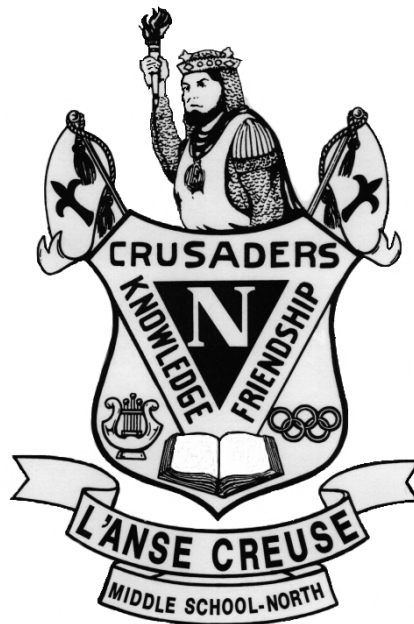


# L'Anse Creuse Public Schools

## Parent – Student Handbook



## Middle School-North *Home of the Crusaders*

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## MESSAGE FROM THE PRINCIPAL

There is an old saying that “imitation is the sincerest form of flattery.” There is also a poster popular with the teachers that states “If you’re not the lead dog the view never changes.” MS-N can feel very flattered and our school can appreciate a wonderfully open view of the next educational horizon because of the work of our students, staff and parents during the 2008-2009 school year.

Our parents in the fall conducted our annual Fundrun, a fundraiser that has been as popular for what is have avoided, namely selling often unwanted candy, as what it has provided, a generous source of funds that keeps many of our programs going, after traditional funds have been eliminated. Many buildings in our district have “followed our lead” and adopted this healthy alternative to student sales. We thank all parents for their generosity in these most difficult times and for making MS-N the “lead dog” in this effort to sustain programs and activities for our students.

Our students have been “flattered” for their efforts as well. There are fourteen MEAP test results reported to each Middle School in our district each year. This year one school ranked first in the number of students judged proficient in all tested areas. That’s right, it’s Middle School – North, and while we must still improve and the other schools are improving dramatically also, it is really special to be “the lead dog” on this measurement.

Also, our students have truly bought into our school-wide theme of “Making the World a Better Place”. While six schools (including MS-N) in our district earned the designation of Michigan Green School, only one has “made the world a better place” by visiting a landfill, seeing first hand the dangers of the enormous amounts of waste that are generated each day. MS-N also piloted a lunchroom recycling program that has been the model for many other buildings in our district. MS-N was “the lead dog” again.

Most importantly, our teachers have been “flattered” by designing an Academic Support Program that has been copied in some form or another by the three other middle schools in our district. This program has given many students the opportunity to get extra help in classes in which they are struggling, and has permitted students to avoid failing classes at the middle school level. As was recently reported in the Research Review of the National Association of Secondary School Principals, “Helping grade 8 students achieve better academic performance . . . provide[s] more benefits than any other intervention undertaken in high school” in achieving post-secondary success. Our teachers’ Academic Support Program is a wonderful step in this direction, and another step ahead of the rest.

- John Da Via, Principal

## MISSION STATEMENT

The Mission of L’Anse Creuse Middle School – North is to work cooperatively with parents and the community to provide a quality education where each student will grow intellectually, physically, and socially, in a safe, positive environment.

## VISION STATEMENT

The staff of L’Anse Creuse Middle School – North sees as its purpose to nurture and cultivate the innate curiosity, creativity, and abilities of our students, and, along with parents and our community, to set our students on the path to lifelong learning. We believe that our students must learn to work successfully on their own as well as cooperatively as members of a team.

### MASCOT

Crusader

### COLORS

Black and Gold

<b>Topic</b>	<b>Page</b>	<b>Topic</b>	<b>Page</b>
Academic Support Time	6	Leave of Absence	12
Agendas	5	Lockers	8
Alternative Address Busing Form	19	Loitering After School	18
Assembly Behavior	18	Lost and Found	22
Attendance Policy	11	Lunch and Breakfast Programs	8
Badge System	19	Making Up School Work	11
Bathroom Behavior	18	Mandatory Suspension/Expulsion	15
Book Deposits and Fines	8	Mascot	2
Building Security	19	Media Center Policies	12
Bullying	15	Medication	20
Bus Rules	18	Mission Statement	2
Cafeteria Behavior	17	National Junior Honor Society	7
Celebration of Excellence	7	Non-Discrimination and Complaint Procedure	23
Change of Address/Phone/E-mail	12	Non-School Sponsored Student Clubs and Organizations	25
Class Time Schedule	4	Non-School Sponsored Student Publications	26
Classroom Expectations & Behavior	15	Parent Involvement	21
Clubs	9	Parent Roundtable	20
Code of Conduct	14	Parent Review of Curriculum & Instructional Materials	23
Colors	2	Parent – Teacher Conferences	7
Communication via E-mail	20	Parent Volunteers	21
Counselors	14	Pesticide Management	21
Curriculum	5	Picking Up Students During Day	12
Detention	18	Posting of Signs	22
Dress Code	16	Principal's Message	2
Drop-off/Pick-up of Students	20	Protection of Pupil Rights Notice	25
Electronic & Personal Audio Devices	16	Purses	18
Enrollment	5	Respect & Responsibility Code	16
Field Trips	8	Riding Another Bus	19
Fire, Disaster, and Lockdown Drills	19	School Dances/Socials	10
Food Allergies	9	Severe Weather	21
Fundraising	22	Sexual Harassment	15
Grading and Marking Policy	5	Smoking	15
Grade Point Averaging	6	Special Education	14
Grade Reporting	6	Staff E-mails and Voice Mails	26
Gum	16	Student & Family Rights to Records	24
Hallway Behavior	17	Student Retention and Failure	7
Homework	6	Student Sales	22
Honor Roll	7	Student Visitors	22
Hours	4	Suspension	18
Identification Cards	8	Table of Contents	3
Illness/Accidents	11	Tardiness	11
Immunizations	12	Testing	7
Infectious Communicable Diseases	11	Technology Acceptable Use Policy	13
Insurance	20	Title IX	10
Interscholastic Athletic Eligibility	10	Transfer	12
Interscholastic Athletics	10	Vision Statement	2
LCPS-TV	21	Visitation of Classrooms by Parents	22

**Middle School-North  
HOURS**

**Office Hours**.....7:30 AM – 4:00 PM

**School Hours**

(Monday, Tuesday, Thursday and Friday).....8:00 AM – 3:05 PM

(Wednesdays).....8:00 AM – 2:05 PM

# Class Schedule

**L'ANSE CREUSE MIDDLE SCHOOL - NORTH  
2009-2010**

**Monday-Tuesday-Thursday-Friday**

1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour	4 <sup>th</sup> Hour	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour	Academic Support
8:00 - 9:00	9:05 - 10:00	10:05 - 11:00	11:05 - 12:30	12:35 - 1:30	1:35 - 2:30	2:35 - 3:05

7<sup>th</sup> gr. Lunch: 11:05 - 11:30    6<sup>th</sup> gr. Lunch: 11:35 - 12:00    8<sup>th</sup> gr. Lunch: 12:05 - 12:30.

**Wednesday**

1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour	4 <sup>th</sup> Hour	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour
8:00 - 8:55	9:00 - 9:50	9:55 - 10:45	10:50 - 12:15	12:20 - 1:10	1:15 - 2:05

7<sup>th</sup> gr. Lunch: 10:50 - 11:15    6<sup>th</sup> gr. Lunch: 11:20 - 11:45    8<sup>th</sup> gr. Lunch: 11:50 - 12:15

**Half Day**

1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour	4 <sup>th</sup> Hour	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour
8:00 - 8:30	8:35 - 9:05	9:10 - 9:40	9:45 - 10:15	10:20 - 10:50	10:55 - 11:20

**Half Day Block**

1 <sup>st</sup> /4 <sup>th</sup> Hour	2 <sup>nd</sup> /5 <sup>th</sup> Hour	3 <sup>rd</sup> /6 <sup>th</sup> Hour
8:00 - 9:05	9:10 - 10:15	10:20 - 11:20

**ENROLLMENT**

In order to enroll a student in the L'Anse Creuse Public School District, a parent/guardian must provide:

- Two (2) proofs of residency
- Original birth certificate or an alternative document such as a baptismal record.
- Immunization records meeting Michigan Department of Health requirements
- \$40 book deposit
- If possible, a copy of the child's latest report card
- If the child is a special education student, a copy of their last IEP or Section 504 plan is requested.

