initiated by a guidance counselor, teacher, or high school principal.

## 32. PROGRESS REPORTS

Teaching staff members will send an academic progress report on each student at the end of the fifth week of each marking period. Progress reports will be sent home with students. *Note that all grades are updated regularly on Power School.*

### 33. GRADING POLICIES

#### Classroom Grade Scale:

Grades reflected in Powerschool are subject to change as teachers update grades and scores for their classes. All teachers will use the following grade scale to calculate marking period grades.

Percentage scores are transformed to letter grades using the following scale:

|              |              |                |
|--------------|--------------|----------------|
| 100 - 93 = A | 79 - 77 = C+ | 62 - 60 = D-   |
| 92 - 90 = A- | 76 - 73 = C  | 59 - Less = E  |
| 89 - 87 = B+ | 72 - 70 = C- |                |
| 86 - 83 = B  | 69 - 67 = D+ | CR = Credit    |
| 82 - 80 = B- | 66 - 63 = D  | NC = No Credit |

#### Semester Grade Calculation:

In order to receive credit for a course a student's 3 grades must average to be passing overall. In addition, the student must have a passing grade in at least 2 of 3 terms. Generally, each marking period counts for 40% of the grade and semester exam counts for 20%. Teachers have the option of granting students the grade of "CR" for credit and or "NC" for No Credit. When teachers are calculating a student's semester grade, this calculation will be done using an 11 pt. scale that is outlined below.

|         |        |        |
|---------|--------|--------|
| A = 11  | B- = 7 | D+ = 3 |
| A- = 10 | C+ = 6 | D = 2  |
| B+ = 9  | C = 5  | D- = 1 |
| B = 8   | C- = 4 | E = 0  |

#### Grade Point Average:

Grade Point Average (G.P.A.) is figured on a 4-point scale, with 4 being the highest and 0 the lowest.

Example:

|          |          |          |
|----------|----------|----------|
| 4.0 - A  | 2.7 - B- | 1.3 - D+ |
| 3.7 - A- | 2.3 - C+ | 1.0 - D  |
| 3.3 - B+ | 2.0 - C  | .7 - D-  |
| 3.0 - B  | 1.7 - C- | .0 - E   |

For formal class ranking purposes and for official transcripts, G.P.A. calculations are rounded off to the nearest 1,000th.

#### Honors Classes:

Classes so designated by LaSalle High School and taught at LaSalle High School will be counted as honors classes. In recognition of the higher degree of difficulty associated with the course, the extra workload that is assigned and to encourage students to take the honors classes, a grade point adjustment will be made on the final transcript. For every semester honors class that a student earns a grade of B- or better, including classes taken in the 8th semester, they will have a .01 added to their GPA on their final transcript after the final calculations are completed in their senior year.

The following classes have been designated as honors classes:

- Advanced Mathematics
- Advanced Placement courses
- Anatomy/Physiology
- Calculus
- Chemistry II
- Dual Enrollment College Classes

- 3rd Year of a Foreign Language
- Functions/Statistics/Trigonometry
- Honors English
- Physics

#### Class Ranking/Valedictorian/Salutatorian:

Grade point averages will be calculated at the end of the 7th semester. At the midpoint of the 8th semester when a determination can be made regarding the addition of any applicable honors points, class rankings will be determined. The student with the highest GPA will be considered the valedictorian and the student with the second highest will be considered the salutatorian. In the case of tied GPAs, dual honors will be awarded. For a student to be considered as Valedictorian or Salutatorian, they must have attended LaSalle for a minimum of their last two years of high school.

#### Report Cards:

Report cards are sent home with students at the end of the marking periods. Final semester report cards will be mailed to parents.

#### Repeating Class:

A student may repeat a class if the final grade in the course was a C or below. The grade obtained by the student will be calculated in the student's grade point average; however, credit cannot be earned for the same class more than once.

### 34. INCOMPLETES

A. Incompletes or grades reported as incomplete on the report card at the end of a marking period must be completed within 30 calendar days of that marking period or that grade automatically turns to an E.

B. Students missing a test during an absence must make up that test on the second day of his return to school or the test will not count toward his final average. Tests can only be made up if absence was excused.

C. Incompletes from seniors must be made up no later than one week prior to Graduation Day or they will not be allowed to participate in graduation ceremonies.

### 35. HONOR ROLL

Students who achieve high academic standing are placed on the honor roll following each marking period.

To be an honor student, you must maintain a "B" average for your academic work. Only those who carry a regular load of five subjects are eligible to make the honor roll.

Pluses and minuses will be used in tabulating average grades. Grades from all classes will be used, but a D or an E or No Credit in any class excludes a student from honor roll status regardless of the average.

If students are enrolled full time in an online format like the EUP Virtual Online Collaborative or a similar online platform and are registered as a full time LHS student, students can be eligible for honor roll status based on the requirements listed in this section. If students are receiving a semester grade for coursework, then the grade they have earned at the time of marking period grades are finalized will be used for accounting for honor roll status.

