

L'Anse Creuse Public Schools

Middle School - Central

Parent – Student Handbook



Middle School - Central

Home of the Lancers

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**L'Anse Creuse Middle School - Central
National Blue Ribbon School
Michigan Green School**

MESSAGE FROM THE PRINCIPAL

L'Anse Creuse Middle School-Central is a school full of pride. Students achieve and excel at high levels and are regularly recognized for their outstanding accomplishments.

Middle School-Central has committed, dedicated and well-educated teachers, who collaborate regularly on curriculum, instruction and student learning. They provide a developmentally appropriate, rich academic environment that assists students in meeting rigorous academic standards. High expectations for all students are coupled with developing lifelong, self-directed learners. As a school, we create an environment that accepts and respects the diversity of all learners.

The L'Anse Creuse Middle School-Central program is designed to ensure our students have the skills and knowledge necessary to achieve success in an ever-changing society. All stakeholders in our school are inspired daily by our vision for excellence. We highly encourage parent involvement, since the partnership between parent and educator is both critical and essential if children are to succeed in school. We are proud of our school!

Andrea Glynn, Principal

MISSION STATEMENT

To empower student learning and create successful citizens who will meet the challenges of today and tomorrow..

VISION STATEMENT

Middle School-Central is committed to inspiring learning and creating successful and responsible citizens.

MASCOT

Lancer

COLORS

Blue and White

NOTICE OF NONDISCRIMINATION. It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.

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L'Anse Creuse Public Schools
Middle School - X

HOURS

Office Hours..... 7:00 a.m.– 3:30 p.m.

Daily School Hours..... 8:00 a.m. – 3:00 p.m.

Half Day School Hours..... 8:00 a.m. – 11:15 a.m.

Daily Class Schedule

Full Day Schedule					
Hour	Time		Grade 6	Grade 7/8	Grade 7/8
1	8:00 – 9:05 AM				
2	9:10 – 10:10 AM				
3	10:15 – 11:15 AM				
4	11:20 AM – 12:50 PM		Lunch 11:20 – 11:45 AM	Class 11:20 – 11:45 AM	Class 11:20 – 12:15 PM
			Class 11:50 – 12:50 PM	Lunch 11:50 – 12:15 PM	
				Class 12:25 – 12:50 PM	Lunch 12:25 – 12:50 PM
5	12:55 – 1:55 PM				
6	2:00 – 3:00 PM				

Lunch
A: 11:20 – 11:45 (6 th Grade)
B: 11:50 – 12:15 (7 th /8 th Grade)
C: 12:25 – 12:50 (7 th /8 th Grade)

Half Day Schedule (All Hours)	
Hour	Time
1	8:00 – 8:35 AM
2	8:40 – 9:10 AM
3	9:15 – 9:45 AM
4	9:50 – 10:15 AM
5	10:20 – 10:45 AM
6	10:50 – 11:15 AM

Due to changes, an updated class schedule can be found on MS-C website.

Due to changes, Voicemail/E-mail will be available at www.lc-ps.org or from the office.

ENROLLMENT

Please bring the following information with you at the time of your registration/appointment. Schools will make copies as needed.

- Original, Certified Birth Certificate
- Immunization records
- Name and address of former school
- Divorce/Custody papers (if applicable)
- Parent identification (Driver's License)
- Proof of Residency (2)
- Student's most recent report card or transcript
- Current IEP (Special Education only)
- Completed enrollment forms. Buildings will have copies available if you are unable to access.

AGENDAS (Student Use)

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.

1. Teachers are responsible for providing the opportunity for students to record their assignments in their Agendas – this is done during class time and parking lot (part of 6th Hour).
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. Student agenda books are also used as a pass to leave the classroom.
4. 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 office at the cost of five dollars (\$5.00).

CURRICULUM

REQUIRED COURSES

1. Mathematics
2. Social Studies
3. Science
4. English/Language Arts

EXPLORATORY COURSES

- 2-D Art
- 3-D Art
- Computers – Video Production / Editing
- CSI
- Technology Education
- Physical Education / Health
- Drama
- Band
- Choir
- Exploring Music
- Spanish 1 and Spanish 2 (High school course for credit)

All students are required to take health and physical education each year, unless they are taking a combination of Band, Choir, and/or Spanish.

GRADING AND PROMOTION

Students who qualify may elect to take middle school courses for high school credit. Students must achieve a grade of C+ or above to earn high school credit. The grade and the credit will both transfer.

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 "T" 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. Each core class has a weighted scale of 70/30 for assessments and homework respectively. Exploratory classes have a weighted scale of 60/40 for assessments and homework.

Academic Support classes will be marked "credit" or "no-credit" in order to encourage progress without the concern for a grade.