### **STUDENT AGENDA**

All students are required to use the Student Agenda. This tool helps students with organization and time management and also fosters communication with parents. In order to be successful, it will be necessary for everyone to do his/her part. The agenda also serves as a student's hall pass.

1. Teachers are responsible for providing the opportunity for students to record their assignments in their Agendas.
2. Students are responsible for having their Agenda in all classes every day. They will record assignments to be done at home that night, long term projects, and up-coming tests and quizzes. Some teachers will also have them record the work that is done in class that day. The Agenda should be taken home each day.
3. Parents are responsible for reviewing the Agenda each night with their child to see if homework is complete and neatly done.

There is no initial cost to the student for the Agenda. Lost Agendas can be replaced in the counseling office at the cost of five dollars (\$5.00).

### **CURRICULUM**

#### **REQUIRED COURSES**

1. Mathematics (Year)
2. Social Studies (Year)
3. Science (Year)
4. English (Year)
5. Physical Education/Health (Semester)

#### **EXPLORATORY COURSES**

- 2-D Art
- 3-D Art
- Computers
- Technology Education
- Physical Education / Health
- Drama
- Band
- Choir
- Exploring Music

### **STUDENT GRADING AND MARKING POLICY**

Classes are evaluated within an A, B, C, D, or F grading scale, with plus or minus divisions of these grades applied also. In special circumstances, a grade of "I" will be given to indicate that information was incomplete at the time the grade was awarded. Quite often this is done when a student is ill for an extended period of time.

6th grade exploratory classes may be marked "credit" or "no-credit"; however, the teacher may exercise the option to apply a letter grade to either an individual or an entire class.

## **ACADEMIC SUPPORT TIME**

In an effort to enhance student success and help reduce or eliminate student failure, L'Anse Creuse Middle Schools have adjusted their time schedules to create an "Academic Support" extension of sixth hour. Five minutes was deducted from each hour four days a week (Monday-Tuesday-Thursday-Friday) to provide students with an additional thirty minutes at the end of the day for support during their last class. During this time students have one of three (3) options available to them;

1. They may work to complete any homework from any class.
2. They may silently read from a book of their choice. English classes at Middle School-North require students to read 40 minutes a day and record their progress.
3. They may visit another of their teacher in a class in which they may be struggling or have a question regarding an assignment. Teachers may also request a student they perceive as struggling during this time. Students needing to visit a teacher other than their last hour teacher will need a pass to leave their scheduled Academic Support Class.

A teacher-supervised computer lab is also available to students who need more time to complete a project or assignment.

## **GRADE POINT AVERAGING**

Grade point averages are computed on the following basis:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67

The cumulative score for each student is divided by the number of graded classes.

## **HOMEWORK**

Homework assignments provide opportunities for students to:

- Prepare for, practice, reinforce and extend skills learned in the classroom
- Use as a study tool for tests and quizzes
- Accept responsibility
- Develop good study habits and problem-solving skills
- Learn time management skills in planning and meeting deadlines
- Use resources outside of school
- Share information with parents about what has been learned

For homework to impact student learning, feedback is important. Feedback may be provided by the students themselves, their classmates or their teacher. Not all homework is assigned for the purpose of receiving a formal grade. The type and the amount of homework assigned may look different by grade level, subject area and individual student needs.

"Get in the homework habit". Homework is a valuable part of your instructional program and is the bridge between school and home. ***You can expect that you will have homework every night.***

## **GRADE REPORTING**

- Report cards are issued two times each semester (approximately every 10 weeks).
- Progress reports will be issued 5 weeks prior to each report card.
- Parents should feel free to contact the school and arrange individual conferences when necessary.

## **TESTING**

All students are tested according to State guidelines through the Michigan Education Assessment Program. Students are also administered the Scholastic Reading Inventory biannually, to measure and track their reading comprehension growth. If you have questions, please contact your **child's** counselor.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held 2 evenings and an afternoon in the fall and one evening and an afternoon in the spring.

## **HONOR ROLL**

The honor roll is computed and published every ten weeks and is based on all classes in which a letter grade is given. The student must attain a 3.00 (B average) to qualify for the honor roll each ten weeks.

## **CELEBRATION OF EXCELLENCE**

The Celebration of Excellence is designed to recognize the outstanding academic performance of the middle school students in L'Anse Creuse. Each spring, the top students in each grade, with a 3.7 GPA or higher, each marking period are honored at a "Celebration of Excellence" dessert banquet. We look forward to celebrating the academic achievements of our outstanding middle school scholars.

## **NATIONAL JUNIOR HONOR SOCIETY**

The L'Anse Creuse Middle School - North Honor Society is a service organization composed of students chosen from the school's seventh and eighth grade honor roll. It is a chapter of the National Junior Honor Society (NJHS).

Students are eligible for membership consideration during the second semester of their seventh grade year. Eighth grade students, who did not qualify in their seventh grade year, will be re-evaluated after the first semester of their eighth grade year. If they qualify at that time, they are asked to join early in the second semester. All members of the NJHS are evaluated in five areas: scholarship, leadership, citizenship, character, and service. Evaluations of new and old members occur at the end of each marking period. The advisor, with the consultation of the faculty, determines the final membership. Minimal requirements for consideration are a 3.4 grade point average each quarter and a good citizenship ranking with no "often" or "consistently" disrespectful or irresponsible "Respect and Responsibility" comments during any quarter, and no other negative comments on report cards or progress reports. New members are inducted into the Society at a banquet each spring.

Members can be removed from the NJHS if they fall below the standards by which the member was selected, violate school rules or the law, or fail to meet one or more of the established obligations of membership. If they do not maintain a 3.4 GPA or a good school citizenship ranking, the member will first be placed on probation and secondly, at the next occurrence, be removed from the NJHS. Violation of school rules or the law or failure to maintain the other three areas of the NJHS can result in prompt removal determined by the severity of the offense. A student removed from the NJHS can appeal this decision within 10 days of dismissal, by a written, dated letter to the principal. A committee made up of the principal, the NJHS advisor, and a teaching staff member will hear the appeal within 10 school days after receiving the letter. Their decision shall be final.

## **STUDENT RETENTION OR FAILURE**

The District is committed to education for all students based on individual abilities and interests. Unfortunately, some students fail to achieve at an acceptable academic level and as a result, must face failure and/or retention. A grade of F is considered unacceptable. Teachers are required to communicate with the parents of any student who is performing at an unacceptable level. In addition, formal written notice of unacceptable student achievement will be provided to the parent by the school administration. Parents will be given notice of possible retention six weeks prior to the end of school. It is our hope that the student will make academic improvements in that time. The final decision as to student retention or promotion will be made by the building administrator at the end of the final marking

period. Parents are urged to stay in close communication with their child's teacher in the event that a failure notice is received.

### **FIELD TRIPS**

The term "field trip" applies to school sponsored activities conducted before, during or after regular classroom hours. The term includes trips associated with non-athletic extracurricular activities as well as academic school work. Field trips are an integral part of the educational program and shall support the teacher in meeting curriculum standards. The principal may approve field trips subject to availability of budgeted funds and the requirements of Board of Education Policy 7490.

### **BOOK DEPOSIT & FINES**

The L'Anse Creuse Public Schools Board of Education has approved a student book deposit for all secondary students. A deposit of \$40.00 will be required of each new student prior to the issuance of the textbooks. Fines will be assessed against the \$40.00 deposit at the end of each year for textbook damage beyond ordinary wear and tear. The cost of a lost textbook will be assessed against your **child's** account as soon as we are notified that the textbook has been lost. A new textbook will be issued to complete the class.

