

Ludington High School

2023 - 2024

High School Office: 845-3880
FAX: 845-3881

Excellence in Education

Steve Forsberg
Principal

Frank Marietta
Assistant Principal

Greg Pscodna
Athletic Director
845-3811

This Planner Belongs To:

Name _____

Attendance Office Direct Line: 845-3883

Attendance Recording: 845-7303, Ext: 2084
Web Site: <http://www.lasd.net>

***Student Handbook Guidelines and Policies will adhere to Executive Orders Issued
by the Governor's Office and Michigan Law.***

Ludington School Song

We're loyal to you, Ludington High
We're orange and black, Ludington High
We'll back you to stand
against the best in the land
for we know you are grand,
Ludington High
Rah Rah
So smash that blockage, Ludington High
Go crashing ahead, Ludington High
Our team is our fame protector
on boys for we expect a victory
from you, Ludington High
Cha Hee Cha Ha cha ha ha ha'
Fling out that dear ole flag of orange and black
Lead on your sons and daughters fighting for you.
Like men of old and giants placing reliance
shouting defiance
OSKEY WOW WOW
Amid the broad green plains that nourish our land,
For honest labor and for learning we stand and
Unto thee we pledge our hearts and hands
Dear Alma Mater L.H.S.

Oriole Fight Song

When you meet the Orioles,
You won't beat the Orioles,
We'll march on to victory!
Brave and bold the Orioles,
You won't hold the Orioles,
We'll march through to eternity!
Onward, onward, watch the Orioles soar
We'll take all and then come back for more. Hey!
That's the spirit, Orioles, When you hear it, Orioles,
We'll march on to victory!

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MISSION STATEMENT

In an environment which recognizes that learning is relational, students will engage in the complex questions that face them--in the world, the workplace, and higher education--and use the perspective and skills of each field to address these issues.

THE LUDINGTON HIGH SCHOOL SCHEDULE

1st Block	7:50 AM – 9:12 AM
2nd Block	9:18 AM – 10:29 AM
“A” Lunch	10:29 AM - 10:59AM
3rd Block	11:05 AM – 12:16 PM
OR	
3rd Block	10:35 AM - 11:46 AM
“B” Lunch	11:46 AM - 12:16 PM
4th Block	12:22 PM - 1:33 PM
5th Block	1:39 PM - 2:50 PM

CTE , WSCC BUS SCHEDULE

Departs LHS	8:00 A.M.
Arrives WSCC	8:20 A.M.
Departs WSCC	10:10 A.M.
Arrives LHS	10:25 A.M.
Departs LHS	12:22 P.M.
Arrives WSCC	12:39 P.M.
Departs WSCC	2:25 P.M.
Arrives LHS	2:41 P.M.

PART 1 - ACADEMICS

CREDIT REQUIREMENTS

Class of:	2024
Max. credits possible:	30
Credits to graduate:	26

Ludington High School does not retain students in grades 9 - 11. Students advance along with their anticipated graduation class. Multiple senior years are sometimes needed. Students will graduate when all graduation requirements are met.

GRADING SYSTEM

Grade	Points per grade Earned
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0.0

Not included in computing points:

S	Credit
U	No Credit
I	Incomplete
W	Withdraw
CT	Competency Test Waiver
CR	Credit
NC	No Credit

Each term counts as 80% of a final grade and a final exam is 20%.

2023 - 2024 NATIONAL TEST DATES

ACT Assessment

September 09, 2023 (register by: Aug. 04, 2023)
October 28, 2023 (register by: Sept. 22, 2023)
December 09, 2023 (register by: Nov. 03, 2023)
February 10, 2024 (register by: Jan. 05, 2024)
April 13, 2024 (register by: Mar. 08, 2024)

The ACT is given at West Shore Community College.
The WSCC test center code is 020750 and the Ludington High School code is 232-365.

Students register online at www.actstudent.org

2022 Testing Dates

Location and time: Ludington High School, 7:40 a.m.

PSAT 9 (Freshmen)

Wednesday, Apr. 17, 2024

PSAT/10 (Sophomores)

Wednesday, Apr. 17, 2024

PSAT/NMSQT (Juniors)

Wednesday, Oct. 11, 2023

SAT

Oct. 07, 2023

Nov. 04, 2023

Dec. 02, 2023

Mar. 09, 2024

May 04, 2024

Statewide SAT is April 17, 2024

Location and time for Statewide SAT: Ludington High School, (7:30 a.m. – 12:30 p.m.)

LHS test center code: 23-395

LHS school code: 232-365

Advanced Placement Program Exams

May 09, 2024 - Environmental Science (a.m.)

May 10, 2024 - US History (a.m.)

May 10, 2024 – European History (a.m.)

May 13, 2024 - Calculus (a.m.)

May 14, 2024 - English Language (a.m.)

May 15, 2024 - World History (a.m.)

May 15, 2024 - Computer Science Principles (p.m.)

M-STEP – Friday, April 19, 2024

WorkKeys – Thursday, April 11, 2024

ACADEMIC AWARDS

Academic Awards use the following requirements based on cumulative GPA at the beginning of the school year and at the end of the 2nd trimester.

Grades 9 – 11

3.30 - 3.749 Bronze Award Certificate

3.75 - 3.899 Silver Award Certificate

3.90 - 4.0+ Gold Award Certificate

Graduation:

3.30 – 3.749 Bronze Cord (Graduate with Honors)

3.75 – 3.899 Silver Cord (Graduate with High Honors)

3.90 – 4.0+ Gold Cord (Graduate with Highest Honors)

ALPHA GRADUATE AWARD

This is considered to be the highest academic award given. Students earning these GPA requirements at the time of graduation are invited to the Alpha Banquet and will receive the Alpha Medallion, to be worn at the graduation ceremony. The GPA requirement for students is 3.750.

COMPETENCY TESTS

Ludington High School follows the Michigan Dept. of Education guidelines for “testing out” from a class in the Merit Curriculum. Students may request the opportunity to test out of any class for credit. The testing window is the exam days for each trimester (3 opportunities a year). A student wishing to test out must make the request at least four weeks in advance in writing to the counseling department. The appropriate teacher(s) will be contacted to make an appointment with the student and administer the test. Teachers will provide a syllabus with key concepts covered in the course. These tests may be the final exam for the course, but may also involve other assessments or tiered testing activities such as speeches, portfolios, demonstrations, projects, essays, or labs. Each high school department determines these other assessments. The idea is to ensure that the required content expectations for that course are accurately assessed. A minimum score of 80% on the entire test is required in order to receive credit. Students may only attempt to comp out of a course one time. If a student is successful in passing the test, a letter grade will not be issued, but an indication of credit (CT) will appear on the transcript.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities in addition to their own high school, in an effort to meet students’ needs and interests. This is called “dual enrollment”.