GRADE POINT AVERAGING

Grade point averages are computed on the following basis:

A+ = 4.00	A = 4.00	A- = 3.67	F = 0.00
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 is found by adding the grade points for each grade your student receives and dividing that total by the number of classes taken (6).

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

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

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 the individual needs of each student.

ACADEMIC SUPPORT TIME – BLUE 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. Students will identify work that must be completed at the end of fifth hour. They will then be provided a five minute passing time to get their assignments, followed by 30 minutes of support time in their selected class. During this time students have the following options available to them:

1. They may visit another teacher in a class in which they may be struggling or have questions regarding an assignment. Teachers may also request to see a student that they perceive as struggling during this time.
2. They may work to complete any homework from any class.
3. They may silently read from a book of their choice (only if #1 and 2 are completed).

POWERSCHOOL: PARENT PORTAL

The Parent and Student Portals are features of PowerSchool, our student data management system. The Parent Portal gives parents the ability to view their student's grades, assignments, attendance, and other school information securely via the Internet at any time during the school year. Parent Portal is a secure web site restricted to parents who have signed the PowerSchool Parent and Student Portal Agreement and have been issued a username and password through the office. Parents without access may obtain access by contacting the main office and completing a user contract.

SCHOOL MESSENGER

SchoolMessenger is used in order to send e-mail updates to parents regarding school events and upcoming activities. Important messages are also sent home via SchoolMessenger. Parents must send an active e-mail address to the school in order to receive these notifications.

WEBSITE/DAILY ANNOUNCEMENTS

Our school's website has a variety of resources for both parents and students. The site includes staff webpages, daily announcements, and the school's calendar. The website can be accessed at <http://www.lc-ps.org>. Click on "Schools" and then our school.

GRADE REPORTING

- Report cards are issued at the end of each quarter (approximately every 10 weeks).
- Progress reports will be issued five weeks prior to each report card.
- Parents should feel free to contact the school and arrange individual conferences when necessary.
- Progress reports and report cards will not be printed or mailed. Parents will need access to parent portal in order to receive these documents electronically.

TESTING

All students are tested according to state guidelines through the State Assessment Plan. Currently, students are being assessed through the Michigan Student Test of Educational Progress (M-Step) in the Spring. Our students also take the Northwest Education Assessment (NWEA) three times per year in order to measure and track their growth in reading, math, and science. If you have questions, please contact your child's counselor.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held one evening and one afternoon in the fall and one evening and 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 every ten weeks.

CELEBRATION OF EXCELLENCE

The Excellence Award is given at awards night to students who have maintained a cumulative grade point average of 3.7 or higher at LCPS Middle Schools (grade point averages from schools outside of LCPS will not be considered).

Awards will be presented to students for achieving the following standards for one, two, and three years:

- 6th grade: cumulative grade point average of 3.7 or higher during the first, second, and third marking periods.
- 7th grade: cumulative grade point average of 3.7 or higher during the first, second, and third marking periods of 6th and 7th grade.
- 8th grade: cumulative grade point average of 3.7 or higher during the first, second, and third marking periods of 6th, 7th, and 8th grade.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior 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).

At the end of first semester, students in 7th or 8th grade with a cumulative GPA of 3.4 or higher and citizenship grades of outstanding (O), good (G), or average (A) for the current year are invited to petition the Faculty Council for

membership. Students must complete a *Student Activity Information Form & Essay Response*. Forms submitted by the deadline are then reviewed by the Faculty Council. Students are selected for membership based on scholarship, leadership, citizenship, character, and service. 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 members were selected, violate school rules or the law, or fail to meet one or more of the established obligations of membership.

Grounds for Dismissal:

- Grades
 - Drop in cumulative grade point average below the level required for induction. The current cumulative grade point average requirement is 3.40.
 - Procedure: The member shall receive a letter of warning and shall have one marking period to bring the cumulative grade point average up to the required level. If he/she fails to do so, he/she is subject to dismissal.
- Citizenship
 - Any member receiving an N (needs improvement) or U (unacceptable) in citizenship in any class on a report card.
 - Procedure: The student shall receive a letter of warning and shall have until the next reporting period to bring up the citizenship to the required level. If he/she fails to do so, he/she is subject to dismissal.
- Attendance & Participation
 - Members of the NJHS are expected to be active participants within the Society.
 - Members are expected to attend 70% of all scheduled meetings. Furthermore, Executive Board members are expected to attend 70% of all Executive Board meetings.
 - Members are also expected to participate in group service and fund-raising activities.
 - Procedure: A student who falls below the required 70% attendance level or consistently fails to participate in service activities and/or fundraising is subject to dismissal.
- Other
 - Any other incident that the Faculty Council determines to be conduct unbecoming of a NJHS member based on the violation of the NJHS tenets of leadership, service, and character shall face dismissal.
 - Procedure: If a faculty member, administrator, coach, or any other adult in contact with the student feels a student falls below any of the above three standards, he/she will notify the Faculty Council with full details of the incident. Based upon the severity of the incident, the student may face disciplinary action ranging from a letter of warning to immediate dismissal.
- Dismissal
 - Members should fully understand that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. They are allowed limited warnings during their membership. In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held.
 - The Faculty Council will thoroughly investigate before any action is taken. If the Council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council. A hearing will then be scheduled.
 - The member will be allowed to appear before the Faculty Council and explain the situation. A parent/guardian may be present with the member, however, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.
 - If a member is dismissed, written notice of the decision will be sent to the member, his or her parents/guardians, and the principal. The member will then surrender the NJHS certificate and membership card to the chapter advisor. If the member is unwilling to return the certificate, the matter will be treated as a school disciplinary matter. Any member who is dismissed or resigns from the NJHS will never again be eligible for membership or its benefits.

- Appeals
 - The dismissed member may appeal the decision of the Faculty Council under the local school district's policies governing disciplinary appeals in the school district. The student must follow the normal channels for an appeals process. The first level of appeals is with the principal. Appeals must be submitted within 30 days.
- Advisor's Role
 - The advisor is not involved in final decisions for disciplinary action and is not a voting member of the Faculty Council. The advisor is to assist the Faculty Council in following the established guidelines. It is also the advisor's duty to monitor the members' school records for grades, citizenship, and teacher comments.

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 must consequently face failure and/or retention. Grades of D or F are 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. Our hope is 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 the student's teacher in the event that a failure notice is received.

FIELD AND OTHER DISTRICT-SPONSORED 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 2340.

All students who wish to attend a field trip must receive written permission from a parent or guardian who has the authority to grant permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission by the administration and
- Other reasons as determined by the school

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 buses 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.

- The student has the responsibility of keeping his/her locker locked.
- The student must know his/her combination and keep it to himself/herself.
- 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.
- Do not use stickers or tape on lockers. Please use magnets to adhere pictures, etc.
- No decorations may be affixed to the outside of the lockers at any time.

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 and 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. (Board Policy 5771)

LUNCH & BREAKFAST PROGRAM

Breakfast is offered to middle school students daily. Students should report to the serving line immediately after departing the buses and entering the school. The serving line is open at 7:50 a.m. for all students who are eating breakfast. Students may purchase a breakfast and take it to their first hour classes. Students are expected to be in class by the final bell, which rings at 8:00 a.m. No food or beverages are to be consumed in the hallways at any time. All food items purchased in the cafeteria at lunch must be consumed in the cafeteria.

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 price 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 website www.lc-ps.org. There is detailed information about the services offered by Food and Nutrition Services. The information includes:

- Meal prices
- Menus
- Information on paying for meals (<https://www.sendmoneytoschool.com>)
- Information on applying for Free or Reduced-price meals (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 while planning menus 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 and do the following:

- Provide written medical documentation, instructions, and medication as directed by a physician including a Food/Other Allergy Action Plan form. Include a photo of the child on the 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 your child in the self-management of their food allergy including:
 1. Safe and unsafe foods
 2. Strategies to avoid being exposed to unsafe foods
 3. Symptoms of allergic reactions
 4. How and when to tell an adult that they may be having an allergy-related problem
 5. How to read food labels (if age appropriate)

The school will:

- Make sure 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.
- 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. Some middle school clubs may include:

- Yearbook
- Student Council
- Cross Country
- National Junior Honor Society (grades 7 and 8)
- Going Green Club
- Video Production Club
- Drama
- Cheer Team (Community Education)

INTRAMURALS

These sports-oriented activities are an extension of our Physical Education Program and stress total participation. Activities are held before school and are open to all students. Possible intramurals:

- Basketball
- Volleyball
- Floor Hockey
- Tennis

INTERSCHOLASTIC ATHLETICS

These competitive sports are open to seventh and eighth graders. Teams practice most weekdays during their seasons, and all teams compete against other schools. While more emphasis is placed on the building of skills, participation of each student during games is required. Participants in interscholastic athletics ***MUST*** successfully pass a physical examination by a physician, physician's assistant or nurse practitioner prior to participating/trying-out.

- Football (fall sport)
- Girls' Volleyball (fall sport)
- Boys' Basketball (early winter)
- Girls' Basketball (late winter)
- Track for Boys' and Girls' (spring sport)

INTERSCHOLASTIC ATHLETIC ELIGIBILITY REQUIREMENTS

Students representing our middle schools in interscholastic sports 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 throughout the school day.