## 36. STUDENT AWARDS

An award assembly will be held in the spring. In addition to teacher-initiated classroom awards, other honors students may earn include:

| <b>AWARD</b>                      | <b>HOW TO QUALIFY</b>  |
|-----------------------------------|--|
| LaSalle Academic                  | Students must earn a cumulative G.P.A. of 3.5 or better  |
| National Honor Society            | Student must be a junior, have a G.P.A. of 3.4 or better, and be nominated for membership by H.S. Staff. |
| Honor Roll                        | Student must earn a G.P.A. of 3.0 or better  |
| Most Improved Student             | As determined by H.S. staff - 1 male and 1 female  |
| Perfect Attendance                |  |
| Principal's Leadership Award      | Senior, determined by H.S. staff   |
| Academic All State                | Senior, determined by combination G.P.A. and ACT score   |
| E.U.P. Principal's Academic Award | Senior, G.P.A. of 3.3 and ACT score in 80th percentile   |
| Honor Cords                       | Seniors, 3.0 cumulative G.P.A. or better   |
| LaSalle Principal's Award         | Senior, determined by staff  |
| Alpha Beta Award                  | Senior, determined by staff  |
| Community Service Cord            | Minimum 120 hours of Community Service   |

## 37. SENIOR HONORS AND MESSAGES

A. Seniors holding the academic rank of number one or number two in their class will earn the title of valedictorian and salutatorian of that class. Both valedictorian and salutatorian will give a speech at graduation.

B. Academic Recognition - Students that achieve a 3.5 grade point average will be recognized at the awards assembly for their hard work in the following manner:

- 1st year - award will be an academic letter
- 2nd year - award will be an honor bar
- 3rd year - award will be an honor bar
- 4th year - student will be presented with an engraved plaque and recognized formally at graduation ceremonies.

C. Students who graduate with a 3.0 average or better will be entitled to wear gold honor cords during graduation.

## 38. STUDENT GOVERNMENT

There are two bodies of student government at LaSalle High School: Student Council and the Class Officers. The

purpose of all student government is the following:

A. To provide leadership for the class/school in planning various student functions.

B. To develop leadership skills that can be used daily as well as after completion of high school.

C. To learn and understand the democratic process through first-hand use.

D. To work with teachers and administration in developing rules and procedures that will lead to a safe, orderly and productive learning environment.

### **Class Officers and Responsibilities:**

Each year classes will hold elections to select its class president, vice president, secretary, and treasurer. These elections with will be coordinated by the student council adviser. The officers' responsibilities are to provide leadership and direction for the class working in conjunction with the student council adviser and class advisers. The class has elected these four students to represent and lead them and to make decisions that will be in the best interest of the class and the school. The class president and vice president will be will also be members of the student council.

### **Eligibility Requirements**

To be eligible to run for office a student must meet all established requirements. Those students elected to office must meet all extracurricular eligibility guidelines. In addition class officers must be students in good standing. If a student gets 3 or more disciplinary points a meeting with the student council advisor, principal, parent and student will be held to review the student's behavior. If a student class officer gets a total of 6 or more points they will then be automatically removed from student council. Nominating petitions must be submitted to the student council advisor by the established deadline. If no valid petitions are received for a position then the student council advisor meets with the principal and class advisors to determine the process for filling the vacancy.

### **Activities:**

Each year classes are involved in a number of activities - some are specific to just a certain class while others are part of a school-wide activity. These activities are designed to:

- A. Raise and promote class spirit and school spirit.
- B. Be fun.
- C. Teach and promote civic responsibility.
- D. Continue the traditions of LaSalle High School.

### **Class Activities:**

- A. Sponsor one dance per year.
- B. Participate in homecoming activities.
- C. Participate in courtwarming activities.
- D. Sponsor one school-related / civic function.
- E. Sponsor one fundraising activity to pay for needed class expenses.

Funds traditionally need to be raised for the following reasons:

1. Sponsor Junior/Senior Prom. This is put on by the juniors in honor of the seniors and is in itself not meant to be a money-making affair. During the 9th and 10th grade years, students should raise money with the purpose being sponsorship of the prom in the 11th grade.

2. Civic responsibility. Funds can be raised with the purpose to promote a school, community or civic cause.

3. Senior expenses. Seniors have certain expenses that

need to be planned for in advance. Traditionally a senior banquet is held in late May or early June. This banquet is planned with the class advisors and is usually funded with class funds if adequate. Dates must pay for themselves. Graduation expenses for the class flowers and decorations are a senior responsibility.

4. Fundraising with the purpose of a senior class trip will not be authorized.

#### **Student Council**

The purpose of the student council is generally the same as that of the class officers except on a school-wide basis. In addition, they will:

- A. Work and plan student-body elections.
- B. Organize and plan Homecoming/Courtwarding.
- C. Plan and organize Mock Olympics.
- D. Set up a yearly calendar that outlines all student events such as dances, Homecoming, Courtwarding, Gong Show, etc.
- E. Requests for fundraising activities must be first approved by the student council before coming to the principal.
- F. Work closely with their advisors in developing plans that will affect the entire school.

#### **Student Council Membership:**

- President - Senior
- Vice President - Junior (President Elect)
- Secretary - Junior or Senior
- Treasurer: - Junior or Senior

Two students from each class are elected as members of the student council as class representatives in addition to the class president & vice-president. If the positions of class representatives are not filled, the student council adviser may appoint a student to fill the position of class representative. The student council adviser would create the criteria for accepting applications in filling any open vacancies. The class treasurer and class secretary would be given consideration for the appointment.

#### **Student Activities**

Students have many activities available to them over the year. In addition to a complete range of athletics, band and drama activities, many other avenues are open to students.

The following is a partial listing of ways that students may receive recognition or be involved in student activities:

Athletics – Band – Drama Club – Ski Club

Student Government – Student Leadership Forum

Quiz Bowl – Robotics Yearbook – Youth Advisory Committee

### **39. MONEY-MAKING ACTIVITIES**

A. Each class and organization has the opportunity to create and maintain an individual fund to be deposited and regulated in the school's internal accounting system. Following is a list of rules and regulations regarding those activities involving funds:

1. Any money-making activities **must be approved and organized** by the group advisor, the student council and the high school principal, in that order.
2. As a general rule, only one main door-to-door fundraiser per organization will be allowed per year.
3. In-school fundraisers may be approved more often.
4. A general rule of thumb will be that no more than two

major fundraising activities per month will be allowed and these will be scheduled so as not to overlap.