Students dually enrolled may receive the school districts assistance for tuition and fees for courses at Michigan Public or Private Universities if all the qualifying conditions are met:

1. Students are in grades 9 - 12
2. A student must receive a qualifying score in each subject area on a readiness assessment, PSAT, SAT, or the Michigan Merit Exam in order to be eligible to take any class.
3. The college or university must be willing to accept the student in the desired course in mathematics, science, communication skills, or subject areas for which there are no endorsements.
4. Students must be enrolled in both the school district and post-secondary institution during the local school district’s regular academic year and must be enrolled in at least one high school class.
5. The college classes must not be offered by the district. An exception to this could occur if the administration verifies that a scheduling conflict exists which is beyond the student’s control.
6. The college courses cannot be hobby, craft or recreation courses or in the subject areas of physical education, theology, divinity, or religious education.
7. College courses are noted on a high school transcript. Letter grades are indicated and high school GPA is affected. Students have 2 additional Credit/No Credit for Dual enrollment only. Forms for these are in the counseling office and must be applied for by midterm of the college semester.
8. All dual enrollment courses must be approved by an LHS counselor or administrator. In no case may a student substitute another course for an approved course without the written consent of these school officials.
9. Courses dropped after the withdrawal deadline or failed will be billed back to the responsible party.
10. The district will cover no more than ten college courses during a student’s 4-year high school career.

LHS pays for the student fees and tuition. Students are responsible for the application fee and textbooks. Students will need to work with the school counselor to make arrangements for dual enrollment. Generally speaking, fall enrollments are processed in May and June and winter term enrollments are processed in September and October.

EXAM POLICY

All students are required to take all final exams. Students who will miss an exam due to illness or other parent-approved reasons must call the high school office before the exam begins. The phone number is 845-3880. *Students who do not take finals or call in ahead of time will receive a failing grade for the exam that may result in failure or the course. The Assistant Principal will make decisions in consideration of extenuating circumstances.*

GRADUATION STATUS

A student may participate in the graduation ceremony if that student has evidence of completing all graduation requirements by 3:00 p.m. on the day of the last regularly scheduled senior exam. Administration will review each student's records on a case by case basis. For the purpose of graduation, the deadline for turning in a transcript noting transfer credits is 3 p.m. on the last day of regularly scheduled senior exams. All book fines and fees must be paid before walking in graduation.

GUIDANCE SERVICES

Our two guidance counselors, Mr. Leikert and Mrs. Powers, meet with students individually during the school year to assist them in planning their academic programs. The counselors help students select the most appropriate programs of study to ensure success in high school and plan for the years after graduation. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships in the guidance office. Students who wish to make an appointment with their counselor can do so by stopping in or calling the counseling office, at 231- 845-7303, ext. 2060.

Our counselors are also available to students on a walk-in or appointment basis to discuss issues of concern. While students are assigned a counselor who will help them with career issues, students may elect to see either Mr. Leikert or Mrs. Powers on such issues as student conflicts and personal problems.

SCHOOL-BASED POLICE LIAISON OFFICER

A Ludington City Police Officer, Austin Morris, designated as a full-time School Liaison Officer, is stationed at Ludington High School on a regular basis throughout the school year. The School Liaison Officer's office is located in the high school counseling office. 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, Ludington High School administrators may choose to involve local law enforcement in the initial investigation of possible criminal acts.

HOME-BASED EDUCATION CREDIT

Courses in home-based education must be in compliance with the compulsory school law. Prior to granting approval for transfer credit, a high school administrator will review and evaluate the home-based academic records and transcripts toward graduation requirements. The review will verify the evidence that the courses for which credit is requested are comparable to those at Ludington High School. An "S" grade will be recorded on the LHS transcript. This does not affect GPA.

INCOMPLETES

All incompletes will have to be made up within 2 weeks after the close of the marking period in which it was received or the incomplete becomes an "F". Extensions of this time period can be made by the building principal if there are extenuating circumstances; however, a deadline for the extension will be established and clearly communicated with all stakeholders on a case-by-case basis.

PROGRESS REPORTS

Progress reports will be issued at the midway point of each marking period.

REPEATING COURSES

A student may repeat a course in which he/she earns a D+ or lower grade. The new grade will be indicated on the LHS transcript with the previous low grade becoming an "S". An "S" does not affect the GPA but does earn credit. Students repeating courses in which the previous grade was a C- or better will also be indicated on the LHS transcript, but the previous letter grade will remain in place, not being replaced by an "S". Both grades will affect GPA.

STUDENT RECORDS (CA-60)

You have a high school record referred to as a CA-60. This started when you entered school at the elementary level. This record contains grades received each year, academic average and rank in class at graduation from high school, standardized test scores, teacher recommendations, health records and other school related material. Besides getting an education, you will want to establish a record that is the best possible indication of what you can do and what you have accomplished during high school. Make it the best possible recommendation for yourself that you can; it will be used many times in the years to come. It will be your ticket to further education or a good job opportunity.

TRANSFER CREDIT/DEADLINES

Ludington Area Schools accept transfer credits from any institution that is Cognia Accredited. Course work credits will be recorded on as near equal basis as those earned by students attending Ludington High School. For the purpose of graduation, the deadline for turning in a transcript for transfer credit is 3 p.m. on the last day of regularly scheduled senior exams. Telephone verification completion from a correspondence school will not be accepted.

CREDIT/NO CREDIT

Students may choose to take one credit (two classes) for Credit/No Credit in any course(s). For students choosing to use the Credit/No Credit option on an entire AP class, the third trimester will be included in the request if the student has never previously applied. No trimester letter grade (A-F) will be given. However, a student must earn a 73% minimum or better to receive credit which will be listed as a CR on the student's transcript. If less than a 73% trimester average is earned, no credit will be given and the course will be recorded with a NC on the student's transcript. The designation of a CR or NC will not affect the GPA.

The Credit/No Credit application is available in the counseling office and must be turned in to the counseling office (with signatures) by 3:00 p.m. on the first Tuesday after parent-teacher conferences. The application is in effect only for the trimester in which the student applied. Students must reapply each trimester if Credit/No Credit is desired.

WITHDRAWAL FROM A CLASS

The deadline to request to withdraw from a class in the trimester system is four weeks into each term, or 20 school days, whichever is longer. In the case of a withdrawal, effort will be made to place students in another class, but that is not always possible. There are no limits on how many times a student may withdraw from a class.

DIGITAL LEARNING OPTIONS

Through online learning partnerships with Michigan Virtual University (MVU), Edmentum/ PLATO, and Michigan's Online Course Catalog, LHS offers diverse online learning to all students. Courses are available in enrichment elective, Advanced Placement, and career/technical education from local and statewide catalogs.