Participating students will receive a copy of the Interscholastic Athletic Eligibility Requirements. These requirements will also be posted. Students are expected to maintain acceptable 'grade' and 'citizenship' levels throughout their sporting season. Failure to do so may result in loss of playing time or removal from a team.

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

PAY TO PARTICIPATE

The goal of the L'Anse Creuse Public Schools has always been to offer excellent academic and extra-curricular opportunities to students. The district strives to partner with parents and to do what is in the best interest of students; however, times are challenging, and budget issues are a major part of the challenge. The district believes it is important to continue to offer students the opportunity to participate in athletics. In the spirit of partnership with parents and continuing to offer opportunities to students, a Pay-to-Participate Program for school sports has been implemented. L'Anse Creuse middle school sports are \$75 per sport with a maximum charge of two sports (\$150) per athlete. Middle schools will provide bus transportation to the away contests, but it is the parent(s)/guardian responsibility to pick up from away contests. To learn more about the athletic program, please refer to the district's web site:

www.lcps.org/Departments/Athletics.

TITLE IX

L'Anse Creuse Public Schools complies with all Title IX requirements.

DANCES/SOCIALS

School dances are held after school to provide students an opportunity to socialize with their peers and to reward them for positive student behavior. There are a variety of activities in which students can involve themselves; dancing and playing basketball is a couple of their options. All school rules are enforced. Parents are encouraged to volunteer to chaperone these events. All dances end at 4:30 pm. Parents must pick up students. Students who are unable to stay until the end are asked to not attend that dance.

BIRTHDAY CELEBRATION POLICY

Birthdays are always exciting days for students. Middle school students like to decorate each other's lockers with paper (no balloons, please) to celebrate the day. Please understand that we cannot allow pizza parties or birthday cupcakes/cakes for groups in the lunchroom. This has proven to create quite a disruption, especially involving those students who are not included. The best plan is to organize something fun for a group of their friends outside the school day. Make it special for them!

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 ages of 6 and 16 attend school on a continuous and consecutive basis. The courts define continuous and consecutive as in class and on time every day, unless excused for medical reasons acceptable to the school. The Macomb County Juvenile Attendance Office defines the following as excessive: 10 unexcused absences or instances of tardiness to school in a semester; 15 unexcused absences or 10 instances of tardiness in a school year; 20 verified absences in a school year (these are absences that have been called in, but not excused by a doctor's note).

For an absence to be considered excused, it must meet one of the following criteria: illness or injury verified with a doctor's note; medical/dental appointments verified with a doctor's note; family emergencies; family religious obligations; pre-arranged absences / vacations communicated to the school's administration (unless time out of school becomes excessive).

WHEN A STUDENT WILL BE ABSENT

If a student will be absent from school, the parent / guardian is asked to please call the counseling office before 9:00 a.m. (calls from the student are not acceptable). **The attendance phone number is (586)783-6430; press 5.** If a phone call is not possible, the student should present a note explaining the absence on the day of his/her return to school. For the safety of our students, we prefer 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.

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, and 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 and adjust attendance. 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 the student brings 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 he or she is late. The child will then receive a pass for entry into 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 in order to get permission if they need to be out of the classroom when the class begins. If students do not get permission, their tardiness will be unexcused. If another teacher causes a student to be late, it is important to get a slip from that teacher to explain the tardiness to the teacher of the class you are entering.

Excessive tardiness to school or throughout the school day will be subject to the following school disciplinary procedures:

During a semester, if four instances of tardiness are accumulated in one class period, an after-school detention will be assigned to the student. If a student has been tardy eight or more times in one semester, the student will be suspended from school after each additional tardy.

- 1st Tardy - Teacher Warning
- 2nd Tardy - Teacher Warning
- 3rd Tardy - Disciplinary Referral Warning Issued by Office
- 4th Tardy - After School Detention
- 5th Tardy - After School Detention
- 6th Tardy - After School Detention
- 7th Tardy - After School Detention
- 8th+ Tardy - Suspension

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.

HOMEBOUND AND HOSPITAL INSTRUCTIONS

"A student who is absent from school for an extended period of time, or has on-going intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact your building administrator."

INDIVIDUALS WITH DISABILITIES

"Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Anyone with disabilities who may have questions about accessibility or needing accommodations should contact the building principal. Notification of the need for accommodations should occur as far in advance as possible of the school-sponsored function, program, or meeting."

MAKING UP SCHOOL WORK

If students are absent three or more consecutive days, the school will make homework available upon request. **A 24-hour notice** is needed in order 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. three days to make up three days absent).
3. Substitute assignments may be designated by the teacher in place of other specific assignments.