### **STUDENT ID CARDS**

All middle school students are supplied with ID cards that should be carried daily. Student ID cards are used for identification on busses and to check out books in the media center. The student ID number is also used to record food/drink purchases and to debit cafeteria accounts. Students who lose their card will be charged a fee for replacement.

### **LOCKERS**

Each student will be assigned a locker and is responsible for the condition of the locker. The school is not responsible for lost or stolen items.

- It is the student's responsibility to keep his/her locker locked.
- Know your combination and keep it to yourself.
- Immediate disciplinary action will be taken against anyone caught opening another student's locker.
- Do not jam the lock or set the lock so that turning the last number will open it.
- Lockers should be clean and orderly at all times.
- Do not kick the lockers.
- Do not share lockers or locker combinations with friends.
- No stickers or tape. Please use magnets to adhere pictures, etc.

For the safety of our students, all backpacks and outerwear must remain in lockers during the school day.

The locker is the property of the school, not the student. The school maintains the right to search student lockers at any time. A student has no expectation of privacy in the locker or its locker contents.

### **LUNCH & BREAKFAST PROGRAM**

Breakfast is offered to middle school students daily, beginning at 7:45 am. Students bussed to school should report to the cafeteria immediately after departing the busses. They will purchase a breakfast and eat in the cafeteria, prior to the start of class. At 7:55 AM, students will be instructed to take unfinished breakfast to class.

The middle school student lunch program is designed to offer students greater variety and larger portions than are available in the elementary programs. The hot lunch provides one third (1/3) of the student's daily caloric and nutritional requirements.

Under the National School Lunch Program, free and reduced priced breakfasts and lunches are available

for children whose families are eligible under the published criteria. Applications are available at the school office.

Detailed information regarding the middle school lunch program can be accessed on our district web-site ([www.lc-ps.org](http://www.lc-ps.org) Departments / Food & Nutrition).

There you will find detailed information about the services offered by F&N Services. Information includes:

- Meal prices
- Menus
- Information on paying for meals ([www.lunchdeposit.com](http://www.lunchdeposit.com) )
- Information on applying for Free or Reduced-price meals ([www.lunchapp.com](http://www.lunchapp.com))

### **FOOD ALLERGIES**

The L'Anse Creuse School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. Accordingly, the Supervisor for Food and Nutrition Services will work closely with parent(s)/guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the District's food and nutrition services programs, and in accordance with APA regulations

Parents should notify the school of their child's allergies.

- Provide written medical documentation, instructions, and medication as directed by a physician. Include a photo of the child on written form.
- Work with the school to develop a plan to accommodate the child's needs to include time in the classroom, transportation, and cafeteria, as well as an emergency action plan.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  1. Safe and unsafe foods
  2. Strategies for avoidance of exposure to unsafe foods
  3. Symptoms of allergic reactions
  4. How and when to tell an adult they may be having an allergy-related problem
  5. How to read food labels (if age appropriate)

The school will:

- See to it that every adult employed by the district who interacts with the student on a regular basis understands food allergies, can recognize common symptoms, and knows what to do in an emergency. Upon notification, teachers will eliminate food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives.
- Always be prepared to handle a reaction and ensure that a staff member is available who can administer medications during the school day regardless of time or location.
- Work with the administrator in charge of transportation to see that school bus driver training includes symptoms awareness and what to do if a reaction occurs.

### **CLUBS**

Active school-sponsored clubs are open to all students in grades 6, 7 and 8. Clubs may include:

- Yearbook
- Science Olympiad
- Student Council
- Honor Society (gr. 7 & 8)
- Ski Club
- Art Club

- Chess Club
- Going Green Club
- Running Club
- Dance Team (Community Education)
- Drama (Community Education)

### **INTERSCHOLASTIC ATHLETICS**

These competitive sports are open to 7th and 8th graders. Most teams practice daily during the seasons and include contests with other schools. While more emphasis is placed on the building of skills, participation of each student during games is stressed. Participants in interscholastic athletics **MUST** successfully pass a physical examination by a physician, physician's assistant, or nurse practitioner prior to participating.

- Boys' Football
- Girls' Basketball
- Boys' Basketball
- Girls' Volleyball
- Track

### **INTERSCHOLASTIC ATHLETIC ELIGIBILITY REQUIREMENTS**

Students representing our middle schools in interscholastic sport and team activities are required to maintain high academic and citizenship standards. These standards should be evident both on the venue of athletic competition and daily throughout the school day/year.

The L'Anse Creuse Public Schools strive to develop and maintain comprehensive athletic programs that seek the greatest development possible of the participants within the framework of the total district educational program. The goal is to promote physical, mental, and social growth through athletics in an effort to instill positive attributes that will remain with student-athletes throughout their lifetimes. To meet those standards, the middle schools of L'Anse Creuse Public Schools have instituted an eligibility plan. Student-athletes are expected to maintain the established academic and citizenship standards. Participating students will receive a copy of the Interscholastic Athletic Eligibility Requirements. These will also be posted. Students are expected to maintain acceptable 'grade' and 'citizenship' levels throughout their sport season. Failure to do so may result in loss of playing time or removal from a team.

**IMPORTANT:** All students intending to try out for a sports team **MUST** have a physical completed and on file prior to the first practice or try-out.

### **TITLE IX**

It is the policy of L'Anse Creuse Public Schools to comply with all Title IX requirements.

### **SCHOOL DANCES/SOCIALS**

School dances are held after school to provide students an opportunity to socialize with their peers and as a reward for positive student behavior. There are a variety of activities for students to involve themselves in: DJ, games, basketball, etc. All school rules are enforced. Parents are encouraged to volunteer to chaperone these events. Activity busses are available to take students home at the end of the dance.

### **STUDENT ATTENDANCE POLICY**

Regular school attendance is important to a successful education. Students need to attend class daily to benefit fully from the instructional programs. For this reason it is extremely important that students, with the support of their parents, strive to be in school daily and on time for all classes.

MICHIGAN STATE LAW requires that all students between the age of 6 and 16 attend school on a continuous and consecutive basis. The courts define continuous and consecutive as in class, on time,

every day unless excused for medical reasons acceptable to the school. The Macomb County Juvenile Attendance Office considers 10 absences a year to be excessive.

If a student will be absent from school, the parent / guardian is asked to please call the counseling office (ext. 1115) before 9:00 AM (calls from the student are not acceptable). **The attendance phone number is 586-493-5260, press 5.** If a phone call is not possible, the student should present a note explaining the absence on the day of their return to school. We prefer, for the safety of our students, however, that parents utilize the telephone call-in procedure. The counseling office will attempt to call the parent / guardian if the school has not been notified of a student's absence.

### **TARDINESS**

Students are expected to be at school on time and in each class on time. When students are tardy, they are missing important instruction and activities in the classroom. It is very disruptive to the class when a student comes in late. The teacher must stop what he/she is doing and explain the day's activities to the tardy student, mark him or her tardy, etc. The rest of the class suffers from the disruption to their education. Being on time is a social skill that will transfer to their future work life. You can assist the school by reinforcing and modeling this important responsibility with your child.

All tardies to school are considered unexcused unless accompanied by a note from a doctor (i.e. medical dental appointment). The parent / guardian must come to the counseling office and sign the student in if late. The child will then receive a pass for entry in to class.

Class tardiness is defined as not being in the room when the class begins. Students should always go to the teacher who is expecting them to get permission if they need to be out of the classroom when the class begins. If students do not do this, their tardiness will be unexcused. If another teacher causes a student to be late, it is important to get a pass noted on the student agenda from that teacher to explain the tardiness to the teacher of the class you are entering.

### **MAKING UP SCHOOL WORK**

If students are absent 3 or more consecutive days, the school will make homework available for them, upon request. A 24-hour notice is needed to collect a student's homework.

