

LESLIE HIGH SCHOOL STUDENT HANDBOOK

The Leslie High School Student Handbook has been written to help students and their parents/guardians to become aware of and to understand the guidelines, regulations, and rules that are in place at LHS. Students are encouraged to take the time to read this handbook and to discuss its contents with parents/guardians.

Students are also encouraged to take advantage of the various opportunities available at Leslie High School, both academically and in our extracurricular programs. We hope that students will grow intellectually and emotionally during their years at LHS. We also support constructive fun and see Leslie High School as a positive place to work and play.

The Leslie High School Handbook can help each student to create a positive atmosphere and to contribute to an atmosphere conducive to learning. Best wishes are extended to all students enrolled at LHS.

LHS FIGHT SONG

*Cheer, cheer for old Leslie High
See her great colors, bright as the sky
Cheer her teams to bring her fame
Ring out the praises to her name
Cheer though the score may be great or small
Cheer Leslie High to win overall
As you cheer her teams are fighting
Onward to victory!*



ADMINISTRATION/OFFICE PERSONNEL

Superintendent of Schools.....Scott Powers
Principal.....Andrea Roach
Counselor.....Jennifer Darling
Counselor.....Danielle Ziehmer
Secretary.....Joan Beachey
Secretary.....Nicole Mangles

Web Site Address: www.lesliek12.net

ACCEPTABLE USE POLICY VIOLATIONS WITH NON-EDUCATIONAL USE

Leslie Public School students have access to computers and other technology. Students are responsible for appropriate use of technology as it relates to educational purposes. Students and parents are expected to know the content of the acceptable use policy, which must be signed before students can access the computer network. Violations of the acceptable use policy or using technology for non-educational purposes can result in suspension or expulsion from the network, as well as from Leslie High School.

TABLE OF CONTENTS

3	Academics	
4	Assemblies	
4	Attendance	
7	Bullying	
7	Bus Rules	
8	Cancellation of School	
8	Care of School Property	
8	Cell Phone ECDs and PDAs	
8	Code of Conduct	
9-12	Discipline	
	Alcohol/Other Illegal Drugs	9
	Arson	9
	Campus Privileges	9
	Cheating	9
	Chromebooks	9
	Electronic Information Access and Use	10
	Fighting (Assault)	10
	Food and Beverages	10
	Forgery	11
	Hallway Conduct	11
	Harassment	11
	Inappropriate Language/Gestures	11
	Insubordination	11
	Possession or Use of Disruptive Items	11
	Public Displays of Affection	11
	Sexual Harassment	11
	Student Cooperation with Staff	12
	Student Suspension and Readmittance	12
	Theft and Vandalism	12
	Threats	12
	Tobacco	12
	Vehicle Use	12
	Weapons	13
13	Dances	
14	Dress Code	
15	Hazing	
15	Leaving School Grounds	
15	Lunches	
15	Lockers	
15	Media Center	
15	Medical Procedures	
15	Medication	
16	National Honor Society	
16	Passes	
16	Search and Seizure	
16	Signs and Posters	
16	Social Probation	
16	Telephone Use	
16	Unauthorized Entrance to Building	
16	Use of School Facilities	
16	Visitors	
16	Work Permits	

ACADEMICS

- GRADUATION REQUIREMENTS AND ACADEMIC STANDARDS

Graduation requirements are a minimum of 55 units of required and elective credits.

English: Successful completion of 4 courses of English: English 9, English 10, English 11 and either English 12, Advanced Placement English, or ELA12.

Science: Successful completion of Biology, Chemistry, or Introduction to Chemistry, and Physics, or Introduction to Physics.

Mathematics: Successful completion of Algebra, Algebra II, and Geometry. One math course must be taken the senior year.

Social Studies: Successful completion of Government, U.S. History/Geography, Economics, and World History/Geography.

Health and Physical Education: Successful completion of Health and Physical Education. (Physical Education waiver may be granted based on state policy.)

Visual, Performing and Applied Arts: 2 credits in one of the following subject areas: fine or performing arts, foreign language, vocational education, or industrial technology education.

World Languages: Successful completion of 2 courses that are in the same language.

Leslie High School makes every effort to recognize those students who work to exceed the standard graduation requirements. For information regarding the Specialized Endorsement programs, please refer to the Leslie High School Curriculum Guide, available in the Counseling Office.

In order for students to take part in school district sponsored graduation ceremonies, including but not limited to, Honors Convocation and Graduation ceremonies, the student must take, and make a concerted effort to pass, the State of Michigan mandated assessment.

- CHANGING/DROPPING OF COURSES

Changing of courses may be made only by a counselor (with approval from the principal) and only if a student has a schedule error or is in a new situation such as work experience or Talent Center. Changes will not be made because of personal judgments or feelings about instructors or classes.

Decisions on classes should be thoroughly investigated at the time of self-scheduling in the spring of each school year so that minimal chance of error takes place. Students will be allowed to drop courses with no penalty at the designated time prior to the start of school or the first week of the second trimester. Students may drop a yearlong course with prior approval of the teacher, parent, counselor and principal before the second trimester begins. Students who drop classes after the drop/add period will receive an E unless the principal has granted permission.

- CREDITS

Credit for courses will be given only upon completion of the course. Partial credit will not be given for courses not completed. Credit will be awarded on a trimester basis with a passing grade of D- or above. A FULL DAY PROGRAM is five hours. All students at Leslie High School will be full day students. Five hours is defined as being enrolled in:

- Five classes at the high school, or
- Three classes at the high school and three hours at the Wilson Talent Center, or
- Four classes at the high school and one class at a community college/college/university, or
- Three classes at the high school and two classes at a community college/college/university.

Exceptions to this section may be made:

- When the student is approved for a shortened school day because of family or financial need.
- When other principal approved extenuating circumstances exist.

