Student Rules and Regulations

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Frederick V. Pankow Center
Important Information

24600 F.V. Pankow Boulevard
Clinton Township, MI 48036
Telephone: (586) 783-6570
Fax: (586) 783-6577
www.lc-ps.org

Administration
John Haas, Director for Pankow Center
Dean Sabelhaus, Associate Director for Pankow Center

Attendance Hotline
24-Hour Attendance Line: (586) 783-6570, Press 5
Attendance Clerk .........................Ext. 1212

Teens for Tots Preschool Program ...493-4743
Restaurant - Creuse Café ...............493-4742
Flower Shop - The Flower Pot.........493-4741
School Store - Freddie V's ............493-4740
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The following Student Rules and Regulations at the Frederick V. Pankow Center follow the L’Anse Creuse Public Schools’ guidelines for Student Code of Conduct. Adjustments have been made herein for issues pertinent to the facilities and instruction provided through the Frederick V. Pankow Center.
Student Rules and Regulations

Attendance Guidelines
The L’Anse Creuse Public Schools believes that regular and punctual attendance is essential to a successful learning experience. It is understood that circumstances arise throughout the course of the school year that prevent a student from attending school. However, absences should be kept to an absolute minimum. The procedures outlined below underscore the balance between reasonable and excessive student absenteeism and tardiness. Our overall goal is to encourage student attendance, while holding students accountable and maintaining consequences for missed instructional time. Parents should call the home school as well as the Pankow Center to excuse absences 586-783-6570, option 5.

TYPES OF ABSENCES

UNEXCUSED ABSENCE:
1. An absence that is not excused by a parent/guardian call within two (2) days following the absence.
2. Leaving the building without prior permission from a parent/guardian call to the office.
3. Arriving to class without a pass more than ten (10) minutes after the tardy bell. This will be coded as “T10” on the Attendance Report in PowerSchool and count as an unexcused absence.

EXCUSED ABSENCE:
1. An absence excused by parent notification to the school within two (2) days of the absence.
2. Parents are encouraged to schedule family vacations during breaks in the school calendar. If parents choose to take a family vacation outside of the district calendar, the student must do the following prior to the absence:
   • Obtain a Pre-Arranged Absence Form from the office at least five (5) days prior to the start of the vacation, have his/her teachers sign the form as acknowledgement of the absence and submit the completed form to the principal for approval.
   • If this procedure is followed, students will have the opportunity to complete assignments and make up tests. If assignments and tests are not completed within five (5) days of the student’s return from an approved vacation, a failing grade for the test(s) or assignment(s) may be given at the discretion of the teacher.

MAKE-UP PRIVILEGES
Make-up privileges are allowed for absences that are excused. Grades can be earned if students make up their work within the same amount of days as the absence. (Example: If you miss three (3) days of school, you must make up assignments, quizzes and tests within three (3) school days, starting with the day you return. If work is not made up within this time, a failing grade for the test or assignment may be given at the discretion of the teacher.

PROCEDURES FOR EXCESSIVE ABSENTEEISM
To discourage excessive student absenteeism, procedures have been developed to address consequences for excessive excused and unexcused absences. The procedures include the cumulative total of excused and unexcused absences in any one class, per semester.
1. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 5 absences (unexcused, excused or T10) in any one class per semester.
2. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 9 absences (unexcused, excused or T10) in any one class per semester.
3. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 11 absences (unexcused, excused or T10) in any one class per semester. This notification will inform parents that their child has been placed on attendance probation for that semester for exceeding the district’s attendance policy.
4. The student will remain in that class for the remainder of the semester and complete all assignments, quizzes and exams, but receive a grade of “NC or NO CREDIT.” However, if the student improves his or her attendance during the NEXT semester and accumulates LESS THAN 11 unexcused/excused/T10 absences in EVERY class, the NC will be changed to the “earned grade” of the student. PLEASE NOTE: If a student earns an “F” in a class, that will be the grade submitted to the transcript.
5. The procedure outlined in Point #4 above will be repeated from semester to semester.

