Welcome to

O.J. DeJonge Middle School

2018-2019

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Web Site: http://www.lasd.net/schools/oj-dejonge-middle-school

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Our Vision:

The OJ DeJonge Middle School Community inspires learning through inquiry, relationships, and self-awareness in an experience-rich environment that promotes independence and responsibility.

Table of Contents

Part 1 – Academics and Curriculum	**Page**
6, 7, 8th Grade Courses	4
Daily Schedule/Half Day Schedule	5
Grades/Conferences	6
Checking Grades/Report Cards	6
Academic Support	6
Part 2 – General Information	
Entering the building before the school day	7
Directory Information	8
Cell Phones	9
Dress Code	9
Leaving building at end of the school day	10
Parent Volunteers and Visitation	10
Fire Drill / Tornado Drill Information	11
Part 3 – School Attendance and Tardiness	
Attendance Policy	12
Tardies	13
Part 4 – Office Services / Information	
Daily Announcements	14
Counseling	14
Fees	15
Visitors Policy	15
Medications	16
Communicable Diseases Policy	16
Food Service	17
Athletics	18
Activity Afternoons	18
Part 5 - Technology	
Ludington Area Schools Acceptable Use Policy (AUP)	20
Part 6 – Student Rules and Regulations	
Ludington Area Schools Anti-Violence Proclamation	25
Student Code of Conduct	25
Bullying Policy	25
Lunch Rules	26
Discipline	26
Elastic Clause	29
Consequences	30
District Policies	32
Civil Rights Compliance Officer	33
Concussion Information	35
504 Coordinators	37

STUDENT EXPECTATIONS
O.J. STUDENTS WILL:

BE RESPONSIBLE, BE RESPECTFUL, BE AN ORIOLE

Be Responsible: Arrive on Time, Come Prepared. Take Responsibility for Conduct in School, on School Vehicles, and at School Related Events.

Be Respectful: Respect School Rules, Adults in Authority, The Rights of Others, Property, and the Property of Others. Practice Courtesy, Honesty, Decency, and Gratitude.

Be an Oriole: Be Accountable, Take Pride in Work, Achieve to Ability.

PARENT EXPECTATIONS
O.J. PARENTS WILL:

- Keep An Open Communication With School / Return Signed Notes Promptly Respect School Rules
- Be Responsible For Their Student's In-School Behavior
- Support/Enforce Consequences For Their Student's Misbehavior in School
- Attend Parent / Teacher Conferences And Back To School Night
- Attend Special Meetings With Staff To Discuss Your Child As Needed
- Send Students To School With Proper Attention To The Health, Personal Cleanliness, and Dress
- Maintain An Active Interest In Their Student's Daily Work and Homework Provide A Quiet Place And Suitable Conditions For Study

TEACHER / STAFF EXPECTATIONS
O.J. TEACHERS / STAFF WILL:

- Respect And Enforce School Rules
- Remain Committed To High Academic Achievement Goals
- Provide Multiple Learning And Teaching Approaches To Accomplish These Goals
- Communicate Regular Student Progress In Achievement
- Attend Parent / Teacher Conferences And Back To School Night
- Attend Special Meetings With Parents To Discuss Students As Needed
- Become Part Of A Learning Community Which Advocates, Advises, And Mentors
- Provide For The Proper Health, Safety, And Well-Being For Students
- Provide Opportunities For Parental And Community Involvement
- Encourage And Provide A Variety Of Extracurricular Activities

Part 1: ACADEMICS AND CURRICULUM

The O.J. DeJonge Middle School faculty takes pride in the rigor and relevance of our curriculum. All curricula meet the Michigan Department of Education's Curriculum Guidelines called the new Common Core State Standards (CCSS). We also believe in the National Middle School Association's philosophy which includes teaching the four core academic areas: Math, English Language Arts, Science and Social Studies, while giving students time to explore other areas such as: visual and applied arts, music, physical education, 21st century skills, technology, reading, and world languages. These additional courses, while intertwined with the core subjects, help students find their special interests and aptitudes to direct their

future coursework and career pathways. Students participate in creating an EDP (educational development plan) during their seventh and eighth grade years to help guide them in selecting high school courses and lay the foundation for their future career goals.

6th Grade Required Classes

English Language Arts 6
Reading 6 (12 weeks)
Social Studies 6
Mathematics 6
Science 6
PE 6A /Health 6 (6 weeks each)

6th Grade Exploratories

Art 6 / Skills4Success 6 (6 weeks each)
Exploring Woods 6 / Choir 6 (6 weeks each)
PE 6B / Swimming 6 (6 weeks each)
Technology 6 (12 weeks)

Optional: Band 6 (2nd and 3rd Trimesters only)
Band students will take Band plus two other exploratory options from the above list. There will be two exploratory classes they do not take. Non-Band students will have all four exploratory choices.

7th Grade Required Classes

English Language Arts 7
Science 7
Social Studies 7
Mathematics 7 or Advanced Math 7
PE 7 / Health 7 (6 weeks each)

7th Grade Exploratories

Swimming 7
Coding 7
Shop 7
Multimedia Marketing 7
Choir 7
Art 7
STEAM 7

Optional: Band 7 (3 trimesters)
Band students choose one other exploratory option from the list above. Non-Band students will have all four exploratory options above.

8th Grade Required Classes

English Language Arts 8
Science 8
PE 8 / Health 8 (6 weeks each)
Mathematics 8 or *Algebra (HS credit)
Social Studies 8

8th Grade Exploratories (All 12 weeks)

Choir 8
Drawing and Painting 8
Technology 8 (Video Production and Computers)
Drafting and Rocket Cars 8
*Spanish IA
*French IA
Pottery and Sculpture 8
Indoor/Outdoor Sports 8 (with Swimming)
Advanced Woods and Machine Woods 8
*Spanish IB
*French IB
(*Students who successfully complete world language courses earn high school credit.)

Optional: Band 8 (3 Trimesters)
Band students choose two exploratory options from the list above. Non-Band students choose five from the above list.

Digital Learning Options

In accordance with the state law known as Section 21f, "with the consent of the student's parent or legal guardian, a student may enroll in up to two online courses as request by the pupil during an academic term,

semester or trimester" at the school district's expense. The online course must not be one for which the student has previously gained credit, must be one that is capable of generating credit, must be consistent with the remaining graduation requirements or career interests of the student, be one for which the student has the prerequisite knowledge and skills to be successful in the online course and has not demonstrated failure in previous online coursework in the same subject, and be of sufficient rigor and quality. Courses can be selected from the Michigan Virtual University statewide catalog. The district will provide the same rights and access to technology as other students in the school facility. Starting with the 2015-2016 school year, students must make their request for on online course for purposes other than credit recovery during the regular requesting period in the spring.

DAILY CLASS SCHEDULE (Monday, Tuesday, Thursday, Friday)

6TH GRADE	7TH GRADE	8TH GRADE
1ST 7:50 - 8:55	1ST 7:50 - 8:55	1ST 7:50 - 8:55
2ND 9:00 - 10:00	2ND 9:00 - 10:00	2ND 9:00 - 10:00
3RD 10:05 - 11:05	**LUNCH/10:00 - 10:30**	3RD 10:05 - 11:05
LUNCH/11:05 - 11:35	3RD 10:35 - 11:35	4TH 11:10 - 12:10
4TH 11:40 - 12:40	4TH 11:40 - 12:40	**LUNCH/12:10 - 12:40**
5TH 12:45 - 1:45	5TH 12:45 - 1:45	5TH 12:45 - 1:45
6TH 1:50 - 2:50	6TH 1:50 - 2:50	6TH 1:50 - 2:50

OJMS Class Schedule: Parent-Teacher Conferences Half Days
ALL GRADES

1st 7:50-8:25

2nd 8:30-9:00

3rd 9:05-9:35

4th 9:40-10:10

5th 10:15-10:45

6th 10:50-11:20

OJMS Class Schedule: (LHS) Exam Half Days

DAY 1- ALL GRADES		DAY 2 - ALL GRADES	
1st	7:50-9:00	4th	7:50-9:00
2nd	9:05-10:10	5th	9:05-10:10
3rd	10:15-11:20	6th	10:15-11:20

CONFERENCES

Parent/Teacher conferences will be held twice during the year about half way through the first and second trimesters, respectively. Progress reports will be given to the parent/guardian upon their arrival at conferences. Students whose parent/guardian is not able to attend will have their progress reports mailed home. During the third trimester, teachers will make phone calls to families whose students are struggling in class in lieu of holding conferences.