Contact your counselor for more information regarding district and statewide online course catalogs and offerings:

State Catalog

Michigan's Online Course Catalog

District Catalogs

Michigan Virtual School

PLATO/Career Technical Education Library Packaging (Silver and Bronze offerings only)

PLATO/Secondary Academic Library

PLATO/Beyond High School Library (Test and Certification Exam Prep)

ONLINE ENRICHMENT/ELECTIVE COURSES FOR IN-PERSON LHS LEARNERS

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 requested 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.

ONLINE CREDIT RECOVERY

Students must make a good faith effort at passing a course in the traditional classroom setting before they will be allowed to take an online version of the course for credit recovery. Good faith effort is defined as having completed/handed in 70% of coursework and assessments. Students who fail to show a good faith effort will be required to repeat the course in the classroom setting rather than recovering credit online. Online courses taken for the purpose of credit recovery (replacing a failed grade in a traditional class) will be transcribed as credit/no credit (C/NC) and carry no GPA value. Online courses taken for purposes other than credit recovery will be transcribed with the letter grade earned that does count toward GPA.

At the discretion of LHS administration, students may be enrolled in online courses prior to needing credit recovery in circumstances where there is a legitimate possibility the student will not graduate without the intervention of taking certain courses online.

PART 2 - GENERAL INFORMATION

ATHLETICS & 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. All 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 activities is an honor and a privilege. Therefore, the Board strongly endorses the rules and regulations established by the Athletic/Co-Curricular Council and the Code of Conduct. We are proud to offer the following Athletic Teams and Co-Curricular activities, that fall under the umbrella of the Code of Conduct:

Athletics:

Baseball
Boys Basketball
Girls Basketball
Boy's and Girl's Bowling
Winter Sideline Cheerleading
Fall Sideline and Competitive Cheer
Cross County
Equestrian
Football
Boys' Golf
Girls' Golf
Boys' Soccer
Girls Soccer
Softball
Girl's Swimming
Boy's Swimming
Boys Tennis
Girls Tennis
Boys Track
Girls Track
Volleyball
Wrestling

Coach/Advisor:

Evan Kroeze
Thad Shank
Warren Stowe
Maggie Bates
Jennifer Shamel
Karen Mazur
Jim Keillor
Tanya Walter
Charlie Gunsell
Sebastian Alvarado
Erica Reed
Kris Anderson
Kris Anderson
Sierra Holmes
Kelly Hatch
Joe Schnieder
Rob Killips
Larry Brown
Mark Willis
Kelsey Britton
Elizabeth Holden
Jonathan Ransom

Co-Curricular:

Breakfast Club/Wt. Training
BPA - Business Professionals of America
Concert Choir, & Show Choir
Concert Band & Marching Band
Drama Club/Musicals
HOSA - Health Occupation Students
of America
Jazz Band
National Honor Society
Quiz Bowl
Student Council
Esports
Robotics

Richard Kirby
Melanie Tomaski
Elliot Plummer
Keith Kuczynski
Chris Plummer
Sally Wright

Keith Kuczynski
Marianne Hayne
Amber Nasson
Laura Powers
Steve Forsberg
Karen Shindeldecker

PARTICIPATION & ELIGIBILITY IN ATHLETICS

Students/athletes must:

- 1) have a signed 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.
- 2) sign and turn in to the coach of their sport, a Code of Conduct form, **before the season begins**
- 3) be enrolled in at least 4 classes to be eligible for participation. CTE classes count as 2 classes and college courses count as 1 class.
- 4) be passing 4 classes to be eligible for competition. Grade checks are done weekly.
- 5) have passed 4 classes in the previous trimester to be eligible for competition.
- 6) 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 by presenting a doctor's note for an appointment that day. A building administrator may pre-excuse an absence on a case-by-case basis.
- 7) read, along with their parents/guardians, the Concussion Fact Sheet, and sign the Concussion Awareness Acknowledgement Form.

ACCIDENTS, INSURANCE & MEDICAL TRANSPORTATION

The school is responsible only for immediate first aid. The Board of Education carries a secondary insurance policy for students. In the case of an accident, no matter how minor, you, the student should 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.

If the student becomes ill or injured on school property, it is the responsibility of the parents to provide transportation and further care of the student. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. In case of an emergency, school personnel reserve the right to request ambulance service.

ACCOUNTS

All accounts, fees and fines must be cleared prior to receiving caps, gowns and materials for participation in the commencement exercises.

AGE OF MAJORITY

Persons who have reached the age of 18 are recognized as adults as a matter of law. Accordingly, the right to consent to the disclosure of education records to third parties (parents) automatically becomes the right of the 18-year-old student and not the parent. FERPA, the Family Education Rights and Privacy Act, outlines a specific exemption. Schools may disregard a student request to deny disclosure if the student is claimed by parents or guardians as a "dependent" for federal income tax purposes. Parents wishing to transfer these rights to their student must sign the Age of Majority form, available in the main office. Students may then write their own attendance notes, sign out from school, and **parents will not be informed of academic progress via progress reports, report cards, teacher consultation, or transcripts**. A student not claimed as a "dependent" does not need a parent signature to request these rights.

COMMUNICABLE DISEASES

Students returning to school after recovering from a communicable disease will be readmitted through the office with a note from the health department or a physician. Communicable diseases include, but are not limited to German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis and lice.

DISTRIBUTION AND DISPLAY OF PRINTED MATERIAL

Posters, printed material and signs for non-school sponsored activities may be displayed with the approval of the building administration. It is the responsibility of the organization to see that the posters, etc., have been taken down in a timely manner.

DRESS CODE

Dress and grooming guidelines at LHS shall be determined by decency, neatness, cleanliness, and suitability for school and preparation of employability standards of attire. The responsibility for proper dress rests with the students and their parents. The school will regulate dress as it affects health, safety, and cleanliness. Any student whose dress is a disruption to the normal educational process will be required to change before attending classes.

1. Students wearing shirts with negative or inappropriate sayings/slogans and/or advertising alcohol or tobacco products is unacceptable. By state law, shirts with slogans/sayings of a sexual orientation must reflect abstinence. All others will not be permitted.
2. Wearing hats, hoodies, and bandanas in the building is unacceptable and is not allowed.
3. Clothing should not reveal undergarments, midbody, or stomachs and should be of an appropriate neckline and length.
4. Gang related apparel will never be permitted. Wallet chains are not permitted.

Any student who violates the dress code may be required to meet the dress code prior to returning to class. (Board policy 5511)

EMERGENCY CARDS

In order that we prepare ourselves for emergency situations and parent messages, emergency cards must be filled out for each student and returned to the office for use in emergency situations. Please update any changes in address/telephone number as needed throughout the year.