- Michigan Merit Personal Curriculum

Purpose: The personal curriculum is available to students to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum.

Why request a Personal Curriculum to the Michigan Merit Curriculum?

- To substitute additional mathematics, science, English language arts or world languages credit.
- To modify credit requirements due to a disability as outlined in a student's IEP.
- To properly place a student transferring into a local school district from out-of-state or a non-public school.

Required Personal Curriculum Elements:

Educational Development Plan (EDP)

- All Personal Curriculum items must be in alignment with the student's EDP.
- All students must develop an EDP in 7th grade.

- EDP must be developed under the supervision of a school counselor or other qualified designee acting in the counselor role.
- EDP must be developed based on Career Pathways or other career exploration curriculum.

Personal Curriculum Development Team

- Upon the request of a Personal Curriculum by a parent/guardian/student with adult status, a PC development team must be formed and include: Parent/guardian/student with adult status, School counselor, Superintendent or designee, School Psychologist only for a student with an IEP (optional).

Personal Curriculum Content

All Personal Curriculum must:

- Establish measurable goals accompanied by a method to assess goals.
- Incorporate as much as “practicable” from the Michigan Merit Curriculum
- Include all requirements for English language arts, science, math and online learning experience as outlined in the Michigan Merit Curriculum for students without an IEP.
- Be agreed upon by members of the PC Development Team as outlined above.

Personal Curriculum content and Special Education

Student receiving special education services:

- Must have a current IEP developed that identifies the appropriate course of study, student’s post school goals, modifications, and accommodations necessary for the student to progress in the Michigan Merit Curriculum.
- Must have an EDP.
- Must meet the requirements of the Michigan Merit Curriculum to the extent practicable given their disability. Personal Curriculum may include any modifications of credit requirements and/or content expectations.
- IEP does not overrule the Personal curriculum.
- The Personal Curriculum Process should be a separate process from the IEP.
- The IEP cannot request modifications to the Michigan Merit Curriculum, only accommodations.
- Personal Curriculum can offer modifications to the Michigan Merit Curriculum.

Monitoring of Personal Curriculum

- Parent/guardian/student with adult status is responsible for monitoring progress of Personal Curriculum, at least quarterly.

Other Personal Curriculum Elements to Consider.

- Parent/guardian/student with adult status may request a Personal Curriculum.
- Math credits as outlined in the Michigan Merit curriculum may be modified only after 2.5 credits (algebra I, algebra II, geometry) of math are completed for students without an IEP.
- Personal Curriculum may be modified/adjusted over time.
- A high school diploma may be awarded to a student with a Personal Curriculum.

ASSEMBLIES

Students are expected to conduct themselves in a respectful manner with respect for the speaker or entertainer. Students will also be expected to sit in designated areas.

ATTENDANCE

Full attendance in school is vital if students are to receive maximum educational benefits. Each day of school is unique and important academically and socially, and once lost cannot be regained. The State's compulsory attendance law is recognition of the educational value of regular attendance.

Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students. Interaction between students and staff and involvement in the total school environment are critical components of the learning process, and are generally dependent on the student's presence in school and in the classroom. It is well established that students with good attendance records generally achieve higher grades, enjoy school more, are considered more employable, and generally are better prepared to meet the challenges of our complex society. In accordance with state law each student's attendance is made a matter of record and is permanently placed on each student's transcript. Employers and institutions of higher education often consider this record of equal importance with academic grades.

Given the above statement of philosophy, it follows that the school must do its utmost to encourage good attendance by all students. While recognizing that some absences are unavoidable and legitimate, it is important for the school staff, parents/guardians and students to cooperatively strive for as much regular attendance by each student as possible. It must be recognized that any absence is potentially damaging to the student's academic achievement, especially if the absence is for avoidable reasons and/or work is not made up. A reduction in grades could result from lack of attendance during regular instruction or directly from failure to make up work after an absence when the opportunity is provided. The school will impose

appropriate sanctions on students who have unexcused absences, tardies or truancy or who present fraudulent excuses.

Definitions:

All absences, whether excused or unexcused, will be counted towards the total number of days absent that will be recorded on the student's state required permanent transcript.

- An absence is non-attendance at any scheduled class or credit-related activity.
- An absence due to participation in a school sponsored event related to a class or activity (e.g., athletic competition, field trips), is not considered an absence from school and will not be recorded on the student's transcript.
- It is the student's responsibility to contact each teacher to arrange for making up all work missed. The teacher will set the time allowed for make-up work. Quizzes, tests, examinations missed must also be made up at a time scheduled by the teacher in order for credit to be given. (Generally no longer than two days for each day of absence)
- **Students may be absent up to 8 days per Trimester per class before being required to make up time. Any absence past this limit will result in the loss of credit for the particular classes in which the excessive absences occurred. The only exceptions would be due to excused absences listed further in the attendance section.**

Students have the opportunity to "earn back" class hours missed (past the 8 days) by attending Saturday School, which will be in session from 8:00 a.m. until 12:00 noon. Students must arrive on time and must stay until dismissed. One hour of Saturday School will "earn back" one class hour. Saturday School time must be spent in quiet, independent study. Students may only "earn back" time if they are focused on class work and productively completing classroom assignments. Students will not be assigned to Saturday School due to attendance; it is the student's responsibility to attend to "earn back" time. This is an option provided by Leslie High School for those students interested in earning credit in their classes. The choice of whether or not to attend belongs to each individual student.

Students who have lost credit in any given class due to excessive absenteeism will be expected to continue to attend that class and to be attentive and respectful of the classroom teacher and of the lesson being conducted. Any student (having 9 or more) absences that disrupt the class will be sent to the office for immediate discipline.

Appeal Process:

Any exceptions or extensions of the 8 day policy as it has been written may be appealed in writing to the principal.