PROGRESS REPORT GRADES
Approximate grades and comments are given half way through the twelve-week trimester to keep parents informed about their student's progress in school. These grades do not go into a student's permanent record or on their final report cards. They are given to inform parents about their progress in a given course. If you have any concerns at other times, please contact your student's individual teachers by emailing them at first initial, last name @lasd.net (all lower case.), through PowerSchool, or by calling the school office 845-3810 and leaving a message for their planning hour.

POWERSCHOOL PARENT PORTAL AND GRADE MONITORING
Our school district, along with the other ISD school districts, have purchased a student data program called PowerSchool. You can find up to date information about all your Ludington Area School District students' grades and attendance at this site. Visit the district website at www.lasd.net and click on the Parent Portal link. Our teachers will update their grade books regularly, with the goal of updating grades weekly, unless they have a test or major project yet to grade. We are partners in communicating current grades, and missing or late work. This allows parents to make appropriate weekend decisions and gives students an opportunity to make up assignments in a timely fashion. Upon request, teachers will print student grade strips for households without Internet access.

FINAL REPORT CARD GRADES
Students are graded by the "A", "B", "C", "D", and "F" marking system, or in certain instances with a "S" for satisfactory, "U" for unsatisfactory, "CR" for credit, "NC" for no credit, or "I" for incomplete. Incomplete grades must be resolved by the end of the school year. Additional comments may also be included.

REPORT CARDS
Report cards will be mailed home approximately one week after the completion of each trimester.

RETENTION POLICY
The administration and faculty of O.J. DeJonge Middle School do not believe in social promotion. Students must earn their advancement to the next grade. Consistent with this philosophy, the following policy for student retention has been established: our retention policy is based on trimester grades. At the end of the school year each student's report card will be reviewed. If a student has **six trimester F's**, they may be retained in their present grade for the next school year.

ACADEMIC SUPPORT

ACADEMIC MENTORING
We have a number of teachers who serve as mentors to small groups of students who are struggling in their classes. Typically the groups range from 3-5 students, assigned to a particular teacher, and they meet one to two afternoons each week. Mentors assist with skill/content instruction, homework help, goal-setting, organization and adjustment issues as needed. Students enter the mentoring program through recommendation by our Help To Orioles (H2O) team.

MATH HELP
Monday through Thursday after school math help is available with a middle school math teacher from 3:00-3:45. Signs are posted in the math classrooms and in the halls as to the location, which is also broadcast on the morning PA announcements.

MATH AND LITERACY LAB
Students may access targeted intervention courses called Math Lab and Literacy Lab throughout the school year. The lab courses are available to students during their exploratory blocks within the school day. Students are recommended for entry into the lab courses through existing data such as NWEA and local tests as well as through teacher recommendation. Students are able to access the lab courses for a fluid

amount of time based on the student's individual needs.

TEACHER HELP--JUST ASK!
Your individual teachers truly care about your learning and academic success. Don't be embarrassed to ask for extra help. Teachers will make themselves available before school, during lunch, and after school to help with particular assignments or to help students get ready for tests. Please ask your teachers to set up a meeting with you at their convenience. Don't wait until the last minute or after you have zeroes in the grade book, JUST ASK!

Part 2: GENERAL INFORMATION

SCHOOL ROUTINE

ENTERING THE SCHOOL BUILDING
Students may enter the building at 7:15 when adult supervision is present. Sixth graders are to report to their "Breakfast Club" classrooms at 7:20 and stay there until the 7:40 bell rings. Breakfast will be made available to 6th graders who choose to purchase it. All 7th and 8th grade students must report to one of these three locations if in the building at 7:20: O. J. gym, North Gym (to eat breakfast) or OJ library (to quietly work on homework and get assistance if needed). Breakfast is available to all students and is served from 7:25-7:45. Other than outlined above, students are not allowed in the general school areas, locker rooms or at their lockers until the 7:50 bell unless they have permission to meet with a teacher.

SCHOOL CANCELLATION
In severe weather, school may be dismissed by radio. Do not call any teacher or the principal. **Listen to WKLA or WMOM, or ludingtondailynews.com.** Emergency information is also posted on the www.lasd.net website and on Facebook.

SIXTH GRADE "BREAKFAST CLUBS"
All 6th grade students, when entering the building before the start of the school day, are to report to their assigned "Breakfast Club" classroom. There they may eat breakfast, work on homework, charge their iPad or quietly socialize prior to the 7:40 bell, after which they will move to their locker and their first hour class.

STUDENT HANDBOOK
An electronic version of the student handbook is available on our www.lasd.net website under O.J. DeJonge Middle School.

HALL PASSES
Students must have a hall pass with them if they are in the hallways while classes are in session. Students will scan a QR Code using their iPad to record their leaving of the classroom. Teachers will sign off on the student's iPad and the student will be given a lanyard with their teacher's name attached to be used as the hall pass.

PENCILS AND PAPER
A limited amount of pencils are available in the office for student emergency use. Paper is available in the classrooms upon request. A list of suggested school supplies are provided in the summer letters or by individual teachers.

LOCKERS AND PERSONAL PROPERTY

Use of lockers by students is a privilege not a right. Misuse of lockers such as kicking them, marking on them, etc., may cause the student to forfeit his/her rights to use any locker.

- A locker will be assigned at the beginning of a student's 6th grade year and will be that student's locker for his/her entire OJ career.
- The lockers are furnished with attached combination locks. For their own protection and security, students should not "set" their locker or share the combination with others.
- Sharing of student lockers is strongly discouraged.
- If a lock does not function properly, it is the student's responsibility to report it to the office.
- Students are responsible for keeping lockers neat at all times.
- Students are encouraged not to leave valuables or large amounts of money in their locker. If a student must bring valuables to school, arrangements may be made to leave them in the office.
- Backpacks, book bags, and purses are to be kept in lockers and will not be allowed in the classroom.
- Coats and jackets are to be kept in lockers unless permission is granted by a teacher due to classroom temperature or a student has on inappropriate clothing as determined by the dress code.

LIBRARY

The library will be open from 7:50 a.m. until 2:50 p.m. daily. Students are encouraged to use the library and its many resources. The librarian or the assistant must properly check out all books taken from the library.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information".

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her guardian, without the written consent of the guardian; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy 8330 and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

SEARCH & SEIZURES

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or student locker under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students are expected to assume full responsibility for the security of their lockers. Lockers are school property and students should not expect privacy regarding items placed there because school property is subject to search at any time by school officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials,

such findings shall be turned over to proper legal authorities for ultimate disposition. (Board Policy 5771)

SCHOOL-BASED POLICE LIAISON OFFICER

A Ludington City Police Officer designated as a School Liaison Officer, is stationed in Ludington Area Schools on a daily basis throughout the school year. They spend part of their time in the middle school and are available to assist students or staff members as needed. The goal of this officer is to mentor, educate, and be a positive role model for students. The purpose of the school liaison program is to promote a positive relationship between school personnel, students, parents and the police department through proactive interaction. The School Liaison Officer is duty-bound to react to circumstances that are criminal in nature (i.e.: disorderly conduct, blatant and repeated insubordination to a staff member, trespassing). Additionally, school administrators may choose to involve local law enforcement in the initial investigation of possible criminal acts.

LASER POINTERS

Students have no reason to bring laser pointers to school. These devices will not be allowed in school and will be confiscated if discovered.

CELL PHONES

Cell phones may be used between classes, before and after school and at lunch in the lunchroom or outside. Cell phones used in the classroom or in the hallway during class time will be confiscated and turned over to school administrators. A cell phone that rings in class will be considered a violation of this policy, so students are strongly encouraged to leave it in their locker during class time, or have the cell phone turned off if it's brought to class. A cell phone seen or heard during a class period will be confiscated. After a cell phone violation occurs, a student must turn his/her cell phone in to the requesting staff member. If the student refuses to turn in their phone to the teacher, an administrator will be called to handle the situation. Refusal to turn in the cell phone to an administrator will result in a 1-day suspension. Cell phones that are confiscated due to policy violation will be held for the remainder of the school day, returned to the student, and held for the following school day. Habitual offenders of the cell phone policy will be subjected to increased consequences, including a daily check-in of their devices.

RECORDING DEVICES

No recording device of any kind—cell phone, iPod, iPad, camera, video-recorder, may be used on campus without academic purpose and permission.

iPADS

Each student in Ludington Area Schools is loaned an iPad through the technology bond. The iPad is the property of Ludington Area Schools. School-issued iPads are not to be taken into the lunchroom. Students should deposit their iPads into their locker before heading to lunch. For more information on student iPads, please see the Acceptable Use Policy.