FEES

There are fees for some class materials in the art and shop curriculum. Fees are assessed when students elect to use materials which go beyond the normal school supplies provided by the Board of Education. We ask that students purchase shop or art cards early in the term. Information about these cards may be obtained from your instructor. If students chose to do a major individual project, payment for materials must be made in advance.

Textbook fees may be assessed for misuse or abuse. Students are responsible for the loss of school materials and textbooks and must pay replacement costs before additional materials will be distributed. Please be aware that the average textbook now costs \$80.00.

EMERGENCY DRILLS

Emergency (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. This information for fire drills is posted above the door in each room.

General Rules For Fire Drills:

1. Close windows
2. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance of approximately 100 feet from the point of exit.
3. The teacher should take the grade book and keys, should be the last one out of the room, close the door and exit with his/her class.
4. The teacher will take attendance once the group has reached its proper distance from the building.
5. When the all clear bell is sounded, all will return to their classrooms in the same orderly fashion.

Note: Fire drills are very important and serious exercises which may save your life. Students are expected to act accordingly.

FUNDRAISING ACTIVITIES

All fundraising activities must first have administrative approval through the assistant principal. Students are not to sell items from fund raising activities in their classrooms. All fund raising 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. Each school group wishing to fundraise will be allowed one sale July 1 - June 30. Groups will be allowed unlimited service activities.

E-HALLPASSES

Students must have an E-hallpass to leave from a class, once a class has begun. Each teacher will have a bathroom, drink, and office pass available. Students found out of class without an approved E-hallpass will receive a lunch detention.

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 be responsible for damages to the iPad during the school year. In years past we have had money set aside from grants to help offset the cost of repairs. This money is not available to the school district any longer. So this policy is a change from past years. In the first case of accidental damage to an iPad the family will be responsible for half of the repair cost \$45. Subsequent repairs will be charged the full \$90 fee to repair the iPad.

Damages deemed to be abuse by the tech department will be charged the full cost of the repair.

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 and bricks cost \$30.

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 the iPad. iPad has an oleophobic coating on the screen; simply wipe the 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, withdraw, 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 to connect the 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 non-academic 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:
 - a. Make determinations as to whether specific uses of the iPad and iTunes are consistent with its goals,

educational mission, policies and/or procedures;

b. Monitor and keep records of iPad, Internet, and iTunes use;

c. 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: a. Locker rooms

b. Bathrooms

c. Any private areas used for the purpose of changing clothes

d. 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 school work. 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; Sportsmans; Redolencia; and Big Apple Bagels. We are working to expand this list. If you know of others, feel free to email us at tech@lasd.net.

SECTION 14 Mandatory viewing of CD presentation/signing of AUP (parents) prior to distribution
The LASD administrative team worked with a community-based group that included local law enforcement officials as well as other community groups to create an informative presentation about the many pitfalls that have cropped up concerning children and the misuse of technology. Parents with children new to our district must view this CD presentation and sign the AUP form in order for the school to give their child an iPad for use during the school year. They will also need to sign a parent permission form indicating if it is acceptable for their child to bring the iPad home in the evenings/ weekends. Please call the OJMS Main Office to make arrangements to view the CD.

LIBRARY

The high school library will be closed this school year due to renovations. Students wishing to access library materials should make arrangements with one of their classroom teachers.

LOCKERS

Each student will be provided a locker upon request which is furnished for the convenience of the student. Lockers should be locked and combinations should not be shared with anyone. The school is not responsible for personal articles stolen from lockers. Report locker problems to the main office. Your locker combination will be changed upon your request. School personnel will not give your combination to any other student.

FOOD SERVICE INFORMATION

Ludington Area School has implemented the policy of feeding all children. Parents are responsible to pay for the meal if they have not sent a meal to school with their child and the child has not been approved for free meals or if the child charges ala carte items. Children **will** be allowed a meal regardless of account status. They will not be required to take an alternative meal nor will they be identified as not having money in their accounts. Children should feel safe and secure in the lunchroom, getting the nutrition that their bodies require. The only communication that the lunchroom servers will have with the students regarding their meal accounts, may be to say “low balance” when the students come through the line. The only other time they will communicate any balance information will be at the request of the child.

Ludington Area Schools uses the “offer vs. serve” menu option. Under the “offer vs. serve” provision, the following must be met for **lunch**:

1. All five food components must be offered to all students
 - a. Meat or meat alternate
 - b. Vegetable *AND/OR* Fruit: Must offer $\frac{3}{4}$ cup; student needs to take at least $\frac{1}{2}$ cup; may have both.
 - c. Bread or bread alternative: 51% whole grain equivalent; lower elementary students must take 1 oz. equivalent, middle school and high school students must take 1 oz. equivalent.
 - d. Milk: 1 cup

2. The serving size must equal the minimum quantities required.
3. Students may take 3, 4 or five items
4. Students have the option of which items to decline.
5. Students must have 1/2 cup of fruit or vegetable to qualify for meal reimbursement.

The following must be met for Breakfast for school year 2022-2023:

All students must be offered 4 items. They must take 3 items to qualify as a reimbursable meal.

- a. Fruit or Vegetable: Must offer 1 cup; student needs to take at least ½ cup
- b. 51 % whole grain: must take 2 oz. equivalent
- c. Milk: 1 cup

Smart Snacks: All food sold to students during the school day from midnight to 30 minutes after the school day ends must meet the smart snack regulation. The “Smart Snack” Calculator can be found at the Alliance for a Healthier Generation at <http://rdp.healthiergeneration.org/calc/calculator>.

For students with any food allergies and/or food intolerance there is a MEDICAL FORM available in the main office that needs to be filled out. It is the responsibility of the parent/guardian to complete this form and return it to the Food Service Director. A copy will be sent to the student’s school office.

Each student will be issued a student ID card and/or a Student ID number. The student will be responsible to know his/her student ID number. Key pads and scanners are located at the cash registers, and students will need to enter their ID numbers or scan their Student ID cards to pay for their meals. Students can pay cash or have money deposited into their account. Students who do not have money in their accounts or cash to pay for meals 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.

New Health/Wellness Website: Parents and students are welcome to log into mynutratek.com for wellness tips and to journal healthy habits.