Excused absences include the following reasons (work may be made up):

- Personal illness of the student.
- Serious personal or family problems.
- Attendance at funerals, which the student is expected by his/her family to attend.
- Business and professional appointments, which cannot be scheduled outside of school hours.
- Religious instruction or obligations.
- Other reasons provided for extenuating circumstances exist if requested by the student's parents or guardian and approved by the principal or his/her designee.
- **After the 8th absence in a trimester, medical/court verification will be required in order to excuse an absence.**

Absences or suspensions from school imposed by school authorities for investigative or disciplinary purposes. (**Work may be made up.**)

Procedures for dealing with absences for each of these reasons are covered in more detail below.

Unexcused absences are non-attendance for any reason other than those defined in D and E. (**Work may not be made up for a grade**). These include but are not limited to, skipping/truancy, shopping, trips for personal grooming appointments, oversleeping, **walking out of class without permission (and may also be considered insubordination), disruptive behavior resulting in being kicked out of class**, missing the bus or leaving the school grounds without approval of the office.

- **Truancy:** A student under the age of eighteen (18) who is absent from school without parental knowledge and/or permission is truant. Truancy, popularly called "skipping" is an unexcused absence. Students who are truant from class or who leave school grounds during the school day without approval of the office will be considered unexcused for the time missed. Breaking school rules resulting in the removal of the student from class or suspension is also considered truancy. Any student under the age of 18 that absents themselves from the educational setting may be referred to truancy court.
- A student that arrives fifteen (15) minutes or less late for a class is considered tardy. If the student arrives more than fifteen (15) minutes late, the student is considered absent from the class and that absence will be recorded.
- Record keeping for attendance begins and ends with each trimester period.

- ABSENCE NOTIFICATION PROCEDURES

Excused absences are recorded on the attendance records provided the parent/guardian/adult student calls the Attendance Office between the hours of 7:00 a.m. and 3:30 p.m. on the day of the absence. In the event of a continuing absence for more than one

day in succession, a call must be made each day unless a long-term absence has been pre-arranged. If a call(s) is not made, a written excuse signed by the parent/guardian/adult student must be presented on the first day of return to school.

- Failure to notify the school will result in an unexcused absence. These will also be recorded on the attendance records. Parent/guardian/adult students will be notified of a non-attendance. After 3:30 p.m. on the school day following an unexcused absence, the absence cannot be changed to an excused absence.
- If a student must leave during the school day, the student is required to check out in the main office and to check in when returning. For absences during the school day, verification will be required prior to leaving.
- Family related activities may be excused. A pre-arranged absence form must be completed and authorized by administration.

- **UNAUTHORIZED ABSENCE FROM CLASS**

All students must sign out in the Main Office when leaving the building during school hours. In order to sign out from the building the student must have permission from a parent/legal guardian **and permission from office personnel**. Failure to sign out properly will be considered an unauthorized absence from class. Additionally, it will be considered an unauthorized absence from class when a student is absent from class without office and/or parent knowledge or permission.

First Violation: Warning. Warning or after school detention. Parent Notification.

Second Violation: After school detention/Sat. Detention. Parental Notification.

Third Violation: Saturday detention/One day suspension. Parental Notification

Fourth (and subsequent) Violation: One (1) to ten (10) days suspension. Parental Notification.

- **ATTENDANCE REQUIREMENTS FOR SPECIAL EVENTS**

A student must be in school 90% of all class hours in a trimester up to the date of a special event to attend or participate in that event. Special events may include but are not limited to Fall Homecoming, Winter Homecoming, the prom, award ceremonies and graduation. The student's attendance will start each 12-week period for the purpose of establishing a 90% attendance. Long term illness and special circumstances may be considered by the administration as reasons to reduce the 90% requirement.

- **VERIFICATION**

The school district reserves the right to investigate any excuse, which is considered questionable. In the event of a medical absence, a doctor's statement may be required. Any excuse presented which is established to be fraudulent will result in the absence or tardy being unexcused and will result in disciplinary action. **After the 8th absence in a single marking period, medical/court verification will be required in order to excuse an absence.**

- **INCOMPLETE GRADES OR FAILURE TO MAKE UP WORK**

In the event that a marking period (trimester) ends during an excused absence, or while make- up work is still pending from that absence, a grade of incomplete will be given.

If the student fails to make up some or all of the work missed within the time frame allowed, a grade of zero (0) will be given for such work not made up.

- **TARDY PROCEDURES** (Teachers may have their own classroom rules for tardies in addition to the following school policy.)

Tardy # (per class period)	Parent Notification	Consequence
1-2	Automated phone notification	WARNING
3-4	Automated phone notification	1 Day Lunch Detention
5-7	Automated phone notification LHS Administration notification	1 Day After School Detention
8+	Automated phone notification LHS Administration notification	1 Day In-School Suspension and/or 1 Saturday School (Parent/Student conference may be requested)

EVERY THREE TARDIES IS EQUAL TO ONE OF YOUR EIGHT ABSENCES DURING THAT TRIMESTER!!!

APPEAL PROCESS:

If a student, parent or guardian believes that this policy or procedure has been improperly interpreted or applied in their case, they should first attempt to resolve it with the administrator responsible for making the decision.

BULLYING

Definition:

Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes, but is not limited to, a repeated pattern of physical intimidation or assault; extortion, oral or written threats, teasing, putdowns, name-calling, social media likes, gestures, or actions, cruel rumors, false accusations, and social isolation.

Bullying is prohibited. Leslie High School will not tolerate any bullying on school grounds or at any school activity on or off campus, or in route to or from school.

Staff intervention:

Leslie High School staff members who observe or become aware of an act of bullying will take immediate steps to intervene lending appropriate consideration and priority to the safety of the victim and themselves. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she will report the bullying to the school discipline coordinator for further investigation.