STUDENT-OWNED ELECTRONIC EQUIPMENT

iPods, MP3 players, and Cell Phones may be used between classes, before and after school and at lunch in the lunchroom or outside. These devices may be used in the classroom with teacher permission only.

DRESS CODE

Dress and grooming guidelines are determined by health, safety, decency, and suitability for school. Any student whose dress is a disruption to the normal educational process **will be required to change or will be sent home**.

- No clothing with inappropriate sayings/slogans and/or advertising alcohol or tobacco products. Clothing with images/words that promote violence, and/or sex, and/or drug use are also banned.The unacceptable shall include but not be limited to: objectionable lettering, symbols, patches, and/or insignia as defined by administrators charged with this responsibility.
- By State law, shirts with slogans/sayings of a sexual nature must reflect abstinence.
- No hats, hoods, bandannas, gang related clothing, gang graffiti or slogans are to be worn inside the building.
- All shirts must have sleeves and cover the shoulder. Spaghetti straps, tank tops, muscle shirts and off-the-shoulder shirts will not be permitted.
- Blouses or shirts that expose the midsection will not be permitted.
- Open footwear is acceptable; however, bare feet will not be permitted.
- Pants, skirts and shorts must be worn at the waistline, and should not be sagging below the waistline.
- No blankets or jackets will be permitted for use in the building during the school day; these items are to be stored in assigned lockers.
- School personnel have the authority to ask students to change their clothes if they deem that what they are wearing is inappropriate.
- Students will be given the opportunity to change into school-provided clothes if available. If not, parents/guardians will be contacted to help remedy the situation.

The dress code does not always reflect fashion trends or what is popular for students to wear. <u>If in doubt, please choose an alternate outfit that is school appropriate.</u> (Board Policy 5511)

CARE OF SCHOOL PROPERTY

Textbooks and technology are furnished for student use free of charge in Ludington Area Schools. Some teachers will issue a textbook to each student and record its number and the condition. The student must write his or her name on the inside cover of each book on the "Loan Agreement" sticker, if there is one. Textbooks should be respected as purchases by our community taxpayers. Unnecessary wear, writing in books, water damage, or loss of a textbook, will bring a stiff fine. Students are responsible for returning their originally assigned textbook. Again, students are responsible for taking care of the books loaned to them; do not mark in them or mistreat them. The average book costs $60.00 to replace and an iPad costs $400 to replace. Students are asked and expected to not write on school desks, tables, bathroom stalls, or damage school property in any way. If a student does so, he/she may be required to pay restitution and be disciplined accordingly for destroying public property.

LEAVING THE BUILDING AT THE END OF THE DAY

The end of the scheduled school day is at 2:50 pm. Students have 10 minutes to see a teacher, or arrive at an after school activity such as a sport practice, co-curricular program, Math Help, Academic Mentoring, etc. At 3:00 pm, all students should have exited the building unless they are with a scheduled adult. Students are not to remain in the halls past this time. <u>There is no adult supervision available after 3:05 pm.</u>

PARENT VOLUNTEERS AND VISITATION

We welcome parent volunteers at OJMS. For the safety of all students, an iChat form for a background check will need to be completed by all volunteers, and this can be done by filling out a form in our main office. Also if you are volunteering to assist in a classroom or with a school activity, we still need you to sign in through the office and receive a volunteer's badge. This allows us to make sure all visitors feel welcome as well as assuring school safety for our students.

NON-ROUTINE ACTIVITIES

ASSEMBLIES

Planned assemblies are held from time to time. Upcoming assembly dates and times are posted on our school calendar found at www.lasd.net. The seating is by individual classes in designated sections of the auditorium. Students are to sit with their class. Teachers are to take their attendance lists along and verify attendance once their class is seated. Hearty applause at the appropriate time is the proper way to show one's appreciation for the program being presented. Boisterous talking and whistling are out of place in any assembly. Students may be excluded from assemblies if they persist in causing disturbances or annoying others. No food or drink is allowed in the auditorium.

FIRE DRILLS

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. The information for fire drills is posted above the door in each room. Administrators will notify faculty and staff of a fire drill via email and will make an announcement via the PA system prior to the start of a fire drill to ensure the safety of students and staff.

General Rules for Fire Drills:

- Close windows.
- Teachers will check the hallway to ensure that it is safe to evacuate the building. Administrators will also announce that it is safe to exit the building.
- Students will follow designated exit instructions, remain in single file, walk--not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
- The teacher should: be the last one out of the room, take their attendance list and keys, close the door and turn out the lights, and remain with his/her class until all is clear.
- The teacher will take attendance once the group has reached its proper distance from the building.
- When the "all clear" is sounded, all will return to their classrooms in the same orderly fashion.

Note: Fire drills are very important and serious exercises that may save many lives. Appropriate safety measures must be followed precisely/accurately to ensure protection for all.

TORNADO DRILLS

While it is very rare that tornado warnings are issued for the Mason County area, it is important to be prepared in case of a weather emergency. Each classroom has a map, located close to the door that shows the designated tornado safety area where students and teacher must go during a tornado warning.

The signal for a tornado warning is an intermittent ringing of the school bells. Teachers will direct students to the tornado safety areas (which are interior rooms and hallways) when the bells signal the ringing pattern.

If there is time, school may be canceled, and everyone will be told to go straight home. Students must discuss with their parents what they should do and where they should go to be prepared in case parents may not be home in the emergency.

Part 3: SCHOOL ATTENDANCE AND TARDY POLICIES

ATTENDANCE POLICY

In order to insure that O.J. DeJonge Middle School students are in regular attendance (Board Policy 5200), the school will adhere to the following attendance policy, which delineates responsibilities by all parties:

STUDENT RESPONSIBILITIES

- Always check in or out at the attendance window or in the office if the window is closed.
- Bring parent notes to the attendance window for absences or being late.
- Be on time and in school.

PARENT RESPONSIBILITIES

- If your son/daughter will not be in school, please call the attendance office ASAP, at **231-845-3803**, to verify the absence.
- If you do not call in, a note is required on the first day back to school.

ATTENDANCE OFFICE RESPONSIBILITIES

- The attendance office will call parents by 9:30 AM if their student is not present and we have not received a parent phone call.
- The attendance office will send 5- and 10-day letters to parents to notify about absences.

ATTENDANCE CODES/POWERSCHOOL ATTENDANCE CHECKS

Absences are either verified or unverified, as determined by the parent/guardian's contacting the attendance office on the day of or immediately following an absence. The following codes will be used to note "verified," "unverified" or a particular circumstance (bolded reasons for absence do **not** count in the total number of absences for the year):

AV = Absence Verified	**RO = Religious Observance**
AU = Absence Unverified	**HB = Homebound**
SK = Skip	**ISS = In-school Suspension**
SR = School Related	**OSS = Out-of-school Suspension**
LP = Legal Proceeding	----------
FN = Funeral	T = Tardy

It is possible to check on your student's attendance and tardy record on a regular basis through the PowerSchool Parent Portal (see "PowerSchool Parent Portal and Grade Monitoring," p.6). These codes will be used to note absences and tardies.

ANTICIPATED ABSENCES

In cases when a student plans to be absent for a school-related or other matter, every effort should be made to notify teachers ahead of time and get assignments needed. We encourage students to take the lead on speaking with their teachers in these matters. It is expected that reasonable advance notice will be given. In most cases, assignments are due upon the student's return to school unless otherwise arranged with the teacher.

GUIDELINES FOR THE NUMBER OF ABSENCES

1. If a student is absent five (5) days within the school year, either verified or unverified, the attendance office will notify the parent by letter. (6 class period absences = 1 school day.) A letter will also be sent to the parent when a student is absent ten (10) days within the school year. A doctor's note may be requested by the school at any time, as part of the verification process. **Please note that a tardy to class of more than 10 minutes will be counted as an absence.**

2. If a student is absent a total of thirteen (13) days within the school year, the Attendance Committee (consisting of the Attendance Specialist, one or more administrators and a counselor) will determine if a meeting should be convened. Any meeting will be held with the parent, student, police liaison officer, juvenile court staff, principal and/or the school attendance specialist to sign an acknowledgement form. At the time of this meeting, juvenile court staff will inform the parent and child of the possibility of being petitioned to the court and being placed in the juvenile court's Truancy Program if additional absences occur.

3. **Absences beyond fourteen (14) days** may be turned over to the Mason County Juvenile Court and entry into the truancy program completed. Factors indicating good faith on the part of students and their families to be present in school on a regular basis will be considered as part of the decision-making process for referral. The Attendance Committee will make all decisions regarding court referral.