Meal Account Payments: You may make one deposit for the entire family, regardless of the method used. If depositing a check or cash, specify on the envelope how the money is to be allocated. **SendMoneyToSchool.com** – This is the quickest method to add funds to an account. A credit or debit card is required. You will need your child’s ID#. Each time you make a deposit, there is a \$2.00 fee. You can make one deposit for all of your children at one time for one \$2.00 fee. You can also see what they have purchased. If you have deposited money through SendMoneyToSchool.com, you may transfer amounts between your students. SendMoneyToSchool.com is the only way to make a deposit with a credit or debit card. **AT SCHOOL - Do not give meal money to the teacher.** Please place the money in the envelope provided and fill in the requested information. Then place it in the locked box, or give to the secretary (Franklin School only). Boxes are emptied once daily. If funds are placed in boxes later in the day, they won’t be processed until the following day. **Central Business Office – 809 E. Tinkham Ave.** Check or cash can be brought in. It will be immediately applied to the account(s). **Lunch Rooms** – Cash or checks may be given to the cashiers in the lunchroom at the point of sale. We discourage this practice, as it slows down the line.

Remaining Meal Account Funds Carry Over: Positive balances will carry forward for active students from one year to the next. No action need be taken on the parent’s or student’s part.

Refund Request: A parent can request a refund at any time by contacting the Child Nutrition Secretary. A check will be sent through the US mail to the parent. The process may take up to two weeks. Students cannot get refunds from their accounts. They can only use the funds in the lunchroom. Funds cannot be taken from the meal account for other school activities.

Inactive Student: If a student is inactive in the district and money is left in the meal account, the money will be transferred to a sibling still active in the district. Unrequested monies under the amount of \$50.00 per family of inactive students with no siblings in the district, will be applied to accounts of students who have negative balances at the end of the year. Accounts in excess of \$50.00 will be handled following the State of Michigan Department of Treasury rules for unclaimed property. All account balances will be handled in accordance with the law.

Applications Applying for Free Meals: Parents are encouraged to submit an application for free/reduced meals. Applications are confidential and accepted any time during the school year. If students' meals are at full or reduced prices, and there is a reduction of income, a new application should be submitted. Approval is effective for the entire year, even if income increases.

Early Approval: If you receive a letter or an email after July 1 and prior to the start of the school year, listing **each** of your children as approved for free meals, please **do not fill out an application**. If any child is missing from the list, **call** the Child Nutrition Secretary. It is **not** necessary to submit an application.

Carry Over: If a child was in Ludington Area Schools the previous year, and received free or reduced meals, the free or reduced meals will carry over for the first few weeks of the new school year. When a new application is submitted, it may be denied due to a missing signature, incomplete information, higher income, changes in family size or some other reason.

How to Apply: – **PLEASE SUBMIT ONLY ONE APPLICATION PER FAMILY.** The fastest method of applying is online at LunchApp.com. Each child will be sent home with an application, but **ONLY ONE** per family needs to be turned in. Applications may be turned in at the child's school, or mailed or dropped off at Ludington Area Schools Central Business Office, 809 E Tinkham Ave., Ludington, MI 49431. Make sure to **SIGN** the application. All unsigned applications **MUST BE DENIED.**

Processing Time: Applications may take up to 10 school days for processing after receipt at the Central Business Office. In the meantime, parents are responsible for providing money or sending lunch with the student. Meals for a child on the reduced price meal plan can cost up to \$126 per year (breakfast and lunch). Meals for a child on the full price meal plan can cost up to \$630 per year (\$225 for breakfast, \$405 for lunch). Please plan accordingly. **NEW FAMILY** - If a family is new to the district, please mark the application with "NEW" at the top. Priority will be given to processing applications for new families to the district, as free/reduced meals will not carryover from their old school system. **ADDITIONAL CHILDREN** - If additional children come into the household, please notify the Child Nutrition Secretary to ensure they receive the proper meal benefits immediately. If you receive notification of benefits and a child is not listed, please call the Child Nutrition Secretary to get that child included in the benefits. **APPROVAL REVOCATION** - The only situations where approval would be revoked are as follows: **1.** Income verification was requested and not provided **2.** Income verification determines a greater income than stated on application, resulting in ineligibility **3.** Falsification of application **4.** Approval was made erroneously

Free or Reduced Meals: If a student received free or reduced meals last school year, he/she has up to 30 days to file a new application to qualify again for this year. Once the 30 days has expired, the 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. Students 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.

Meal Account Balances Monitoring: Parents are responsible for ensuring that there is money in their child(ren)'s accounts. They may check the balance at any time by going to SendMoneyToSchool.com or Parent Portal. An advantage to using the SendMoneyToSchool.com option, is that they are able to view what their child has purchased and the information updates routinely during the day. Parent Portal lunch account information only updates once a day.

Ala Carte: Students who have been approved for free meals **may** still incur charges. Milk, by itself is not free. If a student brings a lunch from home, but gets milk from the lunchroom, there will be a charge incurred. If a student has free lunch, but gets a second meal, or bottled water (for example) charges will be incurred. Please make sure that your student(s) have money available to cover these situations.

Low Balances: Parents need to monitor accounts to make sure that their child's balance is not getting low or negative. Email notifications will be sent daily when the balance drops below a three day lunch amount if an email address is in the meal system. If your child maintains a low balance in the account, and you don't want a daily email, bring it to 0, bring it above the three day lunch amount, or mark the account not to send an email. If there is not an email address in the system, you may receive a notification up to once a month, when your child gets below a week's lunch funds.

Negative Balances: If a child's account is in the negative, parents may get emails, letters, and phone calls from the Child Nutrition Secretary. A daily email may be sent to parents whose students have negative accounts. If the child ends the year with a negative balance, that balance may be transferred from the meal account to PowerSchool Fees, and may be required to be paid prior to the child receiving report cards or a diploma. Collection efforts may continue through the Central Business Office or the account could be turned over to a collection agency.

Year End Balance on Accounts: If a 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 a student is a senior with school age siblings, the balance will be transferred to the next oldest sibling. For seniors without school age siblings, a check will be mailed to the parents at the end of the school year.

Communication: All communication regarding lunch account balances, applications, incorrect charges, etc., should be done through the Child Nutrition Secretary at **fs@lasd.net or (231) 845-7303 extension 2846.**

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 nonprescription) taken during school hours must be taken in the office and under supervision of a member of the school staff. Therefore, all medications must be checked and held in the office. Medication cannot be kept in your locker, bag, or purse. To assist you with your medical needs, the school must have the following information:

1. The medication label attached to the medicine that includes the student's name, doctor, name of medication and dosage.
2. A signed form from the parent authorizing school personnel to give the medication to their child during school hours. This form is available in the main office.
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. (Board policy 5330)

OPEN/CLOSED CAMPUS

Students may leave the building during the lunch hours and are expected to return to their next class on time. Excused passes will not be written for those students returning late from lunch. The campus is closed between classes.