5. The type of fundraiser that will be given the highest consideration is the type that keeps a high percentage of the funds earned in the group's hands or provides a needed service. Examples: bake sales, raking yards, shoveling snow, sub-sales/bread bakes, fruit sales, car washes. In-school fundraisers: Valentine carnation sale, bake sales, marshmallow kisses, dances, candy-grams. All groups are encouraged to make their plans early in the year. Fundraising will be scheduled on a first-come first-served basis.

B. All student activity funds must meet with the approval of the administration.

C. Group advisors must furnish an accounting of the expenditures of the funds from field trips, equipment, etc.

D. Class or group funds will remain in that class fund for six months after that class has graduated. After the six-month period, the remaining funds will be transferred to the LaSalle Fund to be used for activities that benefit the LaSalle High School students. Expenditures from the LaSalle Fund must be authorized by the superintendent of schools and the high school principal.

E. Group funds must be turned in to the high school secretary the day following the money-making activity. Advisors and/or class treasurers are to turn in those funds.

### **40. HOMEBOUND STUDENTS**

Students required to remain home for medical reasons will be offered an alternative program to continue their education. Further information may be obtained from the guidance office.

### **41. ADULT EDUCATION/ CORRESPONDENCE CLASSES**

Students may take adult education or correspondence classes under certain circumstances. These classes are intended to act as a safety net to students who have failed classes or who are unable to schedule a regular LaSalle High School course into his/her daily program.

The guidance counselor and the principal must approve the student's enrollment in an adult education or correspondence course.

Within the regular 4 year period that a student is in high school, the maximum number of credits that a student may earn from adult education is 3.

A \$100.00 fee per class will be charged to students who take adult education classes for the purpose of making up classes that have been failed at LaSalle High School.

### **42. ALTERNATIVE EDUCATION**

If funding allows, the St. Ignace Alternative School will operate as a separate 9-12 school. It is open to students from the St. Ignace Area School District between the ages of 14 and 19 years of age. In consultation with the principal/counselor/parent, a student may receive permission to transfer to the alternative school. The following criteria will be considered:

A. Maximum enrollment is 25 students – a vacancy must exist.

B. Transfer may occur at the beginning of the marking period. For a transfer to occur at any other time, the students'

attendance record must be such that it is possible to earn credit.

C. Both the principal and the parent must grant permission.

Students who fail 3 or more classes in a semester may be selected to attend the alternative learning center - such a recommendation would be made by the principal if, after exhausting available high school resources, the student fails 3 or more semester classes.

Students who wish to re-enter LaSalle High School from the alternative school must have permission from the principal and then may do so only at the start of the school year in September.

### 43. DISCIPLINE CODE

It is the policy of the St. Ignace Area School District to provide a safe and nurturing educational environment for all of its students. Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to a school employee who then notifies the principal. The principal will promptly investigate and document such complaints about bullying, aggressive or other behavior and act according to the student disciplinary code. The incident may also be referred to law enforcement officials.

#### RECOMMENDED STEPS TO ADDRESS BULLYING

Step 1: The student needs to tell the other student to stop and they need to report this to the nearest adult, teacher, and or paraprofessional.

Step 2: The student needs to report the incident to the office. This may include secretary, building principal, student/child family advocate, counselor, etc.

Step 3: The student needs to again report incident to the office notifying building principal and or student/child family advocate who will call law enforcement and parents and will set up a meeting.

Step 4: The student again needs to report incident to the office notifying building principal and or student/child family advocate who will call law enforcement for criminal investigation.

- Severity of bullying incident will dictate which step is appropriate as determined by building principal as well as need for law enforcement intervention.

The purpose of the disciplinary policy of LaSalle High School has two goals. They are:

A. To help promote self-discipline in the individuals

B. To promote and maintain an atmosphere conducive to learning and education.

The policies apply to all students regardless of age. They

apply to all school-sponsored activities.

The method used to implement the disciplinary code will be the point system.

The levels of dispositions are as follows:

A. At three (3) points the parents will be notified by mail.

B. At six (6) points a parent will be contacted by phone or mail.

C. At nine (9) points a student can be suspended until school personnel, student, and/or parents can work out the problems at hand. Police, courts and/or other referral services may be involved. (All teachers of students accumulating nine points will be involved in the conference.)

D. At twelve (12) points a student may be suspended from school up to 10 days. Parents and/or student and school personnel will work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension.

E. At fifteen (15) points the students will be suspended and an expulsion hearing will be held by the Board of Education.

F. Students who attend LaSalle High School and do not accumulate additional points for one month will have their point total reduced by one point. Each additional month without points will result in their point total being reduced by two points.

G. Students will lose six points over the summer; however, any points assessed during the final two weeks of school will be held over to the following school year on the individual's point record.

H. Students referred for discipline for (a) possession of weapons, (b) sale of drugs, (c) arson, or (d) unprovoked assault will be immediately suspended and expulsion proceedings before the Board of Education will be initiated.