TARDIES We want students to get the most out of their education, and that starts with being on time to their classes. Sometimes things happen and a person is late, and because we understand that fact there is no punishment for the first two tardies in a class. Beyond that, however, there are consequences as noted below.

1 Tardy	Verbal Warning
2 Tardies	Verbal Warning
3 Tardies	Lunch Detention and Parent Contact
4 Tardies	Saturday School and Parent Contact
5 Tardies	Saturday School and Parent Meeting
Further Offenses	Additional consequences, may include suspension

Lunch detention will be held in a classroom and monitored by a staff member. Students may bring their lunch or get one in the Lunchroom. While in detention they may eat, study, read, do homework, but they may not talk. It is not a social environment. They may not use electronic equipment. Saturday School will be held from 8:00-11:30 on Saturday morning. Students must be on time as they will not be allowed to enter the building past 8:00 a. m. Students assigned to Saturday School must bring homework and/or reading materials and must use the time productively. The same rules governing lunch detention also apply to Saturday School. Failure to attend an assigned Saturday School or abide by the rules while in attendance may result in the assignment of another Saturday School or suspension from school.

Part 4: OFFICE SERVICES / INFORMATION

GENERAL

USING THE SCHOOL OFFICE

The School Counselors and Office Personnel are available to help students daily. Please report to class and ask permission to visit the office from your teacher. In emergencies, please report immediately.

Reasons to come to the office:

- If a student is ill, the office will call home for them.
- For First-Aid supplies. Any injuries should be reported to the office at once.
- If a student needs to talk about any problem with the School Counselors or Principal.
  -Students may reach administrators or counselors through the OJ Reach Out app on their iPad
- If parents have a message or items for a student, the office personnel will do their best to see that it is delivered. Daily announcements will be delivered by PA at 9:10 a.m., so please try to notify the office before announcements. This will prevent disrupting a whole class for a message for one student.
- If a student needs to take medication; such medication must be taken in the presence of a staff member.

OFFICE TELEPHONE USAGE

Office phones will be available for student use in emergency situations or for school business. Students must request and receive permission from office staff before using the phone.

ANNOUNCEMENTS

Announcements will be made over the PA system at 9:00 a.m. If you have any information for the announcements, it must have prior approval of the administrator. Announcements must be submitted to the office by 8:30 a.m. A copy of each day's announcements is placed on the bulletin board outside the office and on PowerSchool for parents.

Messages from parents or lunches and materials brought in for students should be in the office by 8:30 a.m. to be included in the announcements. Class interruptions will be kept to a minimum and are reserved for emergencies only.

COUNSELING DEPARTMENT

Our school counselors, Mr. Steve Hull and Ms. Amy Marsh are available to meet with students both individually and in groups to provide academic support, career guidance, personal counseling, and parent consultation and referrals. The OJ Middle School Counseling Department uses the comprehensive guidance model recommended by the Michigan School Counselor Association and the American School Counselor Association.

Students receive support in:

- **Learning to Work Well**
  Through a variety of instruction, exposure, and experiences, students will explore their strengths and begin to make plans for their future success in the world of work. This will include exposure to career pathways, establishing educational development plans (EDPs), and preparing for a successful transition to high school.

- **Learning to Learn Well**
  Through regular collaboration with the teaching staff and communication with parents or guardians, the counselors will support student efforts to achieve their maximum potential academically. Tutoring, after school Study Zone, and referrals for testing and assistance from outside agencies are available.

- **Learning to Live Well**
  Healthy personal and social development is a key foundation upon which all other success in life is built. The counselors work to meet students' personal and emotional needs through both individual and group counseling. Parents are invited to contact the Counseling Department for any special needs that arise. Counselors can provide consultation and/or referrals to local agency resources if needed.

Confidentiality:
All students have a legally protected right to confidentiality. Information shared with a school counselor will be held in strict confidence (Board Policy 2411). The counselors will share this information with others only if:
1. There is reason to believe a student may cause serious harm to him/herself or others;
2. There is reason to believe a student is being harmed;
3. They are required to by court order, or
4. They have written consent from parents/guardians to do so.

Please feel free to contact the school counselors with questions or concerns:

Mr. Steve Hull	***Ms. Amy Marsh***
845-7303, ext. 2160	***845-7303, ext. 2161***
shull@lasd.net	***amarsh@lasd.net***

LOST AND FOUND
Several lost and found locations are in our building: the main office, the front lobby, by the pool, and in both the boys and girls locker rooms. Lost textbooks and other articles are frequently turned in at the office. If a student loses something, he/she should check in at the office to report it missing as well as to see if it has been turned in already. Students should have their name on everything brought to school; this will make it easier to identify and locate the owner. Items not retrieved in a timely manner will be donated.

FUNDRAISING ACTIVITIES
All fund-raising activities must first have administrative approval. All door-to-door sales must have Board of Education approval. Students are not to sell items from fundraising activities in their classrooms. All fundraising activities by students are to be under supervision and direction of school personnel. Students are not to engage in fundraising without the directions of their sponsor, coach, or teacher. Nothing is to be sold in school without the written permission of the administration.

DISTRIBUTION AND DISPLAY OF PRINTED MATERIAL
The building principal must approve display of posters and signs other than school-sponsored activities. It is also the responsibility of the organization that puts up said posters, etc., to see that they have been removed in a timely fashion. The distribution of printed material to students must have prior approval by the principal.

FEES
Fees are assessed when students select to use materials that go beyond the normal school supplies provided by the Board of Education. Students attending 8th Grade camp are also charged a fee to cover costs not earned during fundraising opportunities. Fees may also be assessed for misuse or abuse of library materials, textbooks, and school-issued iPads. Students are responsible for the loss of school materials and must pay replacement costs before additional materials will be distributed. Fees may be found in PowerSchool in regards to each student in your family. Fees are not removed until they are paid and will follow the student to high school. LHS will not distribute diplomas to graduating students with outstanding fees.

VISITORS
School policy is to accept only those visitors who have legitimate business to attend to at the school. **Parents are always welcome to visit**. All visitors, parents and guests must register in the main office immediately upon entering the building and obtain a Visitor Pass. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom one wants to meet.

MEDICAL NEEDS

MEDICATIONS
From time to time it is necessary for a student to take some type of medication during school hours. By state law, medicine (both prescription and non-prescription), taken during school hours, must be taken in the office and under supervision of a member of the school office staff. Therefore, **all medications must be checked into and held in the office.** Medication cannot be kept in any locker, athletic bag, or purse. (Board Policy 5330)

To assist with medical needs, the school must have the following information:

1. Medication should be brought to school in a pharmaceutical bottle including: the student's name, doctor's name, name of medication, and dosage and kept in such container. Refill of a prescription shall be the responsibility of the parent upon the notification of the school.
2. A parent must fill out the "Medication Administration and Control" form at the office authorizing school personnel to give the medication to their child during school hours. Administration of medication will be undertaken only with the written consent of a pupil's parent/guardian.
3. Administration of medication by a school employee shall comply exactly with the direction of the pupil's physician as directed on the bottle.
4. A daily record is kept of student medicine administration.

Students are allowed to take over the counter medications at school with written parent permission, but the school does not provide any due to State laws. Therefore, any student taking Tylenol, aspirin, cough syrup, etc. with permission must provide their own small bottle labeled with their name on it; and it must be kept in the office. Students may take as needed according to the directions and no record is kept of student administration. **REMINDER: All medication must be kept in the office.**

EMERGENCY CARDS
In order to be prepared for emergency situations and parent messages, emergency cards must be filled out for each student and returned to the office immediately for use in emergency situations. The office staff will be happy to update information on the cards via a quick phone call from guardians.

ACCIDENTS AND INSURANCE
The school is responsible only for immediate first aid. Student school insurance protection is available through individual student policies, and parents should consider this option when there is no other insurance or possibly inadequate insurance available to the student. Information will be given to students regarding various insurance plans during the first week of school. In the case of an accident, no matter how minor, any student must immediately report that accident to the teacher. In the case of severe accidents or acute illness, emergency care will be given; and the parents will be notified.

MEDICAL TRANSPORTATION
It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students will not be sent home without parental approval.

COMMUNICABLE DISEASES
Students returning to school after recovering from a communicable disease must be readmitted through the office with a note from the health department or a physician. Communicable diseases include: lice,

German measles, measles, mumps, chicken pox, scarlet fever, MRSA, conjunctivitis and mononucleosis.