Students and parents shall report bullying. Leslie High School students and parents who become aware of an act of bullying should report it to school personnel for further investigation. Any student who retaliates against another for reporting bullying may be subject to consequences.

Investigation procedures:

Upon learning about a bullying incident, the administration may contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, school staff, and review of school records.

Consequences/intervention:

Consequences for students who bully others shall depend on the results of the investigation and may include counseling, a parent conference, detention, suspension and/or expulsion. Depending on the severity of the incident, the administration may also take appropriate steps to ensure student safety. These steps may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with parents.

BUS RULES

- It is necessary to **FOLLOW THE DIRECTIONS OF THE DRIVER.**
- Students must remain quiet at **ALL** railroad crossings.
- Students who walk from one school to another without permission will be ticketed.
- Students are expected to remain seated at all times when the bus is in operation.
- No part of the body and no objects shall be extended outside of the window.
- All emergency exits on the bus are to be used **only** in cases of emergency.
- Eating, smoking, chewing tobacco, gambling and possession of intoxicants or illegal substances on buses is prohibited.
- Animals, weapons, knives, glass containers, and fireworks are prohibited. Radios larger than pocket size are not permitted on or around buses.
- Inappropriate language including profanity will not be tolerated on the buses.
- Students are not permitted to activate any of the controls on a bus including door handles.
- In general, each rider is expected to conduct themselves in such a way as is unlikely to injure others or damage property.
- To maintain regular schedules students are expected to be at their pick up location approximately ten minutes before normal pick up times.
- Students who must cross a road to board a bus are expected to stay on the side of the road where they live until the bus arrives. They should then cross only after all traffic has stopped for the stopped school bus, which has activated its alternately flashing stop lights. When leaving the bus, students who must cross the road are expected to cross ten (10) feet in front of the bus.
- Pupils should notify the driver in advance when they do not intend to ride the bus.
- **A written request from the parents to the principal's office or verbal contact to the principal's office will be necessary before a student may be admitted or discharged at a stop other than their regular stop or ride a bus route other than their regular route.**
- In case of road emergencies or accidents not involving the bus, students shall remain in the bus unless instructed differently by the driver.
- Pupils may be suspended immediately from riding a school bus for failure to follow these rules when their actions, in any way, are considered detrimental to the rights, safety, and property of others or control of the bus.
- **ALL FEDERAL AND STATE LAWS WILL BE ADHERED TO.**

CANCELLATION OF SCHOOL

Occasionally, school may be canceled due to inclement weather or other emergencies. The District School Reach System will notify parents of school closings or delays through telephone and email notifications. Television stations WILX and WLNS will also provide closing information. School cancellations can also be found on the Leslie Public Schools web page at www.lesliek12.net. Please **DO NOT** call the school office with questions regarding school closing. Tune in to one of the stations listed above. They have the latest information and school phones will not be tied up for priority communication in such an emergency.

CARE OF SCHOOL PROPERTY

As a student of Leslie High School you are expected to take the very best care of it at all times. Discourage anyone from damaging school property even to the extent of reporting this kind of misdemeanor to the principal's office. The school belongs to you and your parents. Take care of it. Improve it in every way you can and see to it that your associates do likewise.

CELL PHONE

ELECTRONIC COMMUNICATION DEVICE (ECDs) AND PERSONAL DIGITAL ASSISTANTS (PDAs)

A student may possess a cellular phone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions under specific circumstances stated in related regulations.

The Student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, damage or vandalism to cell phones, ECDs or PDAs brought onto its property, even in the event the phone is confiscated by the staff or the administration. Students and parents are strongly encouraged to ensure that if students have cell phones, ECDs or PDAs in their possession, that they should not leave them unattended or unsecured and that they are insured against loss or theft.

The following rules apply and are not all-inclusive. The administration reserves the right to revise, alter or add to these rules at any time the new technology or circumstances indicate.

- Students are prohibited from using cell phones or other electronic communication devices or having them "On" in the classroom during school hours.
- "Using" refers to not only the making and/or receiving of calls, but also using the cell phone or ECD for *any* other purpose.
- The use of cell phones and other ECDs in locker rooms and restrooms is **strictly prohibited**. Cell phones or ECDs may not be "On" or otherwise used in the school locker room or restroom. This includes the use of picture features available with some models of cell phones, ECDs or PDAs.
- The Athletic Director will work with coaches and sponsors to establish rules for cell phones, ECDs and PDAs where the student is under the supervision of the coach, within District policy, and enforce consequences involving the use and/or misuse of these devices. A school district employee based on extreme or extenuating circumstances may grant exemptions. Students participating in extracurricular activities in athletics must abide by the rules involving the use of cell phones or ECDs after school hours or after school bus trips.

Use of cell phones or other ECDs in an unauthorized manner or in violation of the policy in any way may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences as appropriate.

* Violations may result in disciplinary action including but not limited to: confiscation of the cellular phone or ECD, until returned to the parents, detention, suspension and/or expulsion.

* Possession of cellular phones or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

CODE OF CONDUCT

The administration has the authority to invoke and terminate suspensions, and to take other steps intended as disciplinary or corrective action regarding cases of misconduct on or off school premises, including school vehicles, and bus stops, or at school functions.

Misconduct shall be regarded as: actions which interfere with the operation of any school, endangering the health and safety of any person, infringing on the rights of others, causing disruption of educational programs or discipline, causing loss or destruction of facilities and actions which are otherwise in violation of laws, school district policies and regulations, and school or classroom rules.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Police assistance will be called for as needed in serious matters. Many acts listed are violations of state law and county ordinance

as well as school district regulations, yet a student may be found guilty of a school rule and not necessarily of a state or county ordinance.

These infractions will be enforced as well as those not published but necessary to maintain the order and character of our school.