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 the training required to handle the vast range of students' illnesses and/or injuries, which may occur. As a result of this fact, it is essential that each parent fill out and keep updated emergency information as completely as possible and indicate their preference of hospital and doctor for emergency treatment. Of course, in an emergency situation, the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT or other first responder.

INFECTIOUS COMMUNICABLE DISEASES

While mumps, chicken pox, and other childhood diseases do not 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 contracts such a disease, please call us as soon as possible. We 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. We can assist in this area also, but you must let us know as soon as possible. Students must be removed from the school's general 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/health can answer any questions you may have regarding immunization requirements or procedures. You can also contact our school office.

TRANSFER

Students transferring to another school must report the move to the office before the last day in school. A check-out 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.

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 release 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 for possible emergencies.

MEDIA CENTER POLICIES

The Media Center contains books, periodicals, and technology resources. Regular books are circulated for two weeks. A 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 of the media center.

- **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 *Student 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, World Book 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, staff, parents and community members. 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.

All students and their parents are required to sign a Technology Acceptable Use Policy annually. The user is expected 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, unless explicitly authorized to do so by that individual or attempt to gain unauthorized access to files, programs or network services.
2. Follow copyright law, patent law and licensing agreements for software programs and other data. This includes, but is not limited to plagiarizing text, copying photographs, and downloading Internet material and copying or "over installing" software disks or CD's.
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 the building 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 text files, pornographic material, viruses or files dangerous to the integrity of the network. The district may review information, such as e-mail, letters or reports 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. Refrain from accessing chat rooms and social networking sites.
8. Adhere to the student code of conduct regarding zero tolerance of cyberbullying.

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

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 and the *Student Code of Conduct*.

COUNSELOR

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

Students may request to see a counselor in order 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 safety 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. Group counseling and limited individual counseling.
2. Parent conferences initiated at the request of parent, teachers, counselors, administrators, or special services.
3. Conduct 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 are handled by the Associate Principal.
5. Coordination of Career Education into the school curriculum.
6. Provide orientation for incoming students.

MANDATED REPORTER

"School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency." (Michigan Compiled Law 722.621 et seq.)

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 (IEP). Parent involvement is an integral part of programming. There may also be opportunities for qualified students under Section 504.

STUDENT 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 behaviors 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 *Student Code of Conduct* is provided to each parent in the fall. Copies are also available in the school office and on our website.

CLASSROOM BEHAVIOR EXPECTATIONS AND POSITIVE BEHAVIOR INTERVENTION SUPPORT

Within the framework of every classroom activity, a certain atmosphere for learning must prevail. Teachers and administrators are responsible for maintaining 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, in conjunction with our Positive Behavior Intervention System program expectations, will be clearly defined for the students by their individual teachers and school staff. 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) in school lockers during the school day.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) PROGRAM

Our Positive Behavior Intervention Support (PBIS) program rewards students for appropriate behavior using various positive acknowledgments to enhance learning and promote positive behavior. The program increases educational achievement by allowing students to spend more time engaged in learning and completing classroom assignments. Students will exhibit enhanced self-control and self-determination as they experience fewer office referrals, improve conflict resolution, and maintain good attendance. Students can earn PBIS tickets along with other rewards that can be redeemed for prizes in weekly/monthly drawings in order to reinforce positive behavior.

SMOKING

The students' smoking and carrying of tobacco in any of its forms is prohibited on school property, in school buildings, and on school buses. This prohibition includes students in transit to and from school and students participating in any school function, regardless of the time 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

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. Harassment 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.

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.

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*.

CITIZENSHIP

Our staff firmly believes that students need to demonstrate responsibility for their personal actions. Citizenship is based on the student's classroom behavior. Citizenship grades will be on mid-marking and report cards.

CELL PHONES, ELECTRONICS AND PERSONAL AUDIO DEVICES

Except in the situation where the teacher provides a specific pass allowing the device for classroom use, all cell phones, electronics, and personal audio devices are considered disruptive to the learning process and are consequently prohibited during the school day. Students must store electronic equipment (Cell phones, iPods, MP3 players, games, or similar items) in school lockers during the school day. They may not be stored in purses or pockets. A violation will result in the confiscation of the item, detention, and notification of the parent. The parent may also be asked to pick up the device at the school.

CELL PHONE POLICY

Except in the situation where the teacher provides a specific pass allowing the device for classroom use, all cell phones are considered disruptive to the learning process and are consequently prohibited during the school day. Students must shut off and store all cell phones in school lockers during the school day. They may not be stored in purses or pockets. A violation will result in the confiscation of the item, detention, and notification of the parent. The parent may also be asked to pick up the device at the school. Repeated violations will result in suspension from school.