FOOD SERVICE

Food Program

Ludington Area Schools uses the "offer vs. serve" menu option. Under the "offer vs. serve" provision, the following must be met:

- All five food components must be offered to all students
    - a) Meat or meat alternate
      b) Vegetable and/or fruit
      c) Bread or bread alternative
      d) Milk
- The serving size must equal the minimum quantities required.
- Students may take 3, 4 or 5 items
- Students have the option of which items to decline.

If your student has any food allergies and/or food intolerance there is a MEDICAL FORM available in the main office that needs to be filled out. The MEDICAL FORM must be signed by a physician and returned to the Food Service Director. A copy will be sent to your student's school office. Each student will be issued a student ID card and/or a Student I.D. number. The student will be responsible to know his/her student ID number. Keypads and scanners are located at the cash registers and students will need to enter their ID number or scan their Student ID card to pay for their meal. Students can pay cash or have money deposited into their account for their meals. If a student does not have money on their account or cash to pay for their lunch meal they are allowed a free peanut butter and jelly sandwich, milk, vegetable, salad and fruit. This lunch meal will be allowed for only **three consecutive days**. There is a NO CHARGE policy in effect. No student is allowed to use another student's ID card or ID number.

DEPOSITS

Deposits can be made by cash or check to be put into your student's account to pay for their meals or electronically through the district website link at www.SendMoneyToSchool.com (there is a $2.00 convenience fee to use the online service). Deposit lock boxes are located in the office and by the lunchroom for your student to drop his/her deposit into. Twice a day a cashier will empty the lock boxes and enter the deposits into the student accounts. The cashier will empty the deposit lock boxes at 9:30-10:00 am and 1:00-1:30 pm. Deposit envelopes can be found by the deposit lock boxes and need to be filled out with cash deposits. Checks should include your student's name to ensure proper credit to their account.

FREE OR REDUCED MEALS

If your student received free or reduced meals last year, they have up to 30 days to file a new application to qualify for free or reduced meals this year. Once the 30 days has expired, your student will be responsible to pay full price for any meal. It is your responsibility to file a new application every year. Free or reduced applications are available in the main office or on the district website at www.lasd.net. Your student will not be identified in any way as being free or reduced and will receive a student ID card and student ID number to use at the register, which is the same procedure used by all students.

YEAR END BALANCE ON ACCOUNT

If your student has a balance on his/her account at the end of the school year that balance will be transferred to the next school year. If your student is a senior with school age siblings, the balance will be transferred to the next oldest sibling. If your student is a senior without school age siblings, a check will be made out to the parents at the end of the school year and mailed to the parents.

ATHLETIC / CO-CURRICULAR ACTIVITIES

CODE OF CONDUCT

The Board of Education believes that a good Athletic/Co-Curricular program is a strong influence on students and on the community. Research indicates that all students who participate in co-curricular activities will have improved academic performance, improved attendance and decreased student discipline. The Board of Education strongly believes that an athlete/participant should set an example for the younger generation, the student body and the community. Membership on an athletic team and co-curricular activity is an honor and a privilege. Therefore, the Board strongly endorses the rules and regulations establish by the Athletic/Co-Curricular Council and the Code of Conduct. All students who participate on a co-curricular team, group, or organization, must have a signed Code of Conduct on file in the athletic office.

7th and 8th GRADE ATHLETICS*

Fall Girls
Volleyball
Cross Country*

Fall Boys
Football
Cross Country*

Early Winter Girls
Swimming*
Competitive Cheer Team

Early Winter Boys
Swimming*
Basketball

Late Winter Girls
Wrestling*
Basketball

Late Winter Boys
Wrestling*

Spring Girls
Track*

Spring Boys
Track*

*Sports designated with an asterisk are available for 6th grade students. Volleyball, football, basketball, and competitive cheer are only available for 7th and 8th grade students.

CO-CURRICULAR ACTIVITIES THAT DO NOT REQUIRE THE CODE OF CONDUCT:

Band, Choir, You Be The Chemist, Business Professionals of America (BPA), Spelling Bee, Math Counts, Drama Club, Student Council, Service Club, Coding Club

ACADEMIC AND OTHER SCHOOL REQUIREMENTS FOR PARTICIPATING IN ATHLETICS

Student athletes must:

- Have a signed physical on the MHSAA physical form turned in to the athletic office **in order to practice**. The physical must be dated April 15 or later for the current school year.
- Pay a $50.00 activity fee to the athletic office **before the first competition**.
- Sign and turn in to the coach of their sport a Code of Conduct form **before the season begins**.
- Students must be **passing** in four (4) of their six (6) classes.
- Students must be in attendance the entire school day to either practice or compete. In some cases, a student who is absent from school may participate or compete if the administrator **pre-excuses** their absence (for such reasons as medical, funeral, etc.)

ACTIVITY AFTERNOONS

Several Activity Afternoons are held throughout the school year and offer special activities for students to enjoy with their peers. Parents and teachers cooperate by chaperoning. **Such activities may be attended by current O.J. DeJonge students only!** Students who are suspended from school at the time of an Activity Afternoon may not attend.

ACTIVITY AFTERNOON RULES

- Cost is $5.00. Please have your money unfolded and ready to be handed in for admission. Your name will have to be checked off by a supervisor before you can enter. It helps if you point out your name on the list to make checking in faster. If you are pushing in line, you will be removed.
- The school dress code applies to activity afternoon. No hats, bare midriffs, tank tops, spaghetti straps, short skirts, etc.
- If you leave the building after you enter, you will not be allowed to reenter.
- All food and beverages are to stay in the food room.
- No running, pushing, or suggestive or otherwise inappropriate dancing. Appropriate behavior is expected at all times.
- If you are removed from activity afternoon, you will not be allowed to come to the next one or whatever number the supervisor chooses.
- You may not go to your locker without permission from the principal. Please stay in the designated areas for activity night.
- Please take care of all games and equipment.

PART 5: Technology
LUDINGTON AREA SCHOOL DISTRICT
iPad Information and Acceptable Use Policy (AUP)

SECTION 1 Introduction
Ludington Area Schools will provide 21st Century curriculum, instruction, and assessment, with an emphasis on accountability to academic achievement and instructional excellence. Voters in the city of Ludington approved a bond request that will fundamentally change our approach to education, resulting in a new model for our schools and classrooms. We believe that all students should be prepared for a global workplace. Our students must be equipped with essential skills such as effective communication, creativity, collaboration, and critical thinking.

We believe that teaching and learning does not end when the final bell rings. Teacher-created content will be available and accessible to students online, which necessitates a device that can be used for both consumption and production of content.

We believe that the iPad is the appropriate device for allowing students to become self-directed learners. We have spent the 2012-13 school year piloting the use of this device along with an emphasis on project based learning, so that our students will be prepared for a challenging and ever changing future.

SECTION 2 Rationale
Since its introduction in the spring of 2010 the iPad has emerged as one of the leading tools in education. After thoughtful consideration and investigation, we believe that the iPad is the best instrument to give each of our students access to the technology they will need in their 21st century education. The iPad serves as a word processor, multimedia production and consumption tool, video editor, eBook reader, camera, and content creator, all at an affordable price. Computer labs will continue to be available when the need arises.

SECTION 3 What's in the "Box"?
- 16 GB iPad (Kindergarten students will receive iPad 2s all others will get an iPad 4)
- Protective Case
- Charger and Cable
- Students may be required to provide their own headphones to use with the iPad.

SECTION 4 Included Apps
The iPad comes with the standard set of Apple's preloaded apps. In addition to these, we have included several paid and free apps that will be used for instruction.

SECTION 5 Cost/Optional Insurance
There is no upfront cost for the iPad. We have provided a sturdy protective case, which will be put on the iPads before they are given to students. Your child will be asked to keep the iPad in its case at all times so that the risk of damage is minimized. If your child takes good care of their iPad and leaves it in its protective case, the risk of accidental damage is minimal. Families will still be responsible to the deductibles for accidental repairs. Damages to iPads that were removed from their case will not be covered by the insurance program and will pay the full $165 repair fee.

Without the insurance, a cracked screen costs approximately $165 dollars; however, with our insurance the deductible cost for a cracked screen is $29.00. A replacement iPad costs $479, cases are $35, and the charging cords cost $29.

In the first instance of accidental damage, families will be asked to pay this $ 29.00 deductible.
In the second instance of accidental damage, families will be asked to pay this $ 29.00 deductible.
After 2 instances of accidental damage, the insurance will no longer cover any damage, and families are

responsible for any costs.

iPad Student & Parent Handbook

SECTION 6 Home Use
We expect that our 1:1 iPad program will help students to learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child's iPad use. In addition, we encourage you to discuss appropriate uses of technology with your child, and we will discuss approaches to this conversation as part of our iPad information sessions. A device that goes home must be treated as if it were still in school, and be used appropriately.