PARKING

All school parking lots may be used by authorized vehicles. Students must register their vehicle in the office and display the sticker in their front passenger window. Student spaces are outlined with yellow lines. The city now has jurisdiction over these parking lots and tickets will be issued for parking violations. Students parking in visitor or faculty spaces (white lines) will be ticketed or towed.

All seniors and juniors will be granted parking spaces. Parking stickers will be sold to these students on request. The parking sticker fee for 2021-2022 is \$12.00. Parking for sophomores will be based on availability. All students are permitted to park on Tinkham Avenue. This is public parking. Freshman students will not be allowed to purchase stickers for the school parking lots.

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 parent, without the written consent of the parent; 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.

SCHOOL CANCELLATION

School cancellations due to weather are generally made prior to 6 a.m. Please listen to local radio and television stations for information and/or sign up for Ludington Area Schools' announcements from Power Announcer. If you need to get signed up for Power Announcer, please call the high school office 845-3880.

SEARCH & SEIZURES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted without a search warrant.

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 only when a school official has reasonable cause 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 further action. (Board policy 5771)

STUDENT OWNED ELECTRONIC EQUIPMENT

Cell Phones

Cell phones may be used between classes, before and after school and at lunch in the lobby area or outside. Cell phones used in the classroom or in the hallway during class time will be confiscated and turned over to the Assistant Principal. After a cell phone violation occurs, a student must turn his/her cell phone in to the requesting staff member. Refusal to do so will result in a one-day suspension from school. Refusal to turn in the cell phone to an administrator will result in an additional 5-day suspension.

1st Violation- Turned in to Assistant Principal, student turns in phone next three days to AP to hold during school hours and is assigned a detention.

2nd Violation- Turned in to Assistant Principal, student turns in phone next five days to AP to hold during school hours and 3hr work program is assigned.

3rd Violation- Turned in to Assistant Principal, parent meeting, cell phone banned for 12 weeks and 6 hr work program assigned.

Electronic Equipment

I-Pods, MP3 players, and CD players may be used between classes, before and after school and at lunch in the lobby area or outside. These devices may be used in the classroom with teacher permission only.

Photography

The taking/distributing of photographs or videos on school property or during school related activities without the consent of the person(s) involved may result in disciplinary action.

TORNADO DRILLS

While it is very rare that tornado warnings are issued for the Mason County area, it is important that we prepare ourselves 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 teachers must go during a tornado warning. The signal for a tornado warning is an intermittent ringing of the school bells or by public address. Your teacher will direct you to the tornado safety areas, which are interior rooms and hallways.

VISITORS

School policy is to accept only those visitors who have legitimate business to attend (i.e. potential enrollee). Visitors and guests must register in the main office immediately upon entering the building. Parents are always welcome to visit. We do ask, however, that all parents register in the main office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher or counselor. Visitors entering during school hours must enter through the front doors using our secure video buzzer system.

WORK PERMITS

Regulations Governing the Employment of Minors in Michigan:

1. Minors under 18 may not be employed without work permits issued in the locality in which the minor resides.
2. Work permits may not be issued until...
 - a. There is an offer of employment, and
 - b. The occupation at which the minor is to be employed has been approved by the State Dept. of Labor and Industry.

3. The issuance of a work permit to an individual minor shall be within the discretion of the local issuing officer. The office may revoke any work permit if it is apparent that employment is resulting in inability on the part of the minor to properly perform his/her schoolwork.
4. A work permit is not needed to deliver papers, for housework, or farm work, when a student is employed by his parents or guardians, or when he is employed by a nonprofit camp.
5. Minors under 14 are not eligible for permits.
6. A work permit is issued to a specific individual for a specific job. It is not transferable. Each time a student changes jobs, he/she must secure a new permit.
7. Applications for permits are available in the counseling office

PART 3 - STUDENT ATTENDANCE POLICY

GENERAL PHILOSOPHY

The Ludington Board of Education believes that attending school is a full time job, and that regular and consistent attendance is necessary to earn credit in each course in which a student is enrolled. Presence in the classroom instills concepts of self-discipline and enables the student to hear and participate in class discussion, instruction and other related learning experiences.

Good attendance is very important for success in school. Research shows that time spent with a teacher has a direct impact on classroom learning. In conjunction with past practice and demands of future employers, it is critical that schools teach students the responsibility of work attendance and punctuality, the ability to work with and for others and the social skills necessary to be a good citizen.

The State of Michigan General School Law provides in Section 880.

1561 that: "... every parent, guardian or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

This attendance policy is based on a 1978 Attorney General opinion, which in part, stated: "Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values being on a student's academic achievement." OAG No541, p738 (Dec. 20, 1978).

SCHOOL POLICY

In order to ensure that Ludington High School students are in regular attendance (Board policy 5200), the school will adhere to the following attendance policy.

1. All absences are considered unverified until a parent phone call or note is returned to the attendance office for verification of the absence.
2. The direct phone line to report an absence is **231-845-3883**.
3. The 24-hour attendance office answering machine may also be used to report all absences.
 - a. A notation of the message will be put in the student's attendance file. The phone number is 845-7303 ext. 2084.
4. Students who will knowingly be absent for a school related trip, funeral, or religious observance, must notify their teachers in advance. Schoolwork may be made up for full credit.
5. Students are required to have a parent/guardian call in to the attendance office prior to the day they return from any absence. The attendance secretary will send out an AU/AV report each day indicating for which students we have received a call in.
 - a. Failure to have an adult call in will result in the student being required to go to the

- attendance office for verification of their absence. This will count as a tardy if not taken care of prior to the start of class.
6. Students who have an Age of Majority on file may handle all attendance related issues on their own. See Age of Majority section of a student handbook.
 7. Students may only miss 9 days per trimester. After the 5th absence in any class a letter will be sent home to explain the importance of attendance at school.
 8. Once a student reaches 10 absences in any trimester the student must successfully appeal for credit in order to receive a grade higher than a D-. **By law, school related, funeral and religious observance days do not count toward the 9-day limit.**
 9. It is the student's responsibility to know when they exceed the limit and to appeal for credit. At the end of each trimester, students are encouraged to ask teachers about the appeal process. Appeal for Credit forms may be picked up from and returned to the main office and/or the attendance office. Deadlines will be noted on the school calendar and on the daily announcements. The Appeal Board will review each case and determine if Appeal for Credit is approved or denied.
 10. Students who have skipped a class during the trimester in question will be held to the following expectations:
 - a. 1st offense - 3 hour work program
 - b. 2nd offense - 10 hour work program
 - c. 3rd offense - Student will not be allowed to appeal for credit in that course and will receive additional disciplinary consequences.
 11. It is the responsibility of the student, not the teacher, to see that missed work is made up and turned in by the time required.
 12. In case of an **extended** absence or illness, parents should arrange for homework assignments through the office. Parents are encouraged to contact the Assistant Principal for clarification of attendance policy options.
 13. Students are strongly encouraged to keep track of their attendance and white slips. This will be a great benefit if an appeal needs to be filed.
 14. An IEPC or Section 504 committee may waive or alter the attendance policy for those students who have special needs.
 15. When all else fails, individual attendance contracts may be written with parent approval.
 16. Suspension days do not count toward the 5-day limit. Work missed on suspension days may be made upon request of the parent(s), according to the individual teacher's requirements. In some cases it may be necessary for teachers to give alternative assignments for activities that cannot be recreated outside of class (i.e. group presentation). It is up to the teacher's discretion to establish criteria and deadlines for missed work.
 17. Participation courses such as physical education, industrial arts and science labs may have a make-up requirement as part of the appeal process.
 18. 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. Parents will be notified by letter at this point. Any meeting will be held with the parent, student, police liaison officer, principal and/or the school attendance specialist to sign an acknowledgement form. At the time of this meeting, the police liaison officer 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.
 19. Absences beyond fifteen (15) days may be turned over to the Mason County Prosecutor's Office and truancy charges 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.