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PROCEDURES FOR EXCESSIVE TARDINESS
A student tardy is defined as a student that is not present in his or her assigned classroom before the tardy bell. A student tardy cannot be excused. The procedures include the cumulative total of tardies in any one class, per semester.
1. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 5 tardies in any one class per semester.
2. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 9 tardies in any one class per semester.
3. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 11 tardies in any one class per semester. This notification will inform parents that their child has been placed on attendance probation for that semester for exceeding the district’s attendance policy.
4. The student will stay in that class for the remainder of the semester and complete all assignments, quizzes and exams, but receive a grade of “NC or NO CREDIT.” However, if the student improves his or her tardiness during the NEXT semester and accumulates LESS THAN 11 tardies in EVERY class, the NC will be changed to the “earned grade” of the student. PLEASE NOTE: If a student earns an “F” in a class, that will be the grade submitted to the transcript.
5. The procedure outlined in Point #4 above will be repeated from semester to semester.

EXEMPTIONS TO EXCESSIVE STUDENT ABSENTEEISM/TARDY PROCEDURES
The following excused absences are considered exempt from the policy outlined above provided that proper documentation is submitted for each exempted within 2 days of a student’s return to school:
A. Medical Condition (Documented by a physician)
B. College Visits (Documentation must be provided)
C. Court Appearances
D. School Activity
E. Observation of a Religious Holiday
F. Funerals
G. Homebound Students/IEP or 504 PLAN Accommodation
H. Student Suspensions/Expulsions

APPEAL PROCESS
The appeal process may be followed by students after receiving an NC (no credit) for accumulating eleven (11) or more absences and/or tardies in a class during a semester. It will proceed as follows;
1. The parent(s) or guardian(s) may schedule an appointment after the completion of the semester. All pertinent documents relevant to the appeal must be presented at this meeting and both the student and at least one parent/guardian must attend.
2. The Associate Principal will review the student’s appeal and decide whether or not to assign the earned grade or NC (no credit).
3. If the parent(s)/student(s) do not agree with the decision of the Associate Principal, they may appeal to the Principal.

ON-LINE CREDIT RECOVERY COURSES
Students will have the option to complete “APPROVED” on-line courses to recover their credit deficiencies as a result of inconsistent attendance and/or excessive tardiness. The L’Anse Creuse Public Schools will not cover these costs and these “APPROVED” on-line courses MUST be completed after regular school hours and in addition to their scheduled courses for that semester.
ARTICLE VII. Students

Section 13. Bullying

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
Student Rules and Regulations

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 forremedying 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.

Revised 8/27/19
Electronic Devices
The F. V. Pankow Center recognizes that technology is constantly evolving and advancing and that many technology tools exist to help support students in their learning. The L'Anse Creuse Public Schools has long prided itself on the instructional technology it provides for its students, further exemplifying that commitment with the development of 21st century classroom technology. To that end, a “reasonable use” program has been established that seeks to help educate students on the effective and appropriate use of cell phones and personal music players. The key points of the program are as follows …

- The F. V. Pankow Center will be divided into instructional and non-instructional areas.

- Students will be allowed to use electronic communication devices such as cell phones and mp3 players in non-instructional areas such as the commons and hallways – ONLY allowed outside of scheduled class time, such as: before school, passing times, and after school.

- Student use of electronic communication devices in instructional areas will be at the discretion of the teacher supervising that classroom or area. The teacher will designate their classroom as a “yellow” or “red” room at their discretion.
  - In a “yellow” classroom, students can be permitted to use cell phones, mp3 players, etc. for supervised educational purposes at the discretion of the teacher.
  - In a “red” classroom, students will not be permitted to use any electronic devices and may face disciplinary consequences if they fail to meet that expectation. To be consistent, phones or other electronic devices will not be allowed to be charged in “red” classrooms.

The use of electronic communication devices is prohibited at all times in school offices. And, as always, per the Student Code of Conduct “The school prohibits the use of any video device in any restroom, locker room or other location where students and staff ‘have a reasonable expectation of privacy’.”

Phones or other electronic devices that are left behind during the school day will not be sent back to the home schools with other students and must be picked up in the office before 3pm that day. Any electronic device left after 3pm will be available for pick up the following day.

In order to avoid classroom disruptions that may result in disciplinary issues for students, parents are still encouraged to communicate with their students by contacting the main office at 586-783-6570.

Dress Code
BETHEL SCHOOL DISTRICT NO. 403 ET AL. v. FRASER, A MINOR, ET AL.
No. 84-1667, SUPREME COURT OF THE UNITED STATES, 478 U.S. 675

‘Nothing in the Constitution prohibits the states from insisting that certain modes of expression are inappropriate and subject to sanctions. The inculcation of these values is truly the “work of the schools.”
The determination of what . . . . is inappropriate properly rests with the school board.”