SECTION 7 Handling, Care, and Transport
● When moving your iPad carry the device with two hands.
● Always make sure that the iPad's screen cover is securely attached.
● Do not leave the iPad in a hot car or in direct sunlight.
● Avoid having any sharp objects near the iPad, and only use a finger or stylus pen to manipulate the screen.
● Be careful when transporting the iPad in a backpack or other bag.
● The iPad will come with a district provided Asset Tag sticker. No other stickers or writing should be added to the iPad or its cover.
● Additionally, the iPad should stay in its LASD provided protective case at all times.

SECTION 8 Power Management
Your iPad's battery will last longest if the iPad is used in room temperature conditions as often as is possible. For best battery results, be sure to go through at least one charge cycle per month (charging the battery to 100% and then running it down to between 5 and 10% of charge). Students will be responsible for having a charged iPad for class each day.

SECTION 9 Cleaning the iPad
Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

SECTION 10 Student Responsibilities
Use of the iPad is a privilege. The Ludington Area Schools district owns the iPads and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the iPad to school fully charged each day and have them in class just as they would for any other required material.
Parents should monitor all activity on their account(s).
Students should notify an administrator if an inappropriate or threatening email or message is received.
Students will be required to return their iPad at the end of each school year by a predetermined date.
Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment at LAS for any other reason must return their individual school iPad on the date of termination.

Email
All students will be provided with an email address for email and document sharing. Access to the lasdstudents.net email account is limited. The student email addresses are restricted to comply with the CIPA Act, they will only allow communication between lasd.net (teachers and staff) email address and lasdstudents.net email account. You will not be able to email your child at that address.

Acceptable Use Policies

SECTION 11 Student Activities Strictly Prohibited:

1. The use of the iPad is a privilege and with that privilege all users have no expectation of privacy in email, data on the iPad or server, network communications, Internet use, video recording, and all other technologies available on or through the iPad. The School District is the owner of the iPad and therefore all users understand that their use of the iPad can and may be strictly monitored electronically or otherwise by School District personnel at any time.
2. Users shall not install any software on the iPad or download any applications without the express prior permission of the School District's Technology Department.
3. The student is not permitted to install software on the assigned iPad from other iTunes accounts nor should they try and connect iPad to a computer with a different iTunes account configured on it.
4. Use of the iPad for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the School District. Such action is also governed by the School District policy.
5. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the iPad.
6. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the iPad.
7. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access School District technology resources and computer systems, or iTunes accounts. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use an iPad or iTunes account that has been logged in under another user's name. Users shall immediately notify the School District if a security problem is suspected or identified.
8. Users shall not use the iPad for purposes other than for School District-related business. The iPad shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass emailing, discriminating remarks, or obtaining or sending obscene or pornographic material.
9. Users shall not use the iPad to harass or intimidate.
10. Users shall not download or install any programs, files, technology, games or other electronic media without the written permission of the School District's [Director of Technology].
11. Users shall report any problems or malfunctions with the iPad to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for it can also damage the inner workings of the iPad.
12. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District and prohibit such uses.
13. Users shall not play video games, visit chat rooms or otherwise use the iPad for nonacademic purposes while at school.
14. The School District in its sole discretion reserves the right to terminate the availability of the iPad at any time.
15. The School District reserves the right to:
    - Make determinations as to whether specific uses of the iPad and iTunes are consistent with its goals, educational mission, policies and/or procedures;
    - Monitor and keep records of iPad, Internet, and iTunes use;
    - Terminate user's privileges to access and use the iPad and other School District technology resources to prevent unauthorized activity.
16. Failure to follow the policy, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the iPad and other School District technology resources. In addition, the user may be subject to other disciplinary or legal action.
17. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's use

of the iPad.
18. Each user shall be responsible for any and all damages to the iPad resulting from their deliberate or willful acts.
19. All School District policies and procedures, including the Student Handbook, apply to the use of the iPad and iTunes and or Google account.
20. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the iPad during the school day.
21. Each teacher has the discretion to allow and regulate the use by students of their iPad in the classroom and on specific projects.
22. In the classroom, students may use their iPad only for the purpose of accessing materials that are relevant to the classroom curriculum.
23. The school's network filters will be applied to the iPad's connection to the Internet and other Technology Resources.
24. Users are expected to charge their iPad prior to school and run their iPad on battery power while at school.
25. Users shall maintain their iPad in silent mode at all times when on school property, unless otherwise permitted by school staff.
26. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.
27. Use of the iPad is prohibited in the following areas/situations:

- Locker rooms
- Bathrooms
- Any private areas used for the purpose of changing clothes
- Any other areas as designated by administration

28. Students shall not use their iPad to cheat on assignments or tests.
29. Users shall not print from their iPad to School District printers without the prior authorization of school staff.

Disclaimer: The School District will make every effort to provide appropriate technology resources, however, the School District makes no warranties of any kind, whether expressed or implied, for the iPad, Google and iTunes account it is providing. The School District shall not be responsible for any damages incurred by a user of the iPad or iTunes account, including loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the iPad, Google or iTunes account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

SECTION 12 Parent/Guardian Responsibilities
Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Check to see that your student's iPad comes to school fully charged each day. Make sure that the iPad is used primarily by the student.

Technology & Instruction

SECTION 13 School Responsibilities
LASD will provide Internet and email access to its students while on school property and provide Internet filtering at all times. Through the use of Google Apps we will provide cloud-based data storage areas. These will be treated similar to school lockers. LASD reserves the right to review, monitor, and restrict information stored on or transmitted via LASD School District owned equipment and to investigate inappropriate use of resources. LASD will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy. Wireless Internet will not be required at home to

use the iPads for schoolwork. Teachers have created lessons that can be downloaded at school and then worked on while the device is offline. Having Internet at home can be handy and if you do not have Internet at home there are many free public wifi spots in Ludington that can be accessed. A short list of public spaces and businesses that have wifi include: both the Ludington and Scottville branches of the Mason County District Library; Ludington City Hall; the libraries in each of the five school buildings; McDonalds; Sportsman's; Redolencia; and Big Apple Bagels.

Do not put a passcode on your device. We have no way to clear a forgotten passcode from a device once it loses wifi connectivity. If you ignore our advice and set a passcode and forget it do not make repeated attempts to try your passcode. Try twice and bring it to the tech department's attention after that. If you make repeated attempts, and fail, and the iPad loses wifi we have NO other option than to completely wipe the device and you will lose all of your school work.

Part 6: Student Rules and Regulation

Ludington Area Schools Anti-violence Proclamation

To promote an atmosphere of safety for our students, faculty, and community members, the Ludington Area Schools, West Michigan Community Mental Health, Ludington Police Department, and the Mason County Sheriff's Department have joined together to develop this proclamation of school anti-violence. The following behaviors will not be tolerated from anyone:

I. A verbal, written, or physical threat of violence against anyone
II. A physical assault made against any person and/or school property
III. A weapon brought to school

To ensure the safety of the school community, immediate action will be taken by the school administration should any of the above behaviors occur. The action taken may include any or all of the following:

Restorative practices
Suspension from school
Expulsion from school
Legal charges may be pressed
Mental Health Assessment / Referral / Evaluation may be required
Compensation for damages done
Other measures as deemed necessary by the school administration

Student Code of Conduct

CONDUCT - What you do is who you are

Students are expected to act respectfully and with an underlying sense of decency. Whistling, booing, yelling, or loud unacceptable noises in the hallways, classrooms, or assemblies is not allowed. Gambling is prohibited. On school property, students may not have guns, knives, firecrackers or any other items that might be injurious to a person's safety. If there is a display or use of tobacco, alcohol, drugs, or any illegal substance on school premises, the student will be suspended. School rules apply to ALL school-sponsored events both home and away (example: athletics, concerts, etc.). Buying and selling of items in school is not allowed. Examples: food, trading cards, lunch tickets, etc. (Board Policy 5500)

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. (Board Policy 5517.01)

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy refers to all forms of cyberbullying, as well, that occurs on school property or at any "at school" activity (see below), occurs outside of school but adversely impacts the academic culture of the school, or involves use of any district-owned device (iPad, computer,

etc.).