1. Upon returning to school, a student is responsible for contacting the teacher for make-up work and assignments.
2. The classroom teacher should clearly define or designate a reasonable time limit to make up work or accept assignments (i.e. 3 days to make up 3 days absent).
3. Substitute assignments may be designated by the teacher in place of other specific assignments.

### **STUDENT ILLNESS AND/OR ACCIDENTS**

When students become ill during the school day, we make every attempt possible to locate the parent and request that they take the student home. We do not have the facilities or training required to handle the vast range of student illnesses and/or injuries, which may occur. Because of this, it is essential that each parent fill out emergency information as completely as possible. In an extreme emergency, which requires hospital treatment, we call 911 for ambulance service and transport the student to a hospital.

### **INFECTIOUS COMMUNICABLE DISEASES**

While mumps, chicken pox and other childhood diseases don't concern most of us as much as they once did, they can be very serious to some of our students who have little or no resistance to them. If your son or daughter comes down with such a disease, please call us as soon as possible. We, in turn, will contact the parents of any students with special needs.

A second cause for concern lies in our ability to deal with some of the nuisance conditions, such as scabies or head lice. Both need to be dealt with in a speedy and efficient manner. Here, too, we can be of assistance, but you must let us know as soon as possible. Students must be segregated from the school population and should be kept home if they contract these conditions.

## **IMMUNIZATIONS**

The Public Health Laws and School Code of the State of Michigan require that all students be immunized for Polio, D.P.T., Measles, Rubella, and Mumps, Chicken Pox, and Hepatitis B. Unfortunately, we must exclude any student from attending school if he or she does not comply with these requirements. The Macomb County Health Department, 43525 Elizabeth Road, Mt. Clemens, MI 48043, phone number (586) 469-5235 or [www.macombcounty.gov/publichealth](http://www.macombcounty.gov/publichealth) can answer any questions you may have regarding immunization requirements or procedures, or you can contact our school office.

## **TRANSFER**

Students transferring to another school must report the move to the office before the last day in school. A checkout sheet will be given to the student, which must be signed by each of his/her teachers and returned to the office. School records will be mailed to the new school upon written request from the school.

## **LEAVE OF ABSENCE**

If parents find it necessary to take students out of school for an extended period of time, a "Request for Leave of Absence" form should be picked up in the Counseling Office, properly completed by parents and teachers, and returned to the Counseling Office at least two days before the leave is to begin.

## **PICKING STUDENTS UP DURING THE SCHOOL DAY**

Students may be released to their parents' custody during the school day. Parents must sign the student out on the release list located in the counseling office. Only those people listed on the emergency information list will be allowed to sign a student out. **Parents/guardians must show picture identification when picking up a student.** If the parent needs to add or delete a responsible adult from the emergency information list, please contact the counseling office

## **CHANGE OF ADDRESS / PHONE # / E-MAIL**

Inform the office if you have a change of address, phone number or e-mail address. Current information is necessary for mailings and in the event of an emergency.

## **MEDIA CENTER POLICIES**

The Media Center contains books, periodicals, and technology resources. Regular books are circulated for two weeks. A media specialist or media clerk is available to assist students in locating and using these resources for research and recreational activities. Late, damaged and lost media center materials are the financial responsibility of the student who has checked them out.

- **ACCESS:** All students enrolled in their home school have access to media center resources.
- **CONDUCT STANDARDS:** Students are to adhere to the L'Anse Creuse Code of Conduct. Students using the media center are expected to be respectful of others, respectful of school property, and be responsible, independent workers.
- **MATERIAL CHECKOUT:** Students need their student identification card to check out materials. Students are allowed to have up to two items.
- **OVERDUE MATERIALS:** Students are responsible for materials they check out from the media center. If materials are overdue, students will not be allowed to check out additional items until the overdue items have been returned. There are no charges for overdue materials. In the event of damaged or lost materials students will be charged replacement cost. If lost items are returned, money will be refunded.
- **COMPUTER ACCESS:** Students have access to the electronic card catalog, WorldBook Encyclopedia Online, and Lexile.com. Students who need to use other computer programs will use their individual login. Students are expected to follow the L'Anse Creuse Technology Acceptable Use Policy at all times.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

L'Anse Creuse Public Schools encourages and strongly promotes the use of technology among students and staff. Individuals, who use district technology, must have proper authorization and adhere to district policies. Additionally, all use of technology must support and be consistent with the district's stated goals. Individuals who do not follow the user responsibilities below may be subject to disciplinary action including the loss of technology privileges. Access to District Technology is a privilege, not a right and entails responsibility.

All students are required to sign a Technology Acceptable Use Policy. The User agrees to:

1. Respect the privacy of other users. For example, users shall not intentionally seek information; obtain copies; modify files, data, or passwords belonging to other individuals; represent themselves as another user, or attempt to gain unauthorized access to files, programs or network services.
2. Follow copyright law, patent law and licensing agreements for software programs, video and other data. This includes, but is not limited to plagiarizing text, copying photographs, and downloading material.
3. Preserve the integrity of computers and network systems. For example, individuals shall not intentionally develop, distribute, or implement programs that harass other users, infiltrate a computer or computing system and damage, or alter software, a computer, or a computing system.
4. Report any misuse of the network to an administrator. Misuse comes in many forms. It is commonly viewed as any message or file sent or received that indicates or suggests pornography, violence, unethical or illegal solicitation, racism, bullying, sexism or inappropriate language.
5. Refrain from creating, sending, disclosing, or accessing inappropriate materials. This includes all files, pornographic material, viruses, or files dangerous to the integrity of the network. The district may review information such as e-mail, and all files, without the user's permission.
6. Maintain the integrity of the electronic mail (e-mail) system. Individuals are responsible for all mail sent or received under their user account. An individual who receives material that may be objectionable should immediately report it to an administrator. In addition, the content of any e-mail is neither private nor confidential and may be reviewed by district personnel at any time.
7. To use District Technology only for educationally relevant purposes and/or appropriate professional activities. This includes all software, hardware, data files, and the Internet.
8. Respect physical and data security. Users shall not share identification codes and passwords and will follow suggested guidelines for passwords. Users shall show appropriate care for all hardware and technology. Users shall not circumvent security procedures put in place by the district such as antivirus updates, security patches, and content filtering
9. Comply with Board and state document retention policy.

L'Anse Creuse Public Schools, through a designated representative(s), reserves the right to access, read, and delete any information accessed or stored on the network or District Technology.

L'Anse Creuse Public Schools is not responsible for any damages incurred, including, but not limited to, loss of data, delays, non-deliveries, mis-deliveries, interruptions caused by the network, and User errors or omissions.

Individuals who do not adhere to the Technology Use Policy are subject to disciplinary action including loss of computer/network access. Disciplinary action will be based upon L'Anse Creuse Public Schools' Board of Education policy.

## **MIDDLE SCHOOL COUNSELORS**

The Middle School Guidance and Counseling Program is based on the assumption that middle school is really a bridge between elementary and secondary school. It's a transitional stage in which the students are undergoing physical, emotional, social and psychological development. With this in mind, the guidance and counseling staff have a program, which we feel, will meet the needs of the middle school student.

Students are initially assigned to a counselor, but any student may request to see any counselor to discuss a special problem. Appointments are to be made by the students before school or during the class break. Students may sign-up for an appointment in the counseling office.

All discussions between counselors and students are private and are released only with the permission of the student unless the situation involves the harming of that student or another person. Please do not hesitate to use your child's counselors since they are there for the benefit of student and parent alike.

The major responsibility of the counselor is to provide each individual student with guidance in a total education program. Specifically, counselors offer the following:

1. Individual and group counseling.
2. Parent conferences initiated at the request of parent, teachers, counselors, administrators or special services.
3. Conducting case conferences with the Special Education staff or other professional community organization members.
4. Individual schedule changes, which could enhance the student's educational process.
5. Coordination of Career Education into the school curriculum.
6. Coordinate administration of assessment tests for sixth, seventh and eighth grade students.
7. Provide orientation for incoming students.