SIGN OUT PROCEDURE

Because school personnel are responsible for you while you are at school students are required to sign out when they leave school before the normal dismissal time for an appointment, emergency, etc. The

procedure to follow is:

1. A note from home or a call from a parent **MUST** be received to approve a student leaving the campus. If necessary, school personnel will call home for verification.
2. The student will then sign out with the attendance office and sign back in if they return that day.

Failure to follow the above procedure results in:

- 1st Offense** - Warning / phone call home
- 2nd Offense** - Detention
- 3rd Offense** - 3 hour work program

TARDIES

Students are expected to be on time to classes and are taught being punctual is a value not only in school, but later in life. If a student is tardy because he/she was detained by a teacher for some reason, the student must bring an excuse from that teacher. Please note that a tardy to class of more than 10 minutes will be counted as an absence.

The following disciplinary action will be taken regarding tardiness to each class:

- 1st** tardy during a 12-week period: Verbal warning
- 2nd** tardy during a 12-week period: Verbal warning
- 3rd** tardy during a 12-week period: One lunch detention assigned by the attendance office.
- 4th** tardy during 12-week period: Two lunch detentions assigned by the attendance office, plus parent contact.
- 5th** tardy during 12-week period: Saturday school assigned by a principal, plus a mandatory meeting with parent.

Further Offenses will result in additional disciplinary action, usually a suspension.

If a student arrives late to the classroom, he/she may not avoid a tardy by leaving and requesting an absence. Students who purposely avoid a tardy by trying to take an absence will be penalized for both.

PART 4 - STUDENT RULES AND REGULATIONS

STUDENT CODE OF CONDUCT

These procedures are designed to be a deterrent to future misbehavior.

In accordance with the 2017 revisions to the School Code and Board Policy 5610, school administration will consider the following seven factors (referred to as “the seven factors” in following sections) in all disciplinary cases resulting in suspension or expulsion, excluding possession of firearms on school grounds:

1. The student’s age
2. Disciplinary history
3. Disability
4. Seriousness of the behavior
5. Whether the behavior posed a safety risk
6. Restorative practices
7. Whether a lesser intervention would address the behavior

Parent/Administrator/Teacher conferences may result in individualized disciplinary programs.

The degree of seriousness of the behavior, as well as its total effect will be used to determine the degree of punishment and whether or not the punishment needs to include expulsion. The discipline that is imposed may vary in type or length depending upon the seriousness of the behavior and how often the student must be disciplined for misbehavior. Gross misbehavior and persistent disobedience may result in expulsion.

Conduct which deliberately interferes with the educational process or violates accepted and ordinary

standards of conduct is also prohibited even though not specifically set forth below. Violating any school rule or performing any act which 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.

These regulations apply on school grounds and buildings at all times and also at any school sponsored event including “away” activities. Students on their usual trip to and from school are considered to be on school grounds.

Students penalized for violating transportation rules or athletics/co-curricular rules may also be subject to suspension and/or expulsion if the misconduct violates the Student Code of Conduct. It must also be noted that attempts toward completion of any act described in the list of offenses would constitute a violation and may be punishable as if the attempted act had been completed.

There are four levels of student consequences. In order of severity, these consequences are detention, work program, Suspension and Expulsion. In general, out-of-school suspensions will result from actions that are dangerous to one’s self or others, Saturday school will result from actions that are not. In either case, students are expected to make-up all work assigned during the suspension period and may not participate in co-curricular activities on days of suspension. Suspensions may be appealed

Ludington Area Schools **Anti-Violence Proclamation**

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

1. A verbal, written, or physical threat of violence against anyone
2. A physical assault made against any person and/or school property
3. 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:

- 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

“BULLYING” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be any gesture or written, verbal, graphic, cyber, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one or more students.
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the

school.

Bullying can be physical, verbal, psychological, cyber, or a combination of all four. Parents or legal guardians of the alleged victim(s) as well as of the alleged aggressor(s), shall be promptly notified of any complaint or allegation as well as the results of the investigation to the extent consistent with student confidentiality requirements. To see the full Anti-Bullying Policy (Board Policy 5517.01), please log on to the Ludington Schools website at www.lasd.net.

LAS guidelines will be followed by the Ludington Area Schools realizing that each student (dependent upon age) and each situation (dependent upon circumstances) will be different, therefore, different actions may be taken. However, no situation will be ignored and all situations will be investigated and assessed for an appropriate response.

CHEATING, PLAGIARISM, FORGERY AND FALSIFICATION

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

Any of the above acts could result in failure of the assignment/course.

1st offense - Teacher consequence, reported to office, parent phone call home

2nd offense - Saturday school, and call home

3rd offense - 3 day suspension

THEFT

Theft is the act of taking someone else's physical or intellectual property without their expressed permission. Disciplinary actions taken for theft may include suspension of up to 5 days and mandatory referral to the Police for theft of physical property.

FIGHTING

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.).

All Offenses - See LAS Anti-Violence Proclamation

SWEARING OR USING OFFENSIVE LANGUAGE, GESTURES, PICTURES, AND OR SHOWING DISRESPECT DIRECTLY TO OR WITH THE INTENTION OF BEING DIRECTED AT AN EMPLOYEE OR VOLUNTEER STAFF MEMBER.

To insult, dishonor, or in other ways verbally abuse any member of the school staff.

1st Offense - 3-day suspension

2nd Offense - 5-day suspension

Further Offenses - 9-day suspension and possible expulsion

SWEARING OR USING OFFENSIVE LANGUAGE AT OR WITHIN CONVERSATION WITH ANOTHER STUDENT, AND/OR THE USE OF RACIAL OR ETHNIC SLURS.