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

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

GENERAL RULES FOR HALLWAYS, CLASSROOMS, AND SCHOOL GROUNDS

- Students caught fighting at school will have consequences.
- Students will not throw any objects (such as pencils, papers, etc.).
- In the case of any injury, students will contact the office or nearest teacher immediately.
- Do not move the victim.
- Students will not handle fire extinguishers or alarms unless directed by a staff member.
- Students will not sit on registers or rails in the hallways.
- Students will close locker doors with care, paying particular attention to fingers and clothing.
- Students will not run, hit, push or trip each other or create any activity that blocks, hinders or endangers others.
- Students will not engage in "public displays of affection" while on school grounds.
- Students will abide by the classroom rules set by each teacher.

OJ LUNCH

- There are separate lunch periods for 6^{tth}, 7th and 8th grades.
- Students are expected to **respect ALL adults** in the lunchroom and comply with requests to maintain orderliness.
- Students are not to bring school materials (books, folders, pencils, iPads etc.) into the lunchroom or drop in the hallway during lunch hour. These materials are to be stored in lockers.
- Students may have cell phones or iPods during lunch. They may not, however, bring iPads into the lunchroom.
- O.J. has a closed lunch policy. Students may go to their own home with written parent permission for lunch only if they have signed out with the office before they leave and sign in when they return.
- On days when the library is open during lunch hour, limited numbers of students may go during the last 15 minutes. Students must stay there until lunch is over.
- The outdoor basketball courts and adjacent property on the south side of Tinkham Avenue are available to students on decent weather days, and the OJ gym will occasionally be available when weather is not so decent. Students may go to these areas when a supervising staff member has checked that their lunch table is clean, and has then granted them permission to leave.
- All students are expected to clean up their eating area at the conclusion of their lunch, disposing of all trash items in the appropriate trash receptacles in the lunchroom.

OJ Lunch Rules

Inside the Lunchroom

- All food and drink stays in the lunchroom or is thrown away.
- Clean up after yourself. Help others at your table.
- Wait for the adults in the lunchroom to dismiss students to go to outside or to the library.
- If you choose to go outside, be sure to dress for the weather as you will not be allowed back to your locker during lunch.

Outside Rules

- You may not hang out near the building or inside the doors.
- Use caution when crossing the parking lot and remain near the courts until the whistle is blown to go inside.
- Students must stay between the north sidewalk, soccer field to the east, parking lot to the west, and on the visible side of the pine trees to the south.
- Students must stay away from cars or bikes.
- Sticks, rocks and snow must remain on the ground.
- Food is not allowed outside.

DISCIPLINE

EXPLANATION OF DISCIPLINARY MEASURES It is expected that as a student at O.J. DeJonge Middle School, you will demonstrate acceptable behavior in all areas of our school and at recognized school activities. In order to ensure that all students receive a quality education in a safe environment, reasonable rules and regulations must be established. All students have the right to learn. When your behavior disrupts the learning environment, you are infringing on the rights of others. (Board Policy 5600)

LUNCH DETENTION - Consequence involving loss of privilege to be in the Lunchroom with other students during the lunch period. Lunch Detention will be in a separate classroom and supervised by a staff member. Students who have lunch detention must arrive within five minutes from their previous class, and will eat their lunch in a silent environment with no talking and no use of electronics. Students may bring classwork to do during lunch detention. Students may also be given an assignment to complete during this time as a means of restorative practices. Failure to serve a lunch detention or to observe rules of the lunch detention period may result in further consequences.

"SATURDAY SCHOOL" - Attendance at school on a non-school day (usually a scheduled PLC Day when no students attend or on a Saturday). Run similar to in-school suspension, students must bring schoolwork and/or books to read. "Saturday School" will be supervised by a staff member who will take attendance and monitor, assisting with schoolwork as necessary. It will be a silent work environment. Students must show up on time in order to be let in to "Saturday School." Failure to attend Saturday School or observe the rules of it may result in another one assigned or a one-day suspension from school.

RESTORATIVE PRACTICES - Restorative practices may be used in lieu of, or in addition to in-school and out-of-school suspension. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include: apology, community service, restoration, counseling, estitution, and a victim-offender conference. In cases where a victim-offender conference is used, the conference will be:

- Initiated by the victim;
- Approved by the victim's parent or legal guardian, or if the victim is at least fifteen (15), by the victim;
- Attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and offender (the "restorative practices team");
- An opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm (LASD Policy 5610)

EMERGENCY REMOVAL

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Board shall consider the 7 factors outlined in Board Policy 5610.

SUSPENSION - Suspension or removal from school for a period not to exceed 10 school days. Administration will determine if a student serves "in-school" or "out-of-school" suspension in some instances. This action may be taken by those school officers granted this authority by the Ludington Board of Education. Any student suspended from school is also ineligible to attend or participate in any recognized school activity, or be on school grounds during the suspension period. A suspension requires parent notification. The suspension may be appealed, within **two (2) school** days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

EXPULSION - Expulsion is the removal of a student from the school system by the Ludington School Board of Education. This may include gross misconduct or persistent disobedience. Both students and parents have the legal right of appeal. Every effort will be made to insure parents and students the right of due process when appealing an administrative decision.

If suspension or expulsion for persistent disobedience or gross misconduct is considered, school administration and the School Board will consider the following (the seven factors) -

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether restorative practices would be used to address the violation or behavior
- Whether a lesser intervention would properly address the behavior

Ludington Area Schools will exercise discretion over whether to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension for more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the district can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the district will still consider the factors.

These procedures are designed to be a deterrent to misbehavior. Violating any school rule or performing any act that is disruptive or detrimental to the health and welfare of other individuals or is damaging to school or personal property is prohibited. The degree of severity of the misconduct will determine whether any offense (listed in this section or not) warrants suspension or expulsion from school. Conduct interfering with the educational process or the rights of others, whether specifically listed or not, will not be tolerated or condoned. Students are expected to make up all work assigned during the suspension period.

SUSPENSION AND EXPULSION

The Board of Education may authorize suspension or expulsion and make reasonable rules and regulations regarding discipline. (Board Policy 5610) The Board authorizes suspension for the following reasons:

A. Gross misconduct
B. Persistent disobedience
C. Habits or bodily conditions detrimental to the school.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those, which result in temporary separation, suspension or expulsion from the Ludington Area Schools. These categories are general in nature and are not deemed to be all-inclusive:

A. Matters pertaining to public and private property. Examples:

- Theft
- Misuse of books, materials and equipment
- Defacing property and other manner of vandalism
- Trespassing (unauthorized presence in building)
- Use of tobacco, alcohol, or drugs

B. Matters pertaining to citizenship. Examples:

- Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
- Use of profane and obscene language
- Possession of weapons or explosives

C. Matters pertaining to safety of others. Examples:

- Physical attacks or threats to students or school employees
- Fighting
- Extortion

D. Persistent disobedience and/or breaking of school rules and regulations.

E. Gross misbehavior - conduct detrimental to the normal functioning of the school or school activities.

PERMANENT EXPULSION

State law provides for the permanent expulsion (180 School days) of a student who engages in certain criminal activity.

In compliance with State and Federal law (Board Policy 5510.01), the Superintendent or the Superintendent's designee, who shall be a central office administrator, shall permanently expel any student who possesses a firearm in a weapon-free school zone. The term "firearm" is defined as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- Any destructive device

Other criminal activity that may lead to Permanent Expulsion includes but is not limited to:

- Bringing a dangerous weapon to school
- Committing arson
- Committing criminal sexual conduct
- Assault of a school employee

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students. The policies and regulations within this handbook apply for all

school-sponsored activities, including those held before and after school, as well as those held off the property of Ludington Area Schools.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

CONSEQUENCES

THREATS AND/OR INTIMIDATING ACTS; ACTS OF BULLYING

Threats are defined as words or actions that bring into question the safety or wellness of any person on school property, going to or from school, and any other school activity, both home and away. Bullying is defined as words or actions involving a power imbalance and (typically) repeated, intentional meanness or intimidation in any of the previously stated locations.

Restorative practices and /or 1 to 10 days suspension

CHEATING, PLAGIARISM (COPYING), FORGERY AND FALSIFICATION (LYING)

Cheating includes giving or receiving any unauthorized assistance or giving or receiving of unfair advantage on any form of academic work. Plagiarism is the copying of someone else's work and presenting it as your own. Forgery is the signing of someone else's name. Falsification means lying to someone.

Restorative practices, and/or Lunch Detention(s) up to 3 days suspension

THEFT

The act of taking someone else's property without their expressed permission.

Restorative practices and /or up to 5 days suspension and possible referral to Police.

FIGHTING/ASSAULT

Having body contact of a violent nature, in or on school property, going to or from school, including any activity under school sponsorship (athletic event, dance, etc.).

Restorative practices and /or 1 to 10 day suspension depending upon the seriousness of the incident and/or the number of occurrences, and possible referral to Police.