## **SPECIAL EDUCATION**

We offer a full continuum of program/services designed to meet the needs of eligible students. These options range from full inclusion to a basic special education classroom. While emphasis is placed on educating all students in integrated settings to the maximum extent appropriate, placement decisions must be based on individual needs and desired outcomes, and must be rooted in the Individualized Educational Program Team (IEPT process). Parent involvement is an integral part of programming. There are also opportunities for qualified students under Section 504.

## **CODE OF CONDUCT**

School discipline policies at L'Anse Creuse Middle Schools are designed to protect the learning environment and help keep our schools safe for students and staff.

Discipline policies and sanctions are listed in the L'Anse Creuse Public Schools Student Code of Conduct. Consequences for fighting, stealing, cheating, smoking, alcohol/drug possession and other misbehaviors are explained in the Code and are also addressed with students at the start of each school year. A copy of the L'Anse Creuse Code of Conduct is mailed home to each parent in the fall. Copies are also available in the school office.

## **CLASSROOM EXPECTATIONS AND BEHAVIOR**

Within the framework of every classroom activity, a certain atmosphere for learning must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of rules and fair enforcement. Students are expected and will be reminded to show respect for and consideration of the rights, privileges, feelings and needs of themselves and others. Rules for acceptable behavior within the individual classroom will be clearly defined for the students by the individual teacher. We have the following expectations for every student:

- Follow school and classroom rules.

- Come to class prepared. (pencil, agenda, textbook, homework, silent reading book)
- Respect the rights of other people and property.
- Cooperate.
- Arrive to school and class on time.
- Use appropriate language.
- Store all electronic equipment , including but not limited to cell phones, IPODs, MP3 players, games, in school lockers during the school day.

### **BULLYING**

Bullying is a form of harassment and is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” (L’Anse Creuse Student Code of Conduct Section 1.1.2.) Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited and subject to provisions of the Student Code of Conduct. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

### **MANDATORY SUSPENSION OR EXPULSION OF STUDENTS**

L’Anse Creuse Public Schools has a mandatory suspension/expulsion policy for:

- Student possession/use of tobacco, alcohol, drugs,
- Physical or verbal assault
- Bomb threats

Violation of this policy may result in a mandatory suspension/expulsion from school and involvement of police authorities. Please refer to Section 4 of the L’Anse Creuse Student Code of Conduct and Michigan Compiled Laws (MCL) Section 380.1311.

### **SMOKING**

Student smoking and carrying of tobacco in any of its forms is prohibited on school property, in school buildings and on school buses. This includes students in transit to and from school and students participating in any school function regardless of hour or place. Violation of this policy will result in a student being disciplined according to the Student Code of Conduct and may include a citation/fine from the local law enforcement agency. Parents will be notified.

### **SEXUAL HARASSMENT**

Not only is sexual harassment unlawful under both State and Federal law, but it is contrary to the commitment of L’Anse Creuse Public Schools to provide a safe and effective learning environment. District policy prohibits sexual harassment of students, employees and volunteers. The district will not tolerate sexually harassing behavior.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal, non-verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature.

Students, who feel they have been sexually harassed, should immediately report the incident to an administrator or counselor. Violators will be subject to penalties of the Student Code of Conduct.

### **MS – N’s RESPECT AND RESPONSIBILITY CODE**

Being a respectful and responsible citizen plays a large part in becoming a contributing member to our society. To help to maintain those attributes, MS-N students receive a comment for Respect and one for Responsibility from every class each card marking. These comments are as follows;

RESPECT	RESPONSIBILITY
Consistently Respectful	Consistently Responsible
Often Respectful	Often Responsible
At Times Respectful	At Times Responsible
Often Disrespectful	Often Irresponsible
Consistently Disrespectful	Consistently Irresponsible

Any seventh or eighth grade student who receives “Often or Consistently” Respectful and Responsible comments for the first three quarters from each class without any office referrals or bus violations will receive a Citizenship Award at our end-of- year Awards Assembly. Our sixth graders receive the award based on the second and third quarters only. This gives sixth graders an opportunity to become familiar with the rules during the first quarter.

Any student who receives two (2) or more “Often” or “Consistently” Disrespectful comments in one quarter is placed on Probation for the next quarter. During this next quarter, students who improve to one or none of these negative comments will end their probation successfully. Unfortunately, students who fail to reduce the number of disrespectful comments to one or zero during this quarter are not allowed to attend any after-school activities until they have reduced the number of disrespectful comments to one or zero during a subsequent quarter.

### **ELECTRONIC AND PERSONAL AUDIO DEVICES**

Electronic and personal audio devices are often disruptive to the learning process and thus are not permitted during the school day. Students must store electronic equipment (cell phones, IPODs, MP3 players, pagers, games or similar items) in school lockers during the school day. They may not be stored in purses or pockets. Cell phones should be shut off before placing them in the locker. Violation will result in the confiscation of the item and notification of the parent who will be asked to pick up the item at school.

### **GUM**

Gum chewing policies may vary between classrooms at the discretion of the teacher. If students chew gum, they are asked to dispose of it properly in a waste basket.

### **DRESS CODE**

It is extremely important to create an environment that is both age-appropriate for a middle school and conducive to the task of learning. **For this reason, we ask parents to please monitor the attire their children wear to school each day.** All clothing must ensure that the student retains acceptable modesty. Any student dressing in a way that creates a distraction to the learning environment, a safety hazard, or a health hazard will not be admitted to class. Students in violation of the dress code will be sent to the office and the student’s home will be contacted. If the student cannot correct the dress code violation, the student is sent home. Repeated violations may result in the student being suspended from school.

Students will be sent home for inappropriate apparel.

The following are some examples of clothing that will not be allowed:

- Spaghetti strap / thin strap tops
- Tank tops
- Tops that expose any area of the midriff. If the top cannot be tucked in, it should not be worn to school.
- See-through blouses and beach apparel
- Pajama bottoms

- Hats or bandanas, worn for other than dictates of a religion
- Sagging pants
- Shorts or skirts shorter than mid-thigh as measured from the student's inseam
- Inappropriately low-cut or skin-tight tops
- Chains hanging from pants
- Shirts with logos or messages (including but not limited to logos containing alcohol or tobacco references) that distract from the learning environment
- Makeup and hair styles that distract from the learning environment

### **CAFETERIA BEHAVIOR**

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in a home. Some simple rules of courteous behavior which will make the lunch period pleasant and relaxed are:

- Be seated upon entering the cafeteria and wait until your table is called.
- Do not take someone else's seat.
- Wait your turn in line (do not cut) and keep hands and feet to yourself.
- Keep hands off other people's lunch, drink, and other possession.
- Make only positive comments. No name-calling, put-downs, mean teasing, swearing, starting rumors, or purposely excluding/isolating others.
- Talk at an appropriate level (no screaming or making loud noises).
- Immediately stop talking and listen if an announcement is being made.
- Remain seated. We will roll the trash barrels to you so your table can dispose of trash.
- Tables and floor must be clean before dismissal.
- Recycle bottles, cans, and baskets in the appropriate containers.
- NO FOOD OR DRINK IS TO BE TAKEN FROM THE CAFETERIA.

### **HALLWAY BEHAVIOR**

- Keep hands and feet to your self. Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects.
- Use quiet voices only.
- Make only positive comments. No name-calling, put-downs, mean teasing, swearing, or starting rumors.
- Stay to the right.
- Walk only.
- Do not jump down the stairs or slide on banisters.
- Carry materials in a controlled manner.
- Do not physically display affection.
- Our elevator is only to be used by students who have an injury or disability that prevents them from using the stairs.

### **BATHROOM BEHAVIOR**

- Flush toilet and wash and dry hands before leaving the bathroom.
- Put only toilet paper in the toilet; put used paper towels in the waste basket.
- Keep walls and floors clean.
- Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking or throwing objects.

### **ASSEMBLY BEHAVIOR**

- Students are to sit in their assigned areas.
- Students are to remain attentive and refrain from disrupting others.