DISCIPLINE

In accordance with the updated Michigan School Code the district will before suspending or expelling a student, consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address behavior.

Alcohol/ Other Illegal Drugs and Unauthorized Prescription Drugs (including Look-Alike Drugs and Inhalants)

Leslie High School students are not to possess, use or be under the influence of alcohol / illegal, controlled substances or unauthorized prescription substances including "look-alike" drugs, drug paraphernalia and inhalants. (This includes vaping devices) A "look-alike" drug is one, which represents a controlled substance or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. This policy covers possession or use on school grounds, buildings, or property. Students may not possess, use or be under the influence of any alcohol products, other illegal drugs or unauthorized prescription substances at any school activity sponsored by Leslie High School or any school activity sponsored by another school when Leslie students are participating.

First Violation: Suspension for not less than five (5) days. Police referral if deemed necessary. Possible recommendation for expulsion.

Second (and subsequent) Violation: Suspension for ten (10) days. Police referral if deemed necessary. Possible recommendation for expulsion.

Sale and Delivery of Alcohol/Illegal Drugs

Leslie High School students are not to sell, deliver, attempt or cause to be delivered alcohol any illegal, controlled substance, or unauthorized prescription substance including "look-alike" drugs and inhalants.

First Violation: Suspension for ten (10) days. Police referral. Possible recommendation for expulsion.

Arson

The willful and malicious burning of, or attempt to burn, any building or any property of the school district

Violation: Suspension up to ten (10) days. Police referral if necessary. Possible recommendation for expulsion.

Campus Privileges

Students may not leave school grounds during the school day (including lunch period.)

First violation: One (1) after school detention.

Second Violation: One (1) Saturday/after school detention.

Third (and subsequent) Violation: 1-10 days suspension.

Cheating

Determined each trimester and is cumulative regardless of course the offense occurs within. There will be no cheating in any class or activity. Cheating includes, but is not limited to:

- Obtaining or retaining partial or whole copies of examination, pre-tests, tests or quizzes before these are distributed for student use;
- Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
- Obtaining and/or distributing confidential information about examinations, tests or quizzes other than that released by the instructor;
- Securing, giving or exchanging information during examinations;
- Presenting as one's own, any data or other material gathered by another person or group.
- Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

Any plagiarism. Plagiarism includes, but is not limited to:

- The copying of words, sentences and paragraphs directly from the work of another without proper citation of the source (i.e. cutting and pasting from the internet)
- The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another's work without proper citation of the source.
- The presentation as one's own of the final or draft work of another without proper citation of the source, such as the use of purchased research papers.
- Sharing your work (including google docs) with other students. (worksheets, papers, assignments, etc.)

First Violation: Teacher assigns the letter grade of "E" to the assignment.

Second Violation: Trimester failure for course offense occurs within and referral to principal or assistant principal.

Chromebooks

- Chromebooks will be distributed to all students who wish to have one.

- Chromebooks will be signed out just like textbooks to students.
- Students will sign for and are responsible for care and damage to their chromebook.
- All school acceptable use policy rules apply.
- Chromebooks are the main technology to be used in the classroom.
- Cell phones should be put away in class and only out if teacher permission is given.

First Violation: Removal of educational technology privileges for not less than one (1) day.

Second Violation: Removal of educational technology privileges for not less than three (3) school days.

Third Violation: Removal of educational technology privileges for not less than ten- (10) school days/remainder of school year. Possible suspension.

Fourth Violation: Removal of educational technology privileges for not less than 45-school days/remainder of school year. Possible suspension.

Fifth Violation (and subsequent) Violation: Removal of educational technology privileges for not less than 135-school days/remainder of school year. Possible suspension.

If, in the opinion of the network/building administrator, a violation significantly disrupts the network or a computer network function; a student may be suspended immediately and permanently lose network access. **Violators may be suspended or expelled from school and may be subject to prosecution and financial damages.**

Electronic Information Access and Use

Use of the District's educational technology is limited to legitimate purposes to support and enhance the educational mission of the District. The following uses are strictly prohibited and will subject the offender to appropriate disciplinary sanctions:

- Use the district equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything, which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement of solicitation without approval from the Superintendent.
- Access, attempt to access, modify, **transfer, duplicate**, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system, on the network, including creating or sending computer viruses, Trojan horses, **worms**, or similar computer code.
- Use electronic mail to send unsolicited, bulk, **broadcast**, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings or send e-mail/message "flames" or other attacks **including hate mail and discriminatory remarks.**
- **Viewing or downloading material in any form that depicts or describes graphic violence.**
- Attempt to access material or sites that are blocked by the district, or attempt to use the network while access privileges are suspended.
- **Use of identification or a password not specifically assigned to the user by the network administrator.**
- **Use of computers or the network for recreational games unless expressly approved by the teacher or administrator.**
- **E-mail and chat room access for students are prohibited.**

Fighting (Assault)

No student shall engage in an aggressive action upon another individual or individuals through either verbal/physical abuse *or threat*, either on school property or on the way to and from school. A student may also be held responsible for statements and/or actions, which directly provoked aggressive action, by another student.

First Violation: Suspension for a period of not less than five (5) days. Police referral if deemed necessary. Possible recommendation for expulsion.

Second Violation: Suspension for a period of not less than seven (7) days. Police referral if deemed necessary. Possible recommendation for expulsion.

Third Violation: Suspension for a period of not less than ten (10) days. Police referral if deemed necessary. Possible recommendation for expulsion.

Promoting Fighting

No student shall promote or instigate fighting. This includes sharing pictures/film of the fight.

First Violation: One (1) after school detention.

Second Violation: One (1) day suspension.

Third (and subsequent) Violation: 1-10 day suspension.