GUM

Chewing gum is not permitted. If students chew gum, they are asked to dispose of it properly in a waste basket. Continued failure to comply may result in discipline as a result of defiance.

DRESS CODE

LCPS Board of Education Policy 5511: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Updated 3/17/14)

Creating an environment conducive to the task of learning is extremely important. For this reason, we ask parents to please monitor the attire that their children wear to school each day. However, the final decision as to the appropriateness will be determined by school administration. 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 given the opportunity to correct the violation. Subsequent violations will result in progressive discipline up to and including suspension from school.

Examples of inappropriate dress include, but are not limited to the following:

- Clothing that advocates the use of drugs, alcohol, tobacco, violence, profanity, sex, or innuendos, as well as any negative depiction of race, religion, sex or national origin
- Hats/head wear except for religious or medical reasons
- Shoulders, mid-sections & cleavage of students must be covered at all times. Tank tops, halter tops or revealing sleeveless shirts are not permitted during regular school hours.
- Bandanas, spiked jewelry, and chains

Guidelines for appropriate dress:

- Appropriate and safe footwear must be worn at all times.
- Shorts, skirts & dresses must extend beyond the open hand of the student while standing or be at least mid-thigh length.
- Pants must ride at, or above, the hip line and cover all undergarments. Pajamas are not permitted, unless part of an approved class or school activity.
- Students who wear yoga pants, tights, leggings, and other similarly designed clothing must wear those items under appropriate length clothing.

Guidelines for backpacks and outerwear:

- Backpacks are to be left in the student coat room or locker.
- Purses and small bags must be equal to, or smaller in size, than a 3 ring binder.
- Outer/winter garments are to be left in the student coat room or locker. LCPS Board of Education Policy 5511: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Updated 3/17/14)

CAFETERIA BEHAVIOR

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners that should be found in a home. The following list gives 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 possessions.
- 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 at the table you choose – students may not switch tables or visit other tables.
- Recycle bottles, cans and baskets in the appropriate containers.
- Tables and the floor must be clean before dismissal.
- NO FOOD OR DRINK IS TO BE TAKEN FROM THE CAFETERIA.

HALLWAY BEHAVIOR

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

BATHROOM BEHAVIOR

- Flush the 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 is unsanitary or can hurt others, including pushing, shoving, poking, tripping, hitting, kicking or throwing objects.
- Respect the privacy of others.

ASSEMBLY BEHAVIOR

- Students are to sit in their assigned areas.
- Students are to remain attentive, refrain from disrupting others, and cheer positively.
- 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 they are dismissed.

DETENTION

Detention is the assignment of an additional period after the regular school day or during the student's lunch hour. A detention may be given to a student for any school rule violation or for lack of respect for the students, teachers, staff members, school, books, etc. The student must be in detention no later than five minutes after school or five minutes into lunch with their written assignments on which to work. If a child does not serve the detention or does not follow the detention procedures, he/she will be assigned two detentions. If one of those is missed, a suspension will be assigned.

Students accumulating more than five after-school detentions in a semester will be excluded from participation in any extra-curricular activities (including athletics and intramurals) for the remainder of that semester.

SUSPENSION

Some school rule violations are of the severity that they result in student suspensions per the *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

Students on suspension may not participate in or attend extracurricular activities and may not be on any property of L'Anse Creuse Public Schools during the time period of the suspension.

Students accumulating more than five days of out-of-school suspension in a semester will be excluded from participation in any extra-curricular activities (including athletics and intramurals) for the remainder of that semester.

MANDATORY SUSPENSION OR EXPULSION OF STUDENTS

L'Anse Creuse Public Schools has a mandatory suspension/expulsion policy for the following:

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

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

PURSES

Many middle school girls carry purses to school. For these girls, 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 school is not responsible for the purse or its contents. **All purses should be no larger than a three ring binder.**

LOITERING AFTER SCHOOL

Students are not to be in the building after 3:15 p.m. 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 the students if their behavior 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 with and 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 buses.

ALTERNATE ADDRESS BUSING FORMS

Alternate Address Busing Forms are available online at www.lc-ps.org, (Departments/Transportation). If you know that 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. Walkers are not permitted to ride home on a bus with another student.

BUILDING SECURITY

The building will open for students at 7:50 a.m. Since there is no consistent supervision prior to 7:50, parents are encouraged not to drop off their student(s) early. All building doors will remain locked during the school day. From 8:00 a.m. – 3:00 p.m., the only entrance is through the main office. Visitors to the building must press the buzzer next to the main door in order to receive access. Visitors will then sign in and obtain a visitor's pass from the main 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 p.m. Students remaining for after-school activities will be supervised by the activity sponsor until they are picked up by a responsible individual. A security check will be done on all parent volunteers. For the safety of our students, all backpacks and outerwear must remain in student lockers during the school day.