#### POINT ASSESSMENT:

- 15 Sale of drugs
- 15 Arson (defined as deliberately setting a fire)
- 15 Unprovoked assaulting of a teacher, student, school employee, or any other person on school property
- 15 Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, or an object which can cause bodily harm or which may be used as a weapon which could inflict bodily harm)
- 15 Bomb threats and willful destruction or defacement of school property.
- 15 Breaking and entering.
  - 9 False fire alarms
  - 9 Gross disrespect/verbal assault
  - 9 Damage of school property \$100 or over, restitution will be made.
  - 9 Use of, under the influence of, or possession of alcohol or illegal drugs or look alikes on school property: A substance abuse assessment will be required as a condition to return to school.
  - 9 Fighting or provoking a fight
  - 9 Use of distribution of, or possessing with intent to use tobacco, and or electronic or vapor cigarette type devices.
- 6 Damage less than \$100; restitution will be made
- 6 Extortion or physical threats
- 6 Possession of firecrackers and all other types of incendiary devices

- 6 Possession of property not belonging to the student
- 3 Cheating
- 3 Violations of Closed Campus
- 3 Falsifying Information
- 1-3 Lack of Cooperation
- 1-3 Inappropriate School Behavior
- 1-3 Electronic Device Violation
- 1-3 Lack of Respect
- 1-3 Disorderly Conduct - Any behavior that infringes on the rights and/or safety of others (snowballs, unauthorized demonstrations, careless driving, etc. in or on school property, or at any school event)
- 1-3 Violation of tardy policy
- 1-3 Obscene and/or lewd behavior and/or language - obvious suggestive sexual gestures exhibited in view of students or staff members (anything not decent); profane language - the act of swearing or cursing on school property during the day or at any school event
- 1-3 Insubordination (refusal to comply with reasonable request of school authorities or gross disrespect to school personnel)

The following is the procedure for classroom insubordination:

- 1st offense - A warning by the teacher
- 2nd offense - Lightly disciplined by the teacher
- 3rd offense - Parents contacted by the teacher
- 4th offense - Referral to administrator by the teacher

*No points will be assessed on the first three (above) offenses unless an administrator has been involved.*

*Teachers may involve an administrator on any violation they feel is serious.*

- 1 Loitering in any area for other than intended purposes (lavatory, parking lot, etc.)
- 1 Misuses of permits - Being in an unauthorized area or being in hall without a valid pass.
- 1 Consuming food or drink in the hallways or class rooms between 8 a.m. and 3:15 p.m.
- 1 Personal display of affection beyond hand-holding
- 1 Unauthorized leaving of school property without prior permission.\*

\* *Skipping – See section 15, Attendance Policy*

This code may later be amended to include any other violation not specified. The school administrator has discretion to make exceptions in extreme circumstances. Students may work off points by attending the afterschool tutoring program and other means as determined by the principal.

## 44. SUSPENSION OF STUDENTS

**In-School Suspension:** Students may be assigned in-school suspension as a punishment. While on in-school suspension, students are expected to do their assigned daily work. They may also be required to do a variety of jobs ranging from shoveling snow to lunch line duty. They are expected to make up all work missed. At the end of the 9 weeks, the letter grade will be lowered 1/3 in each class for each incident.

**Out-of-School Suspension:** Out-of-school suspension may be assigned as a punishment for more serious offenses. While serving an out-of-school suspension, a student may not participate in any school activities. They are expected to make up all work missed. At the end of the nine weeks, the letter grade will be lowered 1/3 in each class for each incident.

**Consideration for Grade Reduction & Suspension:** When a student is suspended, if a student attends, completes work successfully and is productive for 4 days of after school tutoring within a two week window of the suspension, the student will not have their grades reduced a 1/3 at the end of the 9 weeks. In the case where a student attends after school tutoring to avoid a grade reduction, this time does not count towards reducing the students discipline point total.

## 45. ACADEMIC ELIGIBILITY REQUIREMENTS

Students that participate in any extra-curricular activities, including but not limited to athletics, drama, robotics, quiz bowl and student government, must meet the following eligibility requirements:

A. Passing 7 classes, a minimum of 5 taken at the high school or through a board approved online provider and a maximum of 2 classes approved by administration through a registered home school or 6 classes for a student enrolled in a CTE program.

Violation: Ineligible as specified in Section 46 Current Academic Eligibility Procedure

B. Passed all classes in the previous semester.

Violation: Ineligible for 9 weeks or until correspondence class has been successfully completed whichever occurs first.

C. Students enrolled in MIVHS online courses and work experiences throughout the traditional school day will be assumed to be passing the classes unless indicated in Powerschool with a failing letter grade or “NC” (No Credit) for academic eligibility checks of the end of the third week, the end of the fifth week, the end of the seventh week, and the end of the last week of the marking period. It is the student and parents’ responsibility to monitor student progress and/or lack of progress in MIVHS online classes. A student’s final overall grade for a MIVHS online class will be computed only at the end of the marking period and semester. If a student is ineligible in these courses listed above, as soon as they are passing the course, and the students are able to show proof of this, they would become eligible.

\* Students enrolled in Eastern Upper Peninsula Virtual Online Collaborative Classes will be eligible for extra-curricular activities applying the same academic standard as traditional LaSalle High School classes outlined above.

## 46. HIGH SCHOOL ATHLETICS

Athletics is part of the total educational program of LaSalle High School. Anyone who wishes to participate can benefit from interscholastic athletics. Athletic participation is a privilege extended to LaSalle High School students in good academic standing.

Once you become a member of a LaSalle High School athletic team, you become a unique and special person in the eyes of the community, your coaches, and the school. More is expected of you than of other students. Athletes thus should

never act in a manner that would be detrimental to the name of LaSalle High School.

### PHYSICAL EXAMINATIONS

Before being allowed to participate in athletics, all athletes must pass a satisfactory physical examination for the present school year. Record of this examination must be on file in the athletic director's office.