Food and Beverages

Food and beverages are limited in the hallways and classrooms per teacher/principal discretion.

Forgery

Students are not to fraudulently make or alter a school related document. **This includes but is not limited to falsification of notes/passes from teachers/parents/legal guardians and false representation on the phone.**

First Violation: Not less than one (1) day suspension.

Second Violation: Not less than two (2) days suspension.

Third (and subsequent) Violation: 3-10 days suspension.

Hallway Conduct

Students will not run, shout or engage in horseplay in the hallways. Students will not litter or deposit refuse in the hallways/commons. Students must have a pass to be in hallways during class time.

First Violation: After school detention.

Second Violation: One (1) Saturday/after school detention.

Third (and subsequent) Violation: 1-10 day suspension.

Harassment

Harassment may consist of unwelcome advances or other inappropriate verbal, written, or physical conduct. Students who feel they may be the victims of harassment instigated by other students or staff should immediately communicate their concerns to the appropriate administrator for a prompt investigation and disposition of the incident.

First (and subsequent) Violation: After school detention/Saturday Detention/One(1)to ten(10) day suspension/Police referral if necessary/Possible recommendation for Expulsion.

Inappropriate Language/Gestures

Students will not use profane or obscene language or gestures in verbal, written, or physical form.

First Violation: One (1) after school detention. Possible one (1) to ten (10) day suspension.

Second Violation: One (1) Saturday/after school detention. Possible one (1) to ten (10) day suspension.

Third (and subsequent) Violation: Not less than three (3) to (10) day suspension.

Insubordination

*Students must follow and respect the reasonable direction of teachers, administrators and adult employees. A student must identify him/herself when asked to do so by a school employee. Students are expected to be truthful when questioned by a school employee. **Students are expected to treat all employees with respect. Inappropriate language directed toward an employee will be considered insubordination.***

First Violation: One (1) to ten (10) day suspension from school. Possible recommendation for expulsion.

Second Violation: Three (3) to ten (10) day suspension from school. Possible recommendation for expulsion.

Third Violation: Five (5) to ten (10) day suspension from school. Possible recommendation for expulsion.

Possession or Use of Disruptive Items

The school setting is disrupted when students have articles that are hazardous to the safety of others or interfere with a learning environment. Such items include, but are not limited to: laser pointers, lighters, water pistols, water balloons, and fireworks. ***These items will be confiscated and not returned. CD players, mp3 players, iPods and earphones may be used in the classroom at the discretion of the teacher.***

First Violation: Review of school policy. Parental notification.

Second Violation: One (1) after school detention.

Third Violation: One (1) Saturday/after school detention.

Fourth (and subsequent) Violation: One (3) – Ten (10) day suspension.

Public Display of Affection

Hand Holding is the only act of public affection permissible at Leslie High School. Any other acts including, but not limited to, kissing and petting are not permissible.

First Violation: Warning. Review of school policy. Parental Notification.

Second Violation: One (1) after school detention. Parental Notification.

Third Violation: One (1) Saturday Detention/after school detention. Parental Notification.

Fourth (and subsequent) Violation: 1-10 day suspension. Parental Notification.

Sexual Harassment

Title IX Sexual Harassment Policy

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written, or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other students or staff should immediately communicate their concerns to the principal or assistant principal for a prompt investigation and disposition of the incident.

First Violation: Suspension for not less than three (3) days with readmission only following satisfactory conference with parents. Police referral if necessary. Possible recommendation for expulsion.

Second Violation: Suspension for not less than five (5) days with readmission only following satisfactory conference with parents. Police referral if necessary. Possible recommendation for expulsion.

Third (and subsequent) Violation: Suspension for ten (10) days. Police referral if necessary. Possible recommendation for expulsion.

Student Cooperation with Staff

A student must not physically attack, threaten, imply a threat, aggressively touch, or abuse any school employee in any manner.

Violation: Expulsion from school for remainder of year with readmission only by school board, upon satisfactory agreement by parents to assure cooperation in preventing repetition of the offense.

Students are not to verbally threaten, or imply a verbal threat, to teachers, administrators or any employee of the school district.

First Violation: Not less than five (5) day suspension from school. Police referral

Second Violation: Ten (10) day suspension from school. Police referral. Possible recommendation for expulsion.

Student Suspension and Readmittance

When a student is suspended from Leslie High School for any reason, he/she may not be on school property or attend any school functions unless accompanied by a parent. Appearing on school property during a suspension will be considered trespassing and will result in further disciplinary action including police referral. Parents must conference with a building administrator after any suspension either by phone or in person.

Theft and Vandalism

No student shall engage in the act of theft or vandalism of school property or the property of others.

First Violation: Suspension for a period of not less than three (3) days and notification of parents and/or police officials.

Restitution for damages. Possible recommendation for expulsion. Possible police referral.

Second Violation: Suspension for a period not less than five (5) days and notification of parents and/or police officials.

Restitution for damages. Possible recommendation for expulsion. Possible police referral.

Third Violation: Ten (10) day suspension and notification of parents and/or police officials. Possible recommendation for expulsion. Restitution for damages. Possible recommendation for expulsion. Possible police referral.

Threats

Students are not to tamper with or set off the fire alarm system in the building, tamper with fire extinguishers, or make verbal or written threats of explosive or incendiary devices being in the building. Students are not to make any threats to the safety of students, staff, or school.

Violation: Suspension for ten (10) days. Police referral. Possible recommendation for expulsion.

Tobacco Products

Leslie High School students are not allowed to possess or use any tobacco products or "look-alike" products. (This includes vaping devices) This policy covers possession or use on school grounds, buildings, or property. Students may not possess or use any tobacco products at any school activity sponsored by Leslie High School or any school activity sponsored by another school when Leslie students are participating.

First Violation: Suspension for not less than three (3) days. Police referral if deemed necessary.