EARLY ARRIVALS

While we discourage parents from dropping off their students early, we do understand that work schedules may force the issue.

PICKING UP HOMEWORK AFTER HOURS

Please note that the main entry to the building will remain unlocked until 6:00 p.m. Monday through Thursday and at 4:00 p.m. on Friday for students who forget their books or homework. Students must be accompanied by a parent when coming after school office hours.

BADGE SYSTEM FOR VISITORS, VOLUNTEERS, GUEST TEACHERS AND STAFF

For security purposes, the district is continuing its practice of requiring all visitors, volunteers, guest teachers, and staff to wear an identification badge while in any school building. Anyone entering a school building is requested to immediately report to the main office to obtain a visitor identification badge.

VIDEO MONITORING SYSTEMS (Board Policy 7440.01)

A video monitoring system is used on school buses and in many public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a disciplinary problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Recordings are protected under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and cannot be shared with parents or students.

FIRE, DISASTER & LOCKDOWN DRILLS

Fire, disaster, and lockdown drills, are required by law at regular intervals and are important safety precautions. Evacuation information and School Safety Procedures are posted in each classroom. Prompt compliance is essential when the first signal is given, everyone. 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 and Lockdown Warning: Announced over P.A./ Emergency bell tone over PA

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

Our school has designated the north side of the parking lot in the front of the school for dropping off students in the morning and picking them up after school. The south side of the parking lot is for staff only. Please drive carefully while in the parking lot, and be aware of students walking and crossing the lot. The goal is to eliminate students crossing the paths of buses and cars. Please assist us in providing a safe and effective plan for the pickup and drop off each day.

- A. Please use the Drop Off/Pick Up areas ONLY.
- B. After dropping off / picking up your child, please leave immediately. Prompt exits will assist us in maintaining a consistent flow of traffic.
- C. Please avoid "parking" in the visitors' lot when dropping off your child. Use the drop off lane whenever possible. For your child's safety, we are trying to eliminate students crossing the paths of moving cars. In

saying that, we do understand that on cold mornings, many parents will park and wait for the bells before sending their kids out of their cars. In this situation, please have your kids exercise caution as they walk into school.

- D. Please do not park in the Bus Lane at any time.
- E. Please do not park in the staff/event parking when dropping off / picking up your child. Your child will then need to cross the bus lane - For your child's safety, we are trying to eliminate students crossing between buses, cars, and moving traffic.
- F. Please do not use the side parking lot for student drop off / pick up. The side parking lot is restricted to staff parking only.
- G. After dropping off / picking up your child, please yield to buses as they exit.

PARKING FOR SCHOOL EVENTS

Please do not park in the bus drive when you attend school events. By order of the Fire Marshall, we must keep the bus drive clear in the event of an emergency. All other areas of the front parking lot are available for parents to park during after school activities.

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 main office. **Students are not to carry medication, other than inhalers and EpiPens, at any time.** Students needing to carry prescribed inhalers and/or Epi-pens must have written approval from the students' physician and parent(s)/guardian(s) on record in our 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 possession by office personnel.

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, click on Parents/Community Help. The following is a list of some available resources:

- 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

PARENT ADVISORY/ROUNDTABLE MEETINGS

The partnership between the 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 in order to improve programs. Join our parents at our Parent Advisory/Roundtable. We meet every month. Check our website calendar for dates and times.

Parents are encouraged to be actively involved in school. The Superintendent's parent advisory, fundraisers, report card distribution, help with mailings, picture day, vision screening and chaperones for socials and field trips are just a few of the opportunities in which you may become involved.

LCPS-TV "EYE ON EDUCATION"

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, also 117-15
- 7 days a week, 24 hours a day
- **Within the LCPS viewing community**
- Comcast
 - Channel 5
 - Every Tuesday at 2 p.m. & Saturday at 9 a.m.
 - **Within the Macomb Township viewing community**
 - AT & T U-Verse
 - Channel 99 Government & Education channel

PARENTAL INVOLVEMENT

L'Anse Creuse Public Schools strongly encourages and welcomes the involvement of parents in their child's education. Your involvement is recognized and appreciated, especially since parents/guardians are the "first teachers" of our children. Parents are encouraged to stay in contact with teachers, Curriculum Night, and parent-teacher conferences. Parents should also check their child's agenda each night and 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. Anyone 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 the event 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 local TV stations). You may also call the school district information line (586) 493-LCPS (5277) or access the district website (www.lc-ps.org). Lastly, the school district will notify parents who are enrolled via SchoolMessenger.