### GROOMING

Athletes shall be clean, neat, and well-groomed at all times. Since athletes are the largest representative body of our school, they should be expected to look and act in a way that will bring credit to themselves and their school.

### CURRENT ACADEMIC ELIGIBILITY

#### Procedure:

The athletic director will check with the teachers of all athletes to determine any ineligibilities at the end of the third, fifth, seventh, and last week of each marking period. If a student is ineligible, parents and coaches will be notified in writing by the athletic director. The period of ineligibility is 14 calendar days which begins on the Sunday following the check showing that the student is ineligible and continues for two full weeks. If after one school week of ineligibility the student's grade(s) are no longer failing and the student has attended at least two after school homework/tutoring sessions during that school week, the student's ineligibility period is reduced to 7 calendar days. **Eligibility is determined based upon the student's current marking period academic grade.** During the last week of a season, a student shall gain immediate eligibility upon fulfilling the requirements deemed insufficient. If a student is ineligible, he/she may continue to practice with the team but cannot play interscholastically until he/she is passing. If a student is ineligible at the end of the first or third marking period, he/she is ineligible for three weeks with no reduction in ineligibility. If a student is ineligible at semester end, he/she is ineligible pursuant to Section 45B and is ineligible for practice or competition.

#### Training Rules

The objective of these training rules is to establish a uniform set of guidelines for all athletes.

Any athlete who is using tobacco products, vapor devices, alcohol, illegal drugs, steroids, or amino acids, or is in possession of the same, is guilty of violating the athletic training rules. The following penalties will occur if this should happen at any time during the school year, as defined by the start of the first day of fall practice until the last day of the spring season, or at any time the athletes were together on a summer training session, camp, etc. All infractions stay on a student's record for a period of 365 days. Any suspensions that are a result of a training rules violation do not begin until the student is academically eligible.

**Step 1.** A. One offense on record—athlete suspended for 20% of the scheduled season. If applicable, post season play will be included in any suspension. If a suspension occurs at the end of one sports season, it will carry over to the athlete's next season. If the length of the succeeding sports season is different (for example, a suspension late in the football season that carries over to basketball), the number of games for which the athlete will be suspended will be prorated accordingly. Student still is

expected to practice with the team during this period.

B. Suspension will begin as soon as practical.

C. If the violation occurs during a week that a competition is scheduled, the suspension will be enforced as soon as it has been determined by school officials that a violation did occur.

D. Students will be expected to practice with the team during this time period. During this time period students will be suspended from all scheduled competitions until suspension has been served in its entirety.

E. Students involved in multiple activities will have the penalties calculated for each activity.

F. All unfulfilled penalties shall be carried out in the next season the student competes in. When the penalty is carried over to the next season, the student must complete that season for the penalty to count. Completing a season means that the student meets the requirements set forth by the coach of the team from the first day of practice at the beginning of the season until the last day of practice at the end of the season. An athlete may not join a sport after it has begun to serve a suspension.

G. Additionally if a student comes forward and self admits to his/her coach and or athletic director within a 72 hour period from the occurrence of any of the Training Rules violations described in this section and before legal authorities have contacted appropriate school personnel, the student may be subject to a reduced consequence of no more than 50% of the specified sanction.

H. Any suspension must include the student athlete to sit out for at least one played game, meet, and or contest.

**Step 2.** A. Two offenses on record— athlete suspended for 50% of the scheduled season. If applicable, post season play will be included in any suspension. If a suspension occurs at the end of one sports season, it will carry over to the athlete's next season. If the length of the succeeding sport season is different (for example, a suspension late in the football season that carries over to basketball), the number of games for which the athlete will be suspended will be prorated accordingly. Student still is expected to practice with the team during this period.

B. Suspension will begin as soon as practical.

C. Substance abuse evaluation, counseling and treatment if deemed necessary are requirements for reinstatement whenever alcohol or illegal drugs are involved. The student must attend and successfully complete the appropriate program before the student may regain eligibility.

D. If the violation occurs during a week that a competition is scheduled, the suspension will be enforced as soon as it has been determined by school officials that a violation did occur.

E. During this time period students will be suspended from all scheduled competitions until the suspension has been served in its entirety.

F. Students involved in multiple activities will have the penalties calculated for each activity.

G. All unfulfilled penalties shall be carried out in the next season the student competes in. When the penalty is carried over to the next season, the student must complete that season for the penalty to count. Completing a season means that the student meets the requirements set forth by the coach of the team from the first day of practice at the beginning of the season until the last day of practice at the end of the season. An athlete may not join a sport after it has begun to serve a suspension.

**Step 3.** A. Three offenses on record—Suspension from all extra curricular activities for 365 days.

B. Substance abuse evaluation, counseling and treatment if deemed necessary is a requirement for reinstatement whenever alcohol or illegal drugs are involved. This must be done before the student may regain eligibility.

When alcohol, tobacco, vapor cigarettes/vapor devices, or drugs are involved on school property or school sponsored trips, the penalty for the infraction will be moved up to the next level. Example, a student with a clean record in this instance would move to step 2. A student on step 1 would increase to step 3.

During the summer or off season, any alcohol, substance abuse, vapor cigarettes/ vapor devices, or illegal tobacco (including vapor devices) related offense that is legally documented will result in application of the stated training rules disciplinary consequences.

Athletes charged with misdemeanors will follow the same step 1, step 2, and step 3 consequences outlined previously in this section for training rule violations. Students charged with felonies will be subject to disciplinary action by the athletic subcommittee which will review each individual case.