Second Violation: Suspension for not less than five (5) days. Police referral if deemed necessary.

Third Violation: Suspension for ten (10) days. Possible recommendation for expulsion.

Vehicle Use

Only students who demonstrate a real need may drive to school during the school day. This includes those students who participate in extracurricular activities, or need transportation to a work site. All students driving to school must register their vehicles in the Attendance Office. Students are to park in delineated parking spots in the designated student parking area. Students are not to sit or ride in vehicles during the school day or during school activities. No vehicles are to be driven during lunch or any other time during the school day unless permission is granted by the Administration.

In order to be given the privilege of driving to the Wilson Talent Center (WTC), a student must have a Driving Permission Contract filled out, signed by a parent/guardian, and turned in to the LHS main office. Students must also submit a copy of their proof of car insurance to the main office. These documents must be turned in to the office before a student drives to WTC. Any student found to be transporting passengers to and/or from the WTC will lose driving privileges.

First Violation: One (1) after school detention.

Second Violation: One (1) Saturday/after school detention.

Third violation: Loss of driving privileges for three (3) days/possible suspension.

Fourth Violation: Loss of driving privileges for ten (10) days/possible suspension.

Fifth Violation: Loss of driving privileges for forty-five (45) days/possible suspension.

Sixth (and subsequent) Violation: Loss of driving privileges for ninety (90) days/possible suspension.

Students not registering cars or parking in a designated student parking area will result in immobilization of the vehicle, which will require a \$10.00 removal fee. **LHS does not assume any liability due to damage if the car is immobilized.**

Weapons

No students are permitted to have in their possession **any instrument, which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault.** These instruments may include, but are not limited to: firearms, knives, brass knuckles, mace, clubs, explosives, explosive devices or look-alike weapons.

Violation of Weapon-Free School Act: If a student possesses a dangerous weapon in a weapon-free school zone, that student shall be suspended for ten (10) days, with a recommendation made to the Board of Education for expulsion, as specified in the Act. Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

Other Violations: Suspension up to ten (10) days. Police referral if necessary. Possible recommendation for expulsion.

- WHAT DO WE EXPECT OF STUDENTS?

It is very difficult, if not impossible, to list or state what is "acceptable" behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected of them, we offer these guidelines:

- Students should attend school regularly.
- Students should be prompt in arriving at their assigned place.
- Students should understand and follow school policies.
- Students should respect the worth, dignity and rights of each individual student or school personnel.
- Students should observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
- Students should devote all their energies toward realizing their potential.

Students should involve themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, library services, counseling services, student activities, etc. In all, students should conduct themselves in a manner worthy of Leslie Blackhawk pride.

DANCES

Leslie High School sponsors many dances for its students. It is necessary to establish certain regulations in order to avoid incidents, which might result in trouble for your school.

DANCE RULES AND REGULATIONS

- After-game dances, doors close at 10:30 p.m. **At all other dances, doors close one hour after the dance starts.**
- All entertaining groups will be informed of dance rules as part of the contract. Entertainment (bands or DJ's) will be subject to all dance rules. **Infractions of these rules will result in loss of payment to said groups.**
- Guests must be assigned to Leslie students who have applied for and obtained guest permits in the high school office. Guest passes must be applied for, signed by an administrator, and picked up *the day before the dance*. *Guests must enter and leave the dance with their host.* Dance passes will be limited in number.
- Leslie High School dances are open to Leslie High School students and administration pre-approved, high school guests only.
- All school rules apply at all times.
- Students must stay in designated areas.
- Any student exhibiting disorderly conduct will be subject to disciplinary action at the discretion of the chaperones.
- No hats inside the building.
- No inappropriate touching (kissing, etc...).
- No inappropriate dancing (or any other aggressive/ dangerous/ lewd dancing).
- **Once a participant leaves, he/she will not be allowed to re-enter the dance.**
- Students must attend school all day on the day of the dance in order to be allowed to attend the dance.
- Student attendance at a Leslie High School sponsored social event is considered a privilege, which may be denied if a student's behavior in school warrants such action.
- Nuisance items are not permitted at the dances. These items include but are not limited to glow sticks, laser pointers, lighters, water pistols, water balloons.
- No food, beverages, or water may be brought into a dance.

DRESS CODE

Students shall dress and groom themselves in an appropriate manner. At all times their dress and grooming shall reflect good taste and not contribute to distraction and disruption of the learning process. Dress and grooming, which is not in keeping with established health and safety standards, is not acceptable. The following types of apparel are not appropriate for school and will not be allowed:

- Appropriate student school attire covers torso (including no visible cleavage, stomach, and/or lower back) and buttocks when standing or sitting.
- All undergarments must be covered.
- Tube tops, halter tops, tank tops, beachwear, racerback shirts, or any top that exposes the stomach and/or back.
- Any article of clothing that contains vulgarity or suggestive wording.
- Any article of clothing that advertises or promotes the use of tobacco, alcohol or other drugs.
- Bare or stocking feet.
- Personal appearance deemed to be distracting, provocative, or sexually suggestive.
- No item that could be considered to be used as a weapon. Examples include but are not limited to: spikes, chains, etc.
- Pants that are worn with the waist of the pants below the waist level of the student.
- No glow sticks.
- No bandanas *of any kind* will be displayed.

Violation: Students will be asked to change the article of clothing in question. Students will face after school detention. If the student continually does not follow the dress code, this will be viewed as insubordination.

HAZING

The District shall not tolerate any hazing of students and prohibits hazing at all times.

Definition:

Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Staff's responsibilities

Teachers, administrators, volunteers, contractors and other district employees shall be alert to possible situations, circumstances or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone or tolerate hazing.

Where and when policy applies:

This policy applies to behavior that occurs on or off school property and during and after school hours.