- Students who are disruptive or cause disturbances during assemblies will be removed from the assembly and further disciplinary action will be reviewed.
- At the conclusion of any assembly, students are to remain seated until dismissed.

### **DETENTION**

Detention is the assignment of an additional period before or after the regular school day or during their lunch hour. Failure to serve the detention can result in suspension.

### **SUSPENSION**

Some school rule violations are of the severity that they result in student suspensions, per the L'Anse Creuse Student Code of Conduct. Students shall be afforded due process, which includes

1. Notice of rules
2. Notice of misconduct
3. Opportunity to respond
4. Informal investigation for the purpose of obtaining all information pertinent to a fair decision
5. Decision made by administrator, based on offense.
6. Right of appeal

Suspended students may not participate in or attend extracurricular activities and may not be on any L'Anse Creuse School District property during the time period of that suspension.

### **PURSES**

Many middle school girls carry purses to school. It is important that they keep their purses locked in their locker or in their possession at all times. Leaving the purse on the back of a chair or on top of a table in the classroom or cafeteria, leaves them vulnerable to theft of the purse or its contents. In the event that a mislaid purse is taken, the L'Anse Creuse Public Schools is responsible for neither the purse nor its contents.

### **LOITERING AFTER SCHOOL**

Students are not to be in the building after 3:15 PM unless they are with a teacher/staff member sponsored activity. Please have rides here on time. Students are expected to report promptly to the after-school activity, where they will be supervised until picked up by a responsible individual. Students, who are participating in after-school activities, must make arrangements in advance for transportation home. Students are not allowed to be in the building unsupervised. **STUDENTS NOT ATTENDING AFTER-SCHOOL ACTIVITIES ARE EXPECTED TO EXIT THE BUILDING AT DISMISSAL.**

### **BUS RULES FOR MIDDLE SCHOOL STUDENTS**

Many students will ride a bus to school. Riding a bus is a privilege and may be taken away from students if their behavior is any way endangers the safety of others on the bus.

Each student must have his or her student ID when boarding the bus. A violation will occur if a student fails to present their bus pass to the driver. Students are expected to enter and exit the bus in an orderly fashion. The driver of the school bus is in complete charge of the students riding that bus and students are expected to respect and follow the directions of the driver. Each student will receive a copy of the Bus Rules for Middle School Students. All students are required to become familiar and to comply with these rules. Any violation of these rules may result in appropriate discipline, including but not limited to the suspension of transportation privileges for a period of time, as determined by the appropriate building administrator in accordance with the L'Anse Creuse Public Schools' Student Code of Conduct. For the safety of the students and driver, security cameras have been installed on all busses.

### **ALTERNATE ADDRESS BUSING FORMS**

Alternate Address Busing Forms are available online at [www.lc-ps.org](http://www.lc-ps.org), (Departments / Transportation). If you know you will need bus service to or from a location other than your child's home address, please submit a new form to the Transportation Department.

### **RIDING ANOTHER BUS**

Students, who wish to ride home with another student, must have a note from their parent. This note must state the name of the student, the name of the student whose bus they will be riding, the date, and contain a parent signature. Students should take this note to the office for approval. The note must then be presented to the bus driver upon boarding.

### **BUILDING SECURITY**

The building will open at 7:00 AM for students who are dropped off early for parent convenience, but will not be supervised until 7:45 am. Students who cannot behave independently should not arrive until 7:50 am. Parents of any child who violates any provisions of the L'Anse Creuse Code of Conduct from 7 am until 7:50 am will be advised by an administrator that the child is not to arrive at school until 7:50, when bussed students enter. Students arriving before 7:50 am are to assemble in one of the following three areas: the front lobby, the cafeteria, or the foyer at the front stairway.

From 8 am until 3:05 pm, the only open entrance to the building is the attendance/counseling office entrance.

Visitors to the building must sign in and obtain a visitor's pass from the counseling office. Our staff will routinely supervise hallways, classrooms and restrooms during the school day. Students must walk home, take the bus or be picked up by 3:15 PM. Students remaining for after-school activities will be supervised by the activity sponsor until picked up by a responsible individual.

A security check will be done on all parent volunteers. Twice a year we will conduct lockdown drills, in the event of an intruder or other emergency.

For the safety of our students, all backpacks and outerwear must remain in student lockers during the school day.

### **BADGE SYSTEM FOR VISITORS, VOLUNTEERS, GUEST TEACHERS AND STAFF**

For security purposes, the district requires all visitors, volunteers, guest teachers and staff to wear an identification badge while in any school building. All persons entering a school building are requested to immediately report to the attendance/counseling office to obtain a visitor identification badge.

### **FIRE, DISASTER & LOCKDOWN WARNINGS**

Fire, disaster and lockdown drills, at regular intervals, are required by law and are an important safety precaution. Evacuation information and School Safety Procedures are posted in each classroom. It is essential that when the first signal is given, everyone obeys promptly. Students are not permitted to talk during any drills and they are to remain at their assigned station until the signal is given to resume normal activity.

Disaster Warning: Announced over P.A./continuous ringing of bell

Fire Warning: Signal from FIRE HORN

All Clear Signal: Announcement over the PA or intermittent ringing of school bell

### **DROP OFF AND PICK UP OF STUDENTS**

Middle School-North has designated our Northeast parking lot, closest to Fairchild Road, and nearest Rooms 106, 123 and our mini-lab, for dropping off students in the morning and picking them up after school. The front parking lot is for bus traffic from 7:40 to 8:05 am and again from 2:45 until 3:10 pm. Please avoid this front lot for dropping off and picking up children at these times if possible.

## **MEDICATION**

If it becomes necessary for a student to take any type of medication at school, a form signed by the parent or guardian must be presented to the school office by the parent along with the medication in its original container. All medication will be kept in and dispensed through the counseling office. Students are not to carry medication, other than inhalers and epi-pens, at any time. Students needing to carry prescribed inhalers and/or epi-pens must have written approval from the student's physician and parent(s)/guardian(s) on record at our attendance/counseling office. A student who is in possession of an inhaler and/or epi-pen under the above conditions shall have each of his/her teachers notified of this by the building administrator.

## **INSURANCE HELP / COMMUNITY ASSISTANCE**

In these tough economic times, many families are facing or have experienced the loss of jobs, health care, and other necessary supports. Our District website has a list of agencies to contact if you or someone you know is feeling the effects of this economic crisis. Log on to [www.lc-ps.org](http://www.lc-ps.org), click on Parents/Guardians, then click on Community Help. Some of the resources available:

- Student Insurance Assistance: Information on low-cost health care coverage for uninsured families, information on free health care coverage for pregnant women, babies and children under age 19.
- MI Child
- Healthy Kids
- Student Accident Insurance Program
- Dental assistance
- Food assistance
- Eye glasses assistance
- Heat and Warmth Fund
- Prescription assistance

## **MIDDLE SCHOOL PARENT GROUP**

The partnership between parent and educator is both critical and essential if children are to succeed in school. Each L'Anse Creuse middle school has a parent group which works with the building administrators and staff to improve programs. **Join MS-N parents at our Parent Roundtable. We meet once every month, at 7 pm in the MS-N Gertrude Apt Media Center. Check our website for dates.**

Parents are encouraged to be actively involved in school. Superintendent's Parent Advisory, fundraisers, Crusader Day, Metropolitan Beach Friendship Day, and chaperones for socials and field trips are just a few of the opportunities to become involved.

## **SCHOOL COMMUNICATION VIA E-MAIL**

Please provide us with your e-mail address (home or work). We will use technology to communicate with you daily. Every morning, we will e-mail you the daily student announcements and any message from the Principal or Superintendent. This is a great way to stay on top of what is happening at school. Don't forget to inform us if your e-mail address changes.

## **LCPS-TV "EYE ON EDUCATION"**

Cable TV productions for the L'Anse Creuse Public Schools' Community

The purpose of the L'Anse Creuse Public Schools LCPS-TV is to serve as an informational, communication tool regarding the school, curriculum, activities, programs and general information of interest to parents, students and the community.