Care must be taken to observe the rights of others. Please choose your words carefully and think before you speak.

1st Offense - 1 to 3 hours of detention

2nd Offense - 3 hour work program

Further Offenses - Suspension

Language that is tantamount to bullying or taunting, either verbal or written, is also subject to these disciplinary steps. Offenses involving racial or ethnic language will be dealt with by suspension.

INSUBORDINATE AND DEFIANT BEHAVIOR

The school staff expects students to respond to reasonable requests. This includes, but is not limited to, identifying oneself when requested, being truthful to others and presenting authentic paperwork and phone calls for school use:

1st Offense - Up To 3 Days Suspension

Further Offenses - Up To 9 Days Suspension

MALICIOUS MISCHIEF AND PRANKS

Any action that causes a disruption of the educational process.

All offenses - Work Program, Suspension or Expulsion depending on severity.

Senior pranks, although usually intended to be harmless, often turn out to be just the opposite, and therefore, are prohibited. Students involved in senior pranks will not walk in graduation.

VANDALISM

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

All offenses - Minimum suspension, maximum expulsion and full restitution is required in all cases.

HAZING / INITIATION

All activities of this nature are prohibited, will result in suspension and will be a Policy 14 violation. Any type of initiation procedure for any school related activity, which involves conduct as but not limited to:

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

GANG RELATED ACTS OR GRAFFITI

May result in a 9-day suspension, mandatory referral to the police and possible expulsion. Restitution will be required.

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 vape, cigarette, cigar, or pipe in the hands or mouth ...exhaling vapor, smoke, use of snuff or chewing tobacco is strictly prohibited. This policy is in effect to a distance 1500 feet from school property.

Possession Only - Dealt with at discretion of Principal or Assistant Principal

1st Offense – 3 day suspension

2nd Offense – 5 day suspension

3rd Offense – 9 day suspension

4th Offense – 9 day suspension and recommendation for expulsion.

Possession or use of **electronic cigarettes** or similar devices is also considered a violation of the school's Drug Free School Zone and will be dealt with as follows:

Possession Only - up to 5 day suspension

Use - up to 9 day suspension

USE, POSSESSION, AND OR UNDER THE INFLUENCE OF ALCOHOL OR DRUGS, REAL OR LOOK-A-LIKE, UNREGISTERED LEGAL OR ILLEGAL,

All offenses - 9-day suspension and mandatory referral to the Police. This suspension may be reduced to not fewer than 5 days if the parents and the student agree to seek counseling from an agreed upon agency.

The parent and student must permit the school to gain information about student attendance at the counseling sessions. The student must continue to see the counselor until that counselor releases him.

SALE, TRANSFER, DELIVERY OF ALCOHOL OR DRUGS, REAL OR LOOK-A-LIKE, UNREGISTERED LEGAL OR ILLEGAL

1st Offense - Student may come before the Board of Education for expulsion proceedings and mandatory referral to local police.

POSSESSION OF DRUG RELATED PARAPHERNALIA

All Offenses - Confiscation of said items to be turned over to the school liaison officer, and assigned a 2-day suspension.

FAILURE TO ATTEND DETENTION

All Offenses - reassignment to a 3 hour Saturday School.

FAILURE TO COMPLETE SATURDAY SCHOOL

Students must complete their Saturday School in a timely manner. Students have one-month to complete the required documented hours. Failure to complete the Saturday school in the required time will result in suspension from school.

DUE PROCESS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Administration will consider the seven factors for all suspensions and expulsions other than those involving firearms.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will weigh the seven factors and make a decision whether or not to suspend. A suspended student and his/her parent will be notified, within one (1) day, of the reason for and the length of the suspension. 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. (Board Policy 5611)

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

When a student is being considered for a suspension of more than ten (10) days, administration will document their consideration of the seven factors.

When a student is suspended, he/she may makeup work missed. Any learning that cannot be made up such as labs, field trips, skill practices, or any learning that the student chooses not to make up may be reflected in the grades earned. The same 2 days per day missed guidance used for AV will apply to suspension time as well.

MISCONDUCT IN CLASS

When the teacher has exhausted all steps available according to his or her classroom discipline policy to solve a problem, administrative steps will be initiated.

At the first administrative referral, a letter shall be sent home or a phone call will be made to inform the parents. Either the parent or school staff may request a conference regarding the student's situation.

Discipline will be assigned, likely a detention or greater depending on level of severity.

The second administrative level discipline referral from the same class will result in increased disciplinary action, normally a 3 hour Saturday School, and a second parent contact.

The third administrative discipline referral from the same class may result in suspension or removal from the class.

Flagrant misconduct may result in removal and loss of credit on the first or second offense. Acts of theft from the school, destruction of school property, or vandalism may result in immediate removal from that class with a failing grade assigned.

WEAPONS

Students are prohibited from possessing a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, air guns, explosive devices or other devices designed to inflict serious bodily harm while in attendance at school or a school activity, or enroute to or from school on a school bus. Possession includes having these items in a car or person while inside the drug-free school zone, typically 1500' for school property. Students are also prohibited from possession of such look-a-like items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Students violating this Standard of Conduct should anticipate expulsion from school, per Public Act 211. Blades under 3 inches are subject to confiscation and will be turned over to the school liaison officer. Please be aware that failure to report the knowledge of dangerous weapons and threats of violence by students to the building principal may result in discipline up to and including expulsion from school. Administration will consider the seven factors in all resulting discipline except in cases regarding firearm possession. Please refer to the LAS Anti-Violence Proclamation for more information. (Board Policy 5772)

SEXUAL HARASSMENT

It is the policy of the Ludington Area Schools to foster a learning and working environment that is free from sexual harassment (Board Policy 5517). It shall be a violation of this policy for any employee of the Ludington Schools to harass a student or a fellow employee through conduct or communication of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students or staff through conduct or communication of a sexual nature as defined below.

Sexual harassment may include but is not limited to the following:

Verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

Violation of this Standard of Conduct shall cause the student to face one or more of the following disciplinary sanctions: Referral for prosecution; suspension from all non-classroom activities; suspension from school; and expulsion from school.

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 to the scope of the school's responsibility and, therefore, the school's authority

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.

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 and employees. The Ludington Board of Education has adopted policies which support the regulation of Title VI, Title IX and Section 504 of the Rehabilitation Act (1974).

Students who would like a copy of the grievance procedure or would like to make other inquiries should contact the Superintendent's office, at Ludington Area Schools, 809 E. Tinkham Ave Schools, Ludington, Michigan 49431, Telephone (231) 845-7303.

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 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) 845-3811
E-mail: 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.

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.