LCPS Board of Education Policy:
Student’s 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. 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 students 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.

Guidelines established for F. V. Pankow Center include the following:

- Shorts, skirts, & dresses must have a sewn hem
- Hemlines must extend beyond the open hand of the student when arms are resting at the student's side while standing
- Spandex / skintight material may only be worn as an undergarment
- Pants must ride at or above the hip line
- Pants must cover boxers & other underpants / shorts
- Shoulders, mid-sections/abdomens, & cleavage must be covered
- Clothing / accessories with lettering / symbols that are offensive, sexual, derogatory, disrespectful, or disruptive must be left at home
- Clothing / accessories promoting alcohol, tobacco, or drugs must be left at home
- Clothing / accessories with spikes or chains must be left at home.

Violations of the Dress Code will be addressed with a telephone call home and conference by an administrator on the First Offense with the possibility of the student being sent home if proper adjustments to correct the violation are not made. Further disciplinary action will be taken after the First Offense.

Students out of class for Dress Code violations will be given an unexcused absence for that time.

Student Driving Permit Applications

L'Anse Creuse Public Schools has implemented a CLOSED CAMPUS policy for all students. What this means is that all students will not be allowed to travel off campus at any time, including during their lunch period. The district, for the safety of our students, has incorporated this policy. Austin Catholic students, Lake Shore students, Lakeview students, Lutheran North students, Merritt Academy students, and Dual Enrollment students will need to complete Student Driving Permit Application forms. This Driving Permit is for curriculum purposes only (meet for off-campus instruction and/or internship on assigned dates only).
**Student Driving – Parking Fines/Towing**

Violations of the CLOSED CAMPUS policy will result in fines and/or other disciplinary action.

First Violation: Warning Issued and Driver’s License copied*

Second Violation: **$15.00 Fine**, Parent Contact, and Driver’s License copied*

Third Violation: **$30.00 Fine**, Parent Contact, and Driver’s License copied*

Fourth Violation: Vehicle will be **Towed** at owner’s/operator’s expense

Ruehle’s Towing: 586-468-6666

* License will be returned to the student at the end of the class period.

**Hall Passes**

Whenever a student is in the hall during class time, he / she needs a hall pass. Students are required to sign in and out of a classroom when the teacher has issued him or her a hall pass.

**Media Release Notification**

Parents / guardians must have a signed Media Release Notification form on file in the school’s office if they do not want their son / daughter’s photograph published in any of the district’s publications. Please request a “Media Release Denial” form from the office and return the signed document no later than the end of September. The form can also be accessed at http://www.lcps.org/Parents.

**Sign-In / Out Procedures**

All students **MUST** sign-in in the Main Office when arriving late for classes. All students **MUST** sign-out in the Main Office when leaving the building and sign back in upon returning.

**Note:** It is the policy of L'Anse Creuse Public Schools that an 18-year-old student who is currently enrolled in high school will need parental permission if they want to leave school early. It is also the district’s policy that students may not excuse themselves when absent from class even though they may be 18 years of age.

**Smoking Policy**

L’Anse Creuse Public Schools is a “SMOKE FREE” district. Students are not to use or possess tobacco products at any time in any district building and / or property owned or operated by the L’Anse Creuse Public Schools’ school district. Any persons in violation of this policy will be subject to disciplinary action. The Tobacco-Free Schools Law makes the violation of this policy a misdemeanor with a $70.00 civil fine.

**Technology Use Policy Guidelines**

All students **MUST** have a signed L’Anse Creuse Technology Use Policy form on file in the Main Office, if they are to use computers at the Pankow Center. L’Anse Creuse High School and L’Anse Creuse High School-North students will have their copy on file at their home school and is not required at the Pankow Center. A parent / guardian signature is required on this form. Any violation of the use of technology shall result in suspension from school up to a recommendation for expulsion and will be guided by other appropriate sections of the L’Anse Creuse Public Schools’ Student Code of Conduct. Students who violate the L’Anse Creuse Public Schools’ Technology Use Policy Guidelines are subject to disciplinary action including removal from the program and loss of credit.
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 Administration, 24076 F.V. Pankow Boulevard, Clinton Township, MI 48036, (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6500.

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