Currently we broadcast on:

- WOW (Wide Open West)
  - Channel 15

- 7 days a week, 24 hours a day
- **Within the LCPS viewing community**
- Comcast
  - Channel 5
  - Every Tuesday at 2 pm & Saturday at 9 am
  - **Within the Macomb Township viewing community**

### **PARENT INVOLVEMENT**

L'Anse Creuse Public Schools strongly encourages and welcomes the involvement of parents in their child's education. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Parents are encouraged to stay in contact with teachers, attend Lancer Day, Curriculum Night and parent-teacher conferences. Parents should also check their child's Agenda each night, discuss what was learned in school that day and assure that homework is completed.

### **PARENT VOLUNTEERS**

Parents who voluntarily contribute their time and talents to the improvement and enrichment of the schools are considered valuable assets. We have many volunteer opportunities throughout the school year. All school volunteers work under the direction of the school staff and provide supportive services to them. Persons interested in volunteering time or services to the school should contact our office for a list of volunteer possibilities. For the safety of our students, a criminal history check will be made through the Michigan State Police on all volunteers working with students.

### **SEVERE WEATHER SCHOOL CLOSING**

In case of severe weather (snow, low temperatures, ice) the official announcement for school closings may be heard over the local radio (WWJ News Radio 950 AM and all localTV stations. You may also call the school district information line (586)493-LCPS (5277) or access the district website ([www.lcps.org](http://www.lcps.org)).

### **PESTICIDE MANAGEMENT PROCEDURES**

It is the policy of the school district to implement Integrated Pest Management procedures to control structural and landscape pests and minimize potential exposure of children, faculty, and staff to pesticides. The district will employ non-chemical methods first, as a means of pest prevention. The application of chemical control procedures will be used only "as needed" to correct verified pest problems. Only products that are the least hazardous and most effective for the control of targeted pests will be used.

### **POSTING OF SIGNS**

Routine news and information concerning school events and programs may be posted with the approval of the administrator of the school or program concerned. All other news releases, signs, notices, prepared for public dissemination on school grounds by employees, students, parents, or community members must have the approval of the Superintendent prior to release. Exceptions shall be writings of athletic events, recreation, or community education activities, and school social events that relate only to Middle School - North.

### **FUNDRAISING**

Our school and student groups may from time-to-time solicit funds for the benefit of our school program. Participation is voluntary. Door-to-door sales are prohibited by district policy. We truly appreciate the support our community gives us in our fund-raising efforts.

## **STUDENT SALES**

Students may not sell any items at school unless they are for a school-sponsored fundraiser. Door-to-door sales are prohibited by district policy.

## **LOST AND FOUND**

Textbooks and personal articles (ex: purses, glasses, jewelry) found in the building should be taken to the main office. Lost clothing should be placed in the Lost and Found bin located **in our cafeteria**. If students lose personal articles or clothing, they should check these areas.

## **STUDENT VISITORS**

From time to time we receive requests for students to bring friends or relatives to school for the day. Because of the disrupting influence, all requests for visitors, other than parents, to accompany students to their class will not be approved.

## **VISITATION OF CLASSROOMS BY PARENTS (Board Policy 9410)**

The Board of Education recognizes the central role parents play in the education of their children, and supports active parents involvement in the educational process. Parents are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents are also encouraged to come to planned conference evenings, school open houses, and visitation days.

Parents may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parents are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time.

The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The Board adopted the following regulations for parent visitations:

1. All parent visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parents desiring to visit a classroom shall make a request in writing to the Principal as soon as possible but no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parents in a timely manner.
3. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
4. Parents in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
5. Except on special open house or visitation days arranged by the Superintendent, no more than 2 visitors shall be permitted in a classroom on any given day.
6. To protect the privacy of other students, the parents of a student are limited to 2 classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
7. Visitation shall not be allowed during tests or other student examination/evaluation.
8. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parents are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wishes to discuss their child's educational progress.
9. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parents.

10. Parents who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

### **PARENTAL REVIEW OF CURRICULUM AND INSTRUCTIONAL MATERIALS**

The L'Anse Creuse Public Schools middle school curriculum is based on the Grade Level Content Expectations (GLCE's) developed by the Michigan Department of Education. Parents can review the GLCE's by going to [www.michigan.gov/mde](http://www.michigan.gov/mde) and clicking on Curriculum & Instruction on the left. You can also find valuable information if you click on Parents & Family. Parents are permitted to review and inspect all instructional materials used by the District in evaluating, surveying, or analyzing students in furtherance of an instructional program. Instructional materials shall include teacher's manuals, media, tapes, or other supplementary materials. Please contact the building Principal if you wish to review instructional materials or discuss curriculum.

### **NON-DISCRIMINATION AND COMPLAINT PROCEDURE**

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans With Disabilities Act of 1990; The Persons with Disabilities Civil Rights Act; and The Elliott-Larsen Civil Rights Act.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability, discrimination involving educational services, programs and activities. The Assistant Superintendent for Personnel is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Assistant Superintendent for Personnel is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability should be directed to: The Director for Special Education, L'Anse Creuse Public Schools, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, (586) 783-6500.

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parents(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to: Assistant Superintendent for Personnel, L'Anse Creuse Public Schools, 36727 Jefferson Ave., Harrison Township, MI 48045, (586) 783-6300.

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to: Vice-President of the Board of Education, L'Anse Creuse Public Schools, 36727 Jefferson Avenue, Harrison Township, MI 48405, (586) 783-6300.

All other inquiries related to discrimination should be directed to: Superintendent of L'Anse Creuse Public Schools, 36727 Jefferson Avenue, Harrison Township, MI 48405, (586) 783-6300.

### **STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect the student's education records within 45 school days of the day the district receives a request for access (more at <http://www.lc-ps.org/Administration/LegalNotices/>)
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy (more at <http://www.lc-ps.org/Administration/LegalNotices/>)

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent
4. The right to be informed that, pursuant to federal law and state mandate, records of student discipline are considered to be a part of the "student record" and the district is required to transfer those records pertaining to suspension or expulsion to any school in which the student has enrolled within 30 days of the date of the request from the other school
5. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The right to know that, upon request, the district discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by state or federal law.
6. The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

### **Directory Information**

7. The right to prohibit the release of directory information concerning the parent(s)/guardian(s)' child. Throughout the school year, the district may release directory information regarding students, limited to:
  - Name, picture, grade level, academic awards, degrees and honors, information in relation to school sponsored activities, organizations and athletics, and major field of study.
8. The right to prohibit the release of directory information concerning the parent(s)/ guardian(s)' child to Armed Forces recruiting personnel. Student information to be released to the Armed Forces is to include: name, address, and telephone number.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
Washington, D.C. 20202-4605

For the complete Board policy, log on to:  
<http://www.lc-ps.org/Administration/ LegalNotices/>

## **PROTECTION OF PUPIL RIGHTS (PPRA) NOTICE, CONSENT AND OPT-OUT INFORMATION**

The Protection of Pupil Rights Amendment (PPRA) requires L'Anse Creuse Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

L'Anse Creuse Public Schools has not been informed of dates or timelines for surveys, health screenings or other PPRA activities for the school year. When a specific activity is scheduled, you will:

- Receive notice and an opportunity to opt a student out,
- Inspect, upon request, and before administration or use

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **NON-SCHOOL-SPONSORED STUDENT CLUBS AND ORGANIZATIONS (From Board Policy 8720)**

Student initiated, non-curricular related groups shall be permitted to conduct voluntary meetings on high school premises only before or after the school day, provided the meetings do not materially and substantially interfere with the orderly conduct of the educational activities of the school or violate Board policy or state or federal law. Such meetings shall be open to all students without regard to race, creed, color, sex, handicap, religion, or national origin.

Students seeking to establish a voluntary, non-curriculum related student group shall first seek approval of the building Principal. Should the Principal not approve the student group, the students may submit a written request to the Superintendent within ten days of the notice of denial for a review of the Principal's decision. Should the Superintendent deny permission, the Superintendent's decision may be appealed to the Board of Education. The Board's decision shall be final.