Violations not becoming of an athlete and not listed above can involve violations of the student disciplinary code (such as theft, vandalism, arson, or other legal concerns) or other documented legal violations. Any such violations will result in a meeting of the athletic disciplinary committee to deal with each individual case.

The athletic disciplinary subcommittee consists of the high school principal, athletic director, coach of player in question, and two other coaches.

In addition to these training rules, the individual coach in his or her sport may have reasonable rules that will insure the proper conduct of members of the squad. Examples: missing practices, tardy to practices, disrespect for team members, insubordination, etc.

### **SCHOOL ATTENDANCE AND THE ATHLETE**

An athlete may not practice or participate in the athletic contest if he or she was not in attendance the last three periods of that school day and if a team leaves for an event early before lunch, the athlete must be present for at least one class period immediately prior to their team's departure.

If a student is serving a suspension (in-school or out-of-school), he or she is not eligible to practice and/or participate in any athletic activities on that day.

Athletes will be excused from class occasionally if it is necessary to leave for an athletic contest during the school day. The athlete must make arrangements for makeup work with the teachers for the classes he or she will miss.

### **TRANSPORTATION**

When teams travel out of town to compete, they represent the school and community. It is expected that students will behave in a manner that is appropriate. Behavior that is not appropriate will be dealt with by the school's disciplinary policy as well as the athletic policy.

It is expected that students will ride to and from athletic contests on school transportation when arranged by the coach. Exceptions to this policy must be approved in advance by the administration. If an athlete wishes to ride home after a game with their parent(s) and no previous permission has been approved, a written note must be presented to the coach.

### **EQUIPMENT AND UNIFORMS**

All clothing and equipment issued to students remains the property of the school. It is the student's responsibility to take

reasonable care of all property in his/her possession and to return it as near its issued condition as possible. Students will be charged a reasonable amount for damage to or loss of any school-issued clothing or equipment. The student will be excluded from further athletic competition until his/her financial obligation is met.

### **LOCKERS**

Lockers in the locker room are first assigned to students who participate in athletics during that time of year. After each sports season concludes, lockers will be cleared out and re-assigned to students who are currently in season. All locks used in the locker room must be school locks. These locks are available in the office for a \$10 deposit. All other rules that apply to hall lockers also apply to gym lockers.

### **VARSITY LETTER AWARDS**

The following awards that recognize all around contribution to the success of the athletic program will be given at the end of the school year. To be nominated and earn any of the following LHS Athletic Awards, a student athlete must participate in at least 2 of the 3 high school athletic seasons, Fall-Winter-Spring for LHS, MHSAA sponsored sports.

**Stanley St. Louis Athlete of the Year** – Primary criteria is the individual's athletic accomplishments and achievements.

**Jim Brown Scholar Athlete** – Senior with a minimum GPA of 3.5. Primary criteria is athletic and academic achievement throughout high school career.

**David Frazier Workhorse Award** – Primary criteria is dedication, work ethic, and effort in season and out of season.

**Curly Nelson Award** – Primary criteria is citizenship/attitude/sportsmanship. Demonstrated in athletics and in school.

**David Latva Rookie of the Year** – For students in grade 9 or 10. Primary criteria is athletic accomplishment during this year.

The Athletic Council, which is composed of all varsity coaches, athletic director, high school principal, and superintendent, will choose one male and one female recipient for the above listed awards. Any athlete who has served a suspension from the training rules section of the athletic policy during the current school year will be ineligible for consideration/ nomination for the athletic awards listed in this section. Other awards may also be presented with criteria established by the athletic council.

### **47. AMINO ACIDS/STEROIDS**

The use of amino acids or steroids by students is against school policy. No evidence exists that amino acids help or harm, but they do make a negative impression on younger students and the contention exists that by taking pills or steroids, a student will make rapid muscle gain.

The use of steroids is illegal and is subject to all laws and the St. Ignace Schools' policy concerning drugs and alcohol substances. In addition, it is a violation of the athletic training rules.

## 48. NON-TRADITIONAL CLASSES

Students may be eligible for a variety of non-traditional learning experiences such as student teacher aide, student mentor, junior band instructor, jazz band (8th hour course), vocational education, introduction to education, advanced education, introduction to mentoring, advanced mentoring, work experience, MI Virtual courses (traditional and AP), dual enrollment courses (face-to-face and virtual), CTE courses, Internet AP courses, independent study courses, and work study. To determine eligibility for these courses, students must request from the guidance office a form for non-traditional classes.

Students who attend co-op classes must abide by both the attendance policies of the school as well as policies of the work place. Student teacher aides and junior band instructors receive  $\frac{1}{4}$  of non-graded credit per semester. Students involved as student mentors in work study, Internet AP classes, and independent study receive  $\frac{1}{2}$  of graded credit per semester.

Students have the opportunity to receive  $\frac{1}{2}$  of graded credit per semester for participation in Jazz Band. Jazz Band is taught outside of the regular school day. The schedule is determined by the Band Director and approved by the Principal.

## 49. FIRE DRILL INSTRUCTIONS

In the event of a fire or other danger within the school building and in responding to the regular fire drills, students and faculty are to leave the building using the nearest exit. Walk rapidly, remain orderly and quiet, and return to the building when the bells are sounded.

## 50. TORNADO DRILL INSTRUCTIONS

In the event of a tornado or other danger, the command to move to a safe area will be given by the high school principal over the intercom system. Students will be asked to go to the directed area as quickly as possible but in an orderly manner.