PESTICIDE MANAGEMENT PROCEDURES

The policy of the school district is 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 school 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, or 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. The policy of L'Anse Creuse Public Schools is to post community announcements on the district website, in lieu of paper announcements being distributed to students. (www.lc-ps.org, Parent/Community Events)

FUNDRAISING

Our school and student-groups may from time-to-time solicit funds for the benefit of our school programs. 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 counseling office. Lost clothing should be placed in the Lost and Found bin in the Commons. 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. Unfortunately, since these visits can cause disruptions, all requests for visitors, other than parents, to accompany students to their classes, will not be approved.

VISITATION OF CLASSROOMS BY PARENTS (Board Policy 9150)

The Board of Education recognizes the central role parents play in the education of their children, and supports active parental involvement in the educational process. Parents are encouraged to maintain regular contact with their child's instructors. In order 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 guidelines listed below. 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, which places a strain on the teacher's ability to teach.

The Board also has an obligation to protect the privacy 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 two 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 houses 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 examinations/evaluations.
8. Teachers are expected to use the time between classes for preparation, meetings with students, and discussions 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 achievements 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.

BULLYING

(Board Policy Section 13)

It is the policy of the District to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, and volunteers, is prohibited. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

Definitions

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the School District's or public school'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.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the School District's or public school'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.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (M.C.L. 750.219a).

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment, may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that he or she believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify

parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notification

This policy will be annually circulated to parents and students, and shall be posted on the District website.

Reporting

As required by State statute, the Superintendent shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by State statute, the District's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

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. 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, 42 U.S.C. §§ 2000d, et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap 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 Human Resources 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/handicap should be directed to:

Nancy Supanich, Director for Special Education
24076 F. V. Pankow Boulevard
Clinton Township, MI 48036

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Mike VanCamp, Assistant Superintendent for Human Resources
L'Anse Creuse Public Schools
24076 F. V. Pankow Boulevard
Clinton Township, MI 48036
586-783-6300

STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford 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 action against the student 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(s) are specifically informed otherwise.

1. 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>

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, 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 (Board Policy 5730)

Student initiated, non-curricular related groups shall be permitted to conduct voluntary meetings on 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. The principal shall grant permission provided that: the activity has been indicated by students; attendance at the meeting is voluntary; no agent or employee of the district will promote, lead or participate in the meeting, the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school, and non-school persons do not direct, conduct, control or regularly attend the activity. 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 5722)

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. The school official may review the content and reject an article/publication due to one of the following four (4) reasons where:

- Poor grammar or writing is evident
- A legitimate question of age appropriateness of the material exists
- Matters beyond the limited scope of the forum are included and/or
- The content involves unprotected speech

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.

BOOK FINES

Students are responsible for the books that they were issued during the year. In the event that materials are damaged or lost, students will be charged replacement cost

MASTERY LEARNING

The goal of mastery learning is to increase the educational attainment of our students. More specifically, mastery learning is designed to ensure students have learned the content in class to the highest degree possible.

In order to reach this goal, if 80% of students in a particular class do not receive a 70% or better on any formal assessment the following steps will be implemented:

- Teachers will analyze the assessment and identify the concepts on which the students struggled.
- The identified concepts will be re-taught to the entire class, and these concepts will then be reassessed. If 80% of a class achieves 70% or better, then the following steps will be implemented:
- Teachers will analyze the assessment and identify the concepts on which the students who did not earn a 70% struggled.
- The identified concepts will be retaught only to the students who did not achieve a 70%, and these affected students will be reassessed only on the concepts they did not grasp.

For the students who are reassessed, they have the opportunity to gain enrichment points for the assessment. The original assessment score, however, will remain.

L'Anse Creuse Middle School

Parent-Student Handbook and Student Code of Conduct

Plan to Review Agreement

I will review the Parent - Student Handbook with my child(ren) and the Student Code of Conduct in an effort to promote a better understanding of my school's rules and expectations.

I understand that this handbook may be amended during the school year without notice. The latest version of the handbook will be applicable to all students. The administration will notify all parents and students in writing, when possible, of any changes to the handbook.

My signature below acknowledges my agreement to either read the hard copy or visit our website and review the *Parent - Student Handbook* and the *Student Code of Conduct* with my child(ren).

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____

☐ **Please check the box to the left if you do not have access to the internet or would just like a printed copy instead.**

Directions for accessing the website:

1. Go to www.lc-ps.org
2. Click on the "schools" drop-down
3. Click on your school name
4. Click on the "Parent – Student Handbook" link