## **NON-SCHOOL-SPONSORED STUDENT PUBLICATIONS (Board Policy 8730)**

Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student editors and writers of non-school-sponsored student publications must observe the same legal responsibilities as those imposed upon conventional

newspapers and communication media. Thus, no student shall distribute in any school any student publication that:

- Is obscene as to minors according to current legal definitions,
- Is libelous according to current legal definitions, or
- Creates a material or substantial disruption of the normal school activity or appropriate discipline in the operation of the school.

Student publications that are not libelous, disruptive or obscene, may be distributed on school property during school hours in areas designated by the building Principal. Distribution that substantially interferes with the normal flow of traffic within the school corridors and entranceways, which is coercive of any other person's right to accept or reject any publication or which causes substantial material interference with "normal school activities", shall not be permitted.

### **STAFF VOICE MAIL EXTENSIONS AND E-MAIL ADDRESSES**

<b>NAME</b>	<b>CONFERENCE HOUR</b>	<b>VOICE MAIL</b>	<b>E-Mail Address</b>	<b>NAME</b>	<b>CONFERENCE HOUR</b>	<b>VOICE MAIL</b>	<b>E-Mail Address</b>
Mr. Da Via, Principal	N/A	1110	<a href="mailto:Daviajo@lc-ps.org">Davajao@lc-ps.org</a>	Mr. Kuhn	2 <sup>nd</sup> hour	2454	<a href="mailto:Kuhnge@lc-ps.org">Kuhnge@lc-ps.org</a>
Ms. Nutting, Secretary to the Principal	N/A	1110	<a href="mailto:Nuttina@lc-ps.org">Nuttina@lc-ps.org</a>	Ms. Langkam	N/A	1116	<a href="mailto:Langkde@lc-ps.org">Langkde@lc-ps.org</a>
Mr. Brown, Associate Principal	N/A	1111	<a href="mailto:Brown3m@lc-ps.org">Brown3m@lc-ps.org</a>	Mr. Lanivich	4 <sup>th</sup> hour	2442	<a href="mailto:Laniver@lc-ps.org">Laniver@lc-ps.org</a>
Ms. Florence, Secretary to Associate Principal		1111	<a href="mailto:Florebr@lc-ps.org">Florebr@lc-ps.org</a>	Ms. Lewis	3 <sup>rd</sup> hour	2415	<a href="mailto:Lewisjo@lc-ps.org">Lewisjo@lc-ps.org</a>
Ms. Verkest, Counseling		1115		Mr. Majors	3 <sup>rd</sup> hour	2412	<a href="mailto:Majorgr@lc-ps.org">Majorgr@lc-ps.org</a>
Mr. Battaglia	6 <sup>th</sup> hour	2429	<a href="mailto:Battani@lc-ps.org">Battani@lc-ps.org</a>	Ms. Mallon	6 <sup>th</sup> hour	2424	<a href="mailto:Malloli@lc-ps.org">Malloli@lc-ps.org</a>
Ms. Bond	2 <sup>nd</sup> hour	2438	<a href="mailto:Bondte@lc-ps.org">Bondte@lc-ps.org</a>	Ms. Martin	1 <sup>st</sup> hour	2435	<a href="mailto:Martini@lc-ps.org">Martini@lc-ps.org</a>
Ms. Bratkowski	6 <sup>th</sup> hour	2402	<a href="mailto:Bratksh@lc-ps.org">Bratksh@lc-ps.org</a>	Mr. Mason	1 <sup>st</sup> hour	2413	<a href="mailto:Masonda@lc-ps.org">Masonda@lc-ps.org</a>
Ms. Bury	2 <sup>nd</sup> hour	2697	<a href="mailto:Buryki@lc-ps.org">Buryki@lc-ps.org</a>	Ms. Mason	N/A	2418	<a href="mailto:Masondi@lc-ps.org">Masondi@lc-ps.org</a>
Mr. Clark	N/A	2434	<a href="mailto:Clarkjo@lc-ps.org">Clarkjo@lc-ps.org</a>	Ms. McGee	5 <sup>th</sup> hour	2421	<a href="mailto:Mcgeeka@lc-ps.org">Mcgeeka@lc-ps.org</a>
Ms. Collins-Carmichael	N/A	2406	<a href="mailto:Collili@lc-ps.org">Collili@lc-ps.org</a>	Ms. Meyer	5 <sup>th</sup> hour	2416	<a href="mailto:Meyekar@lc-ps.org">Meyekar@lc-ps.org</a>
Mr. Comerford	1 <sup>st</sup> hour	2017	<a href="mailto:Comerju@lc-ps.org">Comerju@lc-ps.org</a>	Ms. Moucha	4 <sup>th</sup> hour	2693	<a href="mailto:Mouchsa@lc-ps.org">Mouchsa@lc-ps.org</a>
Ms. Detrick	4 <sup>th</sup> hour	2691	<a href="mailto:Detrist@lc-ps.org">Detrist@lc-ps.org</a>	Ms. Nyenhuis	1st hour	2441	<a href="mailto:Nyenhki@lc-ps.org">Nyenhki@lc-ps.org</a>
Ms. Dharte	4th hour	2699	<a href="mailto:Dhartvi@lc-ps.org">Dhartvi@lc-ps.org</a>	Ms. Orlando	N/A	1117	<a href="mailto:Orlanke@lc-ps.org">Orlanke@lc-ps.org</a>
Ms. Duffield	2 <sup>nd</sup> hour	2431	<a href="mailto:Duffije@lc-ps.org">Duffije@lc-ps.org</a>	Ms. Poyhonen	N/A	1131	<a href="mailto:Poyhlo@lc-ps.org">Poyhlo@lc-ps.org</a>
Ms. Furnas	3 <sup>rd</sup> hour	2405	<a href="mailto:Furnash@lc-ps.org">Furnash@lc-ps.org</a>	Ms. Pritchett	N/A		<a href="mailto:Pritcca@lc-ps.org">Pritcca@lc-ps.org</a>
Ms. Goslin	5 <sup>th</sup> hour	2419	<a href="mailto:Goslica@lc-ps.org">Goslica@lc-ps.org</a>	Ms. Quick	N/A.	1119	<a href="mailto:Quickke@lc-ps.org">Quickke@lc-ps.org</a>
Ms. Herhuth	3 <sup>rd</sup> hour	2410	<a href="mailto:Herhuli@lc-ps.org">Herhuli@lc-ps.org</a>	Mr. Robinson	3 <sup>rd</sup> hour	2690	<a href="mailto:Robinjo@lc-ps.org">Robinjo@lc-ps.org</a>
Ms. Himmel	5 <sup>th</sup> hour	2428	<a href="mailto:Himmeil@lc-ps.org">Himmeil@lc-ps.org</a>	Mr. Shira	2 <sup>nd</sup> hour	2425	<a href="mailto:Shirape@lc-ps.org">Shirape@lc-ps.org</a>
Ms. Hilton	N/A	1130	<a href="mailto:Hiltoka@lc-ps.org">Hiltoka@lc-ps.org</a>	Ms. Siegle	N/A		<a href="mailto:Sieglel@lc-ps.org">Sieglel@lc-ps.org</a>
Ms. Kessler	5 <sup>th</sup> hour	2696	<a href="mailto:Kesslda@lc-ps.org">Kesslda@lc-ps.org</a>	Ms. Turnbell	4 <sup>th</sup> hour	2426	<a href="mailto:Turnbna@lc-ps.org">Turnbna@lc-ps.org</a>
Ms. Kimball	6 <sup>th</sup> hour	2401	<a href="mailto:Kimbame@lc-ps.org">Kimbame@lc-ps.org</a>	Mr. Weiand	6 <sup>th</sup>	2404	<a href="mailto:Weianke@lc-ps.org">Weianke@lc-ps.org</a>
				Ms. Williams	1 <sup>st</sup> hour	2436	<a href="mailto:Willich@lc-ps.org">Willich@lc-ps.org</a>