## 51. CHILD FIND INFORMATION

The Individuals with Disabilities Education Act (IDEA) as well as Section 504 of the Rehabilitation Act of 1973 requires schools to identify, locate, and evaluate all children who have disabilities and need services. While many students are identified when they are young, the child find obligation in Michigan includes all ages of children from birth to age 26. A strong child find system will include collaboration with outside agencies such as physicians and community mental health. Schools are required to adopt written procedures for child find that address at least the following elements: a system of tiered interventions, a robust student assistance team procedure, processes of entry for initials and transfers, timelines associated with evaluation, the use of surrogate parents, and parental consent. In addition to these procedures, schools are also required to annually inform the community of the available special education programs and services.

## 52. STUDENT ASSISTANCE TEAM (SAT) PROCESS

If a student is struggling with any of the following issues that may include attendance, academic achievement, or with behavior a SAT Meeting can be requested. This meeting can be requested by the parent, student, teachers, guidance counselor, or building principal. At the meeting information will be reviewed and strategies of support can be discussed and recommended to help the student become successful.

### Career Pathways

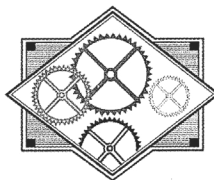
St. Ignace Area School is a Career Pathways School. Career Pathways is a designated plan to help students succeed in learning. It is a systems approach that creates well marked "paths" of sequenced courses. It assists counselors and teachers in helping students make decisions regarding the selection of specific courses. Career Pathways also improves the educational experience by helping with the identification of areas of interest, aptitude and abilities. Career Pathways stresses the skills, aptitudes, and behaviors needed for the future. They include academic proficiency, communications, computer literacy, personal management, teamwork, and problem solving.



Arts and Communications



Business, Management, Marketing and Technology



Engineering/Manufacturing and Industrial Technology



Health Sciences



Human Service



Natural Resources and Agriscience

## ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

As a part of the St. Ignace area school district's pest management program, pesticides are occasionally applied. You have the right to be informed prior to certain pesticide applications made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to the high school office.

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### PESTICIDE PRIOR NOTIFICATION REQUEST

Parent / Guardian Name: \_\_\_\_\_

Student's (Child) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide treatment inside the building.
- I wish to be notified prior to a scheduled pesticide treatment on the outside grounds of the school.
- Both of the above.



# St. Ignace Area Schools

## Student Internet Access and Acceptable Use Policy

Effective the date noted below, this student Internet Access and Acceptable Use Agreement is entered into between student or user \_\_\_\_\_, date \_\_\_\_\_ and the St. Ignace Area Schools District, regarding the terms and conditions for access and acceptable use of the Internet for educational purposes through the St. Ignace Area Schools *SaintsNet*.

Use of the District's educational technology, including access to and use of the Internet through the District's *SaintsNet*, is limited to legitimate educational purposes to support and enhance the District's curriculum in a manner which is consistent with the District's mission statement. Access to and use of the Internet through the District's *SaintsNet* is a privilege offered to users for the following purposes:

- Support of the academic program
- Telecommunications
- General information
- Recreational use

In exchange for the privilege of access to and use of the *SaintsNet* resources either at school or away from school, I understand and agree to the following terms and conditions:

1. That the District and/or Internet resources are intended for exclusive use by the registered users, and that I am responsible for the use of my account/password and/or access privileges, which are provided.
2. That the District's *SaintsNet* is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (e-mail), personal file server space, or any other telecommunications.
3. That I may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of the District's educational technology.
4. That the following uses of the District's *SaintsNet* are strictly prohibited and may subject the student to restriction, suspension, or termination of educational technology privileges and to appropriate disciplinary sanctions, such conduct to include, but not limited to:
  - a. Inappropriate use of any e-mail
  - b. Unauthorized entry into a file for any purpose
  - c. Unauthorized transfer, deletion, or duplication of a file
  - d. Use of another user's identification password
  - e. Interference with the work of another user
  - f. To draft, send or knowingly view or receive inappropriate communications including, but not limited to those which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasion of privacy, or otherwise prohibited by law
  - g. Violation of copyright, trademark, or licensing agreement
  - h. Use of the District's *SaintsNet* for the purchase, sale and/or advertisement or posting of goods or services.

- i. Any activity viewed as detrimental to the stability and security of the District’s telecommunications equipment, the District’s *SaintsNet*, and/or the Internet. This prohibited activity includes, but is not limited to:
- Attempting to learn or use other’s accounts or passwords
  - Disclosing, for any reason, one’s own password
  - Allowing anyone to use your personal account
  - Misrepresenting other users on the network
  - Illegal installation of copyrighted software
  - The introduction of a virus, either intentionally or through irresponsible use of resources
  - Malicious destruction of hardware, software, or data

*In most cases, a warning will be given. A second violation will result in the student’s account being disabled until a conference can be set up with the building principal.*

5. In consideration for the privilege of access to and use of electronic resources through the District’s *SaintsNet*, I release the District, the St. Ignace Area Schools, and their employees, agents, and operators from any and all claims of any nature arising from my use of, misuse of, or inability to use, the District, Intermediate School District, *SaintsNet*, or Internet resources.
6. I agree to abide by these rules and regulations of system usage and such further rules and regulations as may be further added from time to time by the District. These rules will be available in the District’s student handbook.

The St. Ignace Area Schools maintains an extensive World Wide Web site. The Web pages pertain to various school functions and do contain certain student’s names (athletic rosters) and activity picture of students. The names and students’ pictures never appear together. If you do not want your student’s name or picture on our Web site, please attach and sign a note stating so.