Swearing Or Using Offensive Language, Gestures, Pictures, And Or Showing Disrespect, Directly To Or With The Intention Of Being Directed At An Employee, Volunteer Staff Member or guest.

To insult, dishonor, or in other ways abuse verbally, non-verbally, in writing or pictorially any member of the school staff or visitor to the building.

Restorative practices and /or 1 to 10 day Suspension and possible Expulsion

Swearing Or Using Offensive Language, Gestures, Pictures, And Or Showing Disrespect, Directly To Or With The Intention Of Being Directed At ANOTHER STUDENT.

1st offense:	3 lunch detentions
2nd offense:	Saturday School
3rd offense:	Restorative practices and /or up to 9 days suspension

The Use of Slurs or epithets that show hatred and/or intolerance toward others, or any form of Harassment, based on sex, GENDER, race, ETHNICITY, religion or disability.
Care must be taken to observe the rights of others. Please think carefully before you speak or act. Words or actions that denote harassment or discrimination based on sex, gender, race, ethnicity, religion or disability will result in an Office of Civil Rights investigation and a full resolution of such an investigation under the law.

Restorative practices and /or up to 10 days suspension

Insubordinate And Defiant Behavior
The school staff expects students to comply with reasonable requests. This includes, but is not limited to, identifying oneself when asked, being truthful and going to a designated area when directed.

Restorative practices and /or up to 10 days Suspension

REMOVAL FROM CLASS FOR MISCONDUCT
When the teacher has exhausted all steps available to solve a problem, administrative steps will be initiated:

At the first administrative referral, a lunch detention will be assigned.

At the second administrative referral, one or more lunch detentions or a "Saturday School" may be assigned and a parent contact made, or parent meeting held.

The third administrative referral from the same class may result in restorative practices and/or "Saturday School" assignment or in-school suspension.

Additional referrals may result in additional consequences, up to and including out-of-school suspension.

*Flagrant or otherwise disturbing behavior may result in more serious consequences, immediately, than what is listed in this section.

Malicious Mischief and Pranks
Any action that causes a disruption of the educational process.

Restorative practices and /or up to 10 days Suspension

Vandalism
Vandalism means deliberate damage to someone else's property, including school property.

Restorative practices and /or up to 10 days Suspension, or Expulsion by the Board of Education
Full restitution is required in all cases.

Possessing, Smoking, and Chewing Tobacco
The act of smoking or chewing or possession of tobacco products on school property, or at any school

related event...holding a cigarette, cigar, or pipe in the hands or mouth...exhaling smoke, use of snuff or chewing tobacco is strictly prohibited.

Restorative practices and/or
1st Offense - 3 day Suspension
2nd Offense - 5 day Suspension
3rd Offense - Up to a 10 day Suspension
4th Offense - Up to a 10 day Suspension and recommendation for Expulsion

HAZING/INITIATION
All activities of this nature are prohibited and will result in restorative practices and/or suspension. Any type of initiation procedure for any school related activity, which involves conduct including but not limited to the following:

1. Illegal activity, such as drinking or drugs.
2. Physical punishment or infliction of pain.
3. Intentional humiliation or embarrassment.
4. Dangerous activity.
5. Activity likely to cause mental or psychological stress.
6. Forced detention or kidnapping.
7. Undressing or otherwise exposing parts of the body.

GANG-RELATED ACTS OR GRAFFITI
Restorative practices and/or up to 10-day suspension, mandatory referral to police and possible expulsion. Restitution will be required.

Use, Possession, And/Or Under The Influence of Alcohol Or Drugs, Real Or Look A Like, Unregistered Legal Or Illegal, or in possession of Drug Paraphernalia (THIS SECTION INCLUDES E-CIGARETTES AND RELATED SUBSTANCES).

All offenses –Restorative practices and/or up to 10 day suspension.

This suspension can be reduced to not fewer than 5 days if the parents and student agree to seek counseling from an agreed upon agency and also work with our school counselors. The parent and student must permit the school to gain information about student attendance at the counseling sessions by signing a release form. The student must continue to see the counselor until he/she is released by that counselor. If behavior continues, other forms of help will be addressed.

Sale, Transfer, Delivery of Alcohol or Drugs - Real or Look A Like, Unregistered Legal or Illegal.

Restorative practices and/or up to 10-day suspension and/or possible referral to the Board of Education for Expulsion proceedings, and referral to local police.

District Policies

Weapons Free School Zones
The Board of Education of the Ludington Area School District, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school building, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety, by individuals possessing weapons and/or dangerous weapons (Board Policy 5772).

Accordingly, the Board of Education of the Ludington Area School District (or the Superintendent, a principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the pupil;
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- That the weapon was possessed by the pupil at the suggestion, request, or direction of or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

Recordation and Referral All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution.

Definitions "Weapon or "dangerous weapon" includes: a firearm; gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length; pocket knife opened by a mechanical device, iron bar, or brass knuckles. "Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property. "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property. "Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

The district will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension for more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the district can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the district will still consider the factors.

Exemption: if a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors (the seven factors), unless the student can establish mitigating factors by clear and convincing evidence.

ANTI-Harassment

It is the policy of the Ludington Area School District to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Board Policy 5517, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Randy Fountain
Title IX/Civil Rights Coordinator
Ludington Area Schools
809 E. Tinkham Ave.
Ludington, Michigan 49431
Telephone (231) 845-7303
Email: rfountain@lasd.net

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the District's designated Title IX/Civil Rights Coordinator.

All other complaints of harassment should be reported to the appropriate building administrator. Keep in mind that all complaints of harassment or discrimination based on sex/gender, race/ethnicity, religion or disability will be fully investigated as the law requires. The results of the investigation will be provided to Mr. Fountain, who will determine if harassment or discrimination did occur.

Sex-based harassment includes any of the following conduct:

Verbal: unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

Visual: subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.

Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 5517 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 5517, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 5517 will result in discipline, up to and including permanent expulsion.

DRUG-FREE SCHOOLS & COMMUNITIES ACT

The Ludington Area Schools supports the Drug Free Act as amended in October 1990, and will do all within its power to adhere to the requirements. Any student who attends or participates in a recognized school activity is subject to the following standard of conduct.

1. The unlawful possession or distribution of illicit drugs and/or alcohol by a student while participating or in attendance at any school function is a violation of this standard of conduct.
2. Any student who attends or participates in any school function while under the influence of alcohol or an illicit drug is in violation of this standard of conduct.
3. Violation of this standard of conduct shall result in the student facing one or more of the following disciplinary sanctions:
    a. Referral for prosecution.
    b. Removal from all school activities until he/she has agreed to complete a recognized educational Drug/Alcohol program at the first available program opening.
    c. Enforcement of co-curricular/athletic policies.
    d. Suspension from classes.
    e. Expulsion from school.

CIVIL RIGHTS COMPLIANCE

The Ludington Area School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition. These civil rights apply to course selection as well as employees. The Ludington Board of Education has adopted policies that support the regulation of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1974. Our 504 coordinator for grades 6-12 is **Steve Forsberg**.

Students who would like a copy of the grievance procedure or would like to make other inquiries should contact **Randy Fountain**, who is the district's designed Title IX/Civil Rights Coordinator, at Ludington Area Schools, 809 E. Tinkham Avenue, Ludington, Michigan, 49431, telephone (231) 845-7303.

UNDERSTANDING CONCUSSION

Some common symptoms of concussion include headache, blurry or double vision, fogginess, “feeling down,” pressure in the head, blurry vision, nausea/vomiting, dizziness, sensitivity to light, sensitivity to noise, poor concentration, irritability, “not feeling right,” memory problems, slow reaction time, balance problems, sluggishness/haziness, confusion and sleep problems.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a

concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. KEEP YOUR STUDENT OUT OF PLAY – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

Appears dazed or stunned
Confused about assignment or position
Unsure of game, score, opponent
Answers questions slowly
Shows mood, behavior or personality changes
Can't recall events prior to hit or fall
Forgets an instruction
Moves clumsily
Loses consciousness (even briefly)

CONCUSSION DANGER SIGNS:

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

One pupil larger than the other Is drowsy or cannot be awakened A headache that gets worse Weakness, numbness, or decreased coordination Repeated vomiting or nausea Slurred speech

Convulsions or seizures Cannot recognize people/ places Becomes increasingly confused, restless or agitated Has unusual behavior Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

504 COORDINATORS

K-5 - Brian Dotson – bdotson@lasd.net
6-12 - Steve Forsberg - sforsberg@lasd.net