Name \_\_\_\_\_

Student/Parent Signature: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

***If the above student is under 18 years of age, a parent or guardian must sign this agreement.***

# GRIEVANCE PROCEDURE

for Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Title II of the Americans With Disability Act of 1990  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975

## Section I

Any person believing that the St. Ignace Area School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Ms. Kari Visnaw  
St. Ignace Area Schools  
W429 Portage Street  
St. Ignace, MI 49781

## Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the Complainant within five (5) business days. The Complainant may initiate formal procedures according to the following steps.

### Step 1

A written statement of the grievance signed by the Complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the Complainant within five (5) days.

### Step 2

A Complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the Complainant within ten (10) business days.

### Step 3

If un-satisfied, the Complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

### Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.





**Equal Educational Opportunity/Nondiscrimination Policy:** In compliance with the Federal regulations defined in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990 (and Michigan's Elliott-Larson Civil Rights Act of 1997, Section 102[1]); it is the policy of the St. Ignace Area School District that no person shall, on the basis of race, color, national origin, sex, age, height, weight, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. The St. Ignace Area School District's 504/ADA compliance officer is Ms. Kari Visnaw, 643-8145.

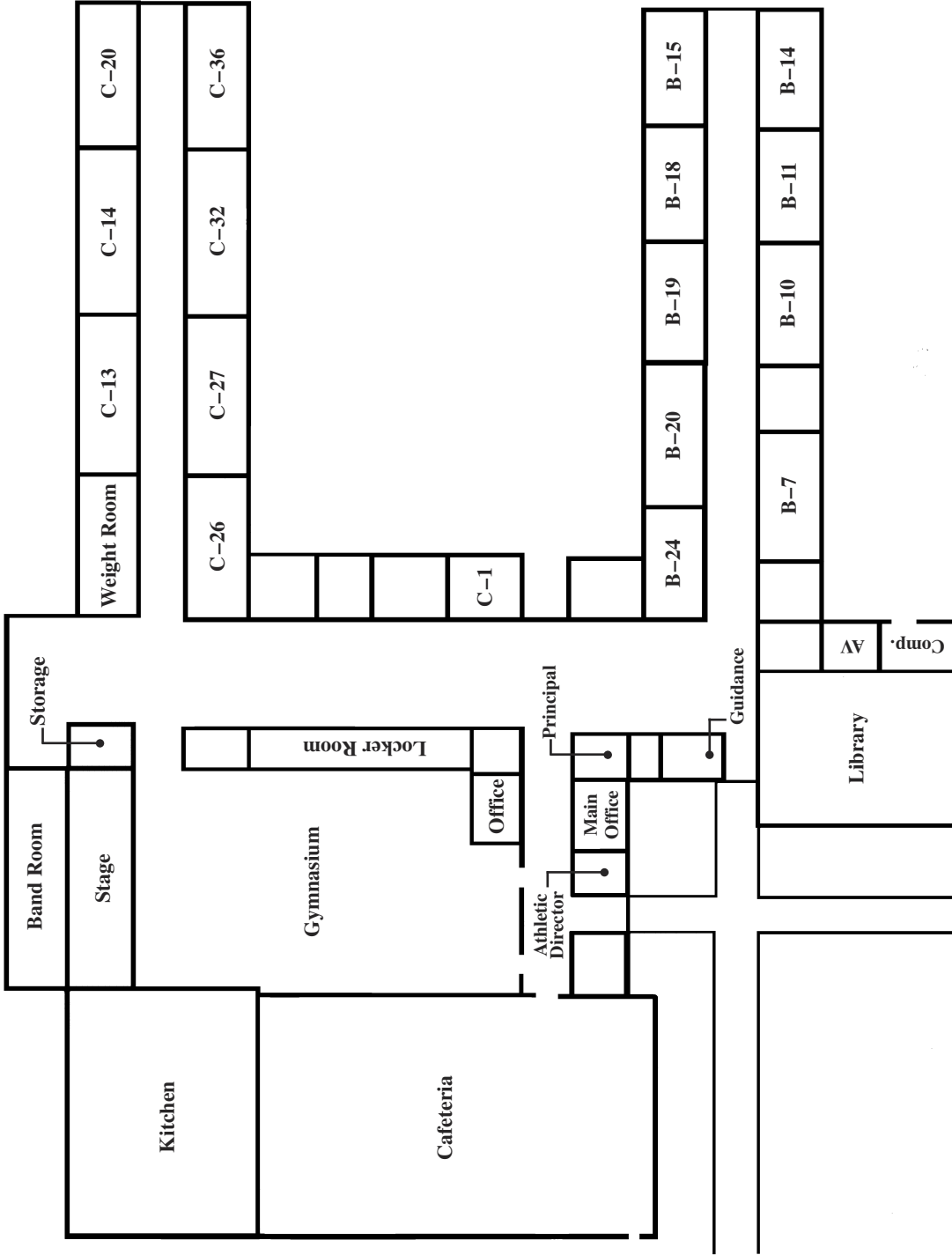
**School Board Policy on Drug-Free Schools:** In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Student Records:** In compliance with Federal regulations, the St. Ignace School district has established the following guidelines concerning student records.

- A. The counselor is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. This office is located at the High School or can be reached by calling 643-8800.
- B. Each student's records will be kept in a confidential file located at his or her school building. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. A copy of the Board of Education's policy and the accompanying District regulations are available at the central office. There will also be a person available to answer any questions concerning the policy or regulations.

**Harassment:** It is a violation of law and of school rules for any student to harass, bully, or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible. The St. Ignace Area Schools District's anti-harassment coordinator is Ms. Kari Visnaw, 643-8145.





# LaSalle High School Room Plan