Formal reporting procedure:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, the school district human rights officer or the superintendent.

Informal reporting:

Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel that they have been subjected to hazing should talk with a principal, teacher, coach or advisor. Staff members who have concerns about possible hazing behavior are encouraged to talk with a principal, teacher, coach or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

School district investigation:

Upon receipt of a formal complaint or report of hazing, the school shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

Discipline:

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated this policy. Such action may include but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave school grounds between classes **unless the office has excused them**. When it is necessary for a student to leave the school during the day, they must have parental permission, office personnel permission and must sign out in the Main Office prior to leaving. Failure to get permission from the office will result in an unauthorized absence from class violation.

LUNCH

A hot lunch program is held in the commons. Students who carry their lunches are to eat in the commons and may purchase milk at that time. Be sure to dispose of your own trays, milk cartons, and papers before you leave the lunchroom. Students who do not cooperate in keeping the commons clean and picked up will be assigned clean up duty in the commons for an appropriate period of time. We will operate with two lunch periods. During lunch students are allowed to be in the commons area only.

All hallways should be clear of students during lunchtime. While you are eating, half of the students are still in class so every effort must be made to keep the school orderly during lunchtime. Students should visit their lockers immediately before and after lunch only. **There are no open campus privileges during lunchtime.**

- FREE LUNCH AND REDUCED LUNCH

Those students who qualify for free or reduced lunch must have a parent complete an eligibility form and return it to food services.

LOCKERS

All Leslie High School students will be assigned a locker. This locker will be furnished free of charge and must be maintained in a neat manner. Student lockers and desks are school property and remain at all times under the control of the Leslie Public Schools. Mistreatment of lockers may result in fines being assessed. Please keep the combination of your locker to yourself. You are not to trade lockers with another student unless a building administrator has approved it. Do not bring valuable items or large amounts of money to school. Leslie High School is not responsible for items that may come up missing from hall or physical education lockers. ***Students need to keep book bags in their lockers during school hours. Students will not be allowed to carry book bags in classrooms or leave them unattended in the halls.*** (Also see Search and Seizure.)

MEDIA CENTER

- Students using the media center are expected to remain for the entire class period.
- Any permission to leave the media center will be given by the librarian - not by the student assistants.
- If it becomes necessary for the librarian to ask a student to leave the media center, the student may not return to the media center until the particular problem situation has been resolved.
- Students using the Media Center must have written permission or be under the direct supervision of a teacher.

MEDICAL PROCEDURES

Students are urged to consult someone in the general office in the event of illness or injury during the school day. Only the office personnel will excuse students to go home because of illness. Students who find it necessary to leave at noon because of illness must be excused before leaving. **No "over the counter" medications will be administered through the office. THIS INCLUDES ASPIRIN AND/OR TYLENOL.** Parents of students requiring the administration of prescription medications during the school day must send that medication to school in the original container, along with a doctor's notice regarding dosage and administration procedures. The parent must also complete the medication prescriber/parent authorization form before any prescription or over the counter Rx will be administered.

MEDICATION

Leslie Schools do not have medical personnel present on a regular basis to administer medication/treatment. ***Careful consideration should be given to the possibility of ordering medication/treatment that is not necessary to administer during school hours.*** Medications will be administered by school personnel in the main office, only after the Leslie Public Schools ***Physician's Authorization to Administer Medication to Student at School form*** has been signed by a physician and a parent. Students are not allowed to take, distribute, give, inhale or otherwise consume any medication or drug, whether prescription or non-prescription, without adhering to the following procedure:

1. A properly completed and signed medication form must accompany all medication.
2. All medication must be in the original container. Prescription medicine must have the original prescription label, which includes the child's name, the name of the drug, the dosage instructions, the doctor's name and the prescription and expiration dates.
3. Asthma inhalers may be self-administered only with expressed written consent of the parent and the physician.
4. It must be taken in the presence of an authorized adult who will record the event.

NATIONAL HONOR SOCIETY

Membership in NHS is by invitation only and is open at the end of 2nd trimester of the sophomore and junior year. Candidates must have a 3.5 grade point average (GPA) on a 4.0 scale. They must also possess leadership ability, maintain high character standards and donate their time and talents to the school and community through service projects. Candidates should have performed community service **BEFORE** applying for membership in the NHS. Once inducted, members must maintain a 3.5 or they are placed on probation for one trimester. If the GPA is not brought up to a 3.5 or higher, dismissal normally follows. Members may also be placed on probation or dismissed for other reasons such as infractions of school rules.

PASSES

No student is to be in the hallway without a pass, which will be contained in the student's agenda books. The pass must be signed and dated by a teacher or staff member in order to be valid. **Teachers will allow no more than one pass per room at a time.**

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Leslie Public Schools. Students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant, including the use of canine search teams.

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

Students are permitted to park on school premises as a matter of privilege, not of right. The Leslie Public Schools retains authority to conduct routine patrols of its parking lots and inspections of the exteriors of vehicles parked on school property. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. The interiors of vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are likely to be contained inside.

SIGNS AND POSTERS

Signs and posters will be permitted in appropriate designated areas of the building after approval from the Principal or Assistant Principal. Any material handed out by students or displayed on school grounds must be approved by the high school principal or assistant principal before it may be distributed or displayed to other students.

SOCIAL PROBATION

(PREREQUISITES FOR PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES OTHER THAN ATHLETICS)

Leslie High School recognizes the important task of teaching young people the relationship between privileges and responsibilities. To that end, the following prerequisites will be met before a student may participate in either school-sponsored parties, activities, or non-curricular school sponsored trips:

- A student will not have been subject to an out-of-school suspension since the previous school sponsored social activity (i.e., all school parties, trips, etc.)
- **A student must be in school the entire day.**
- All overdue books and magazines from the high school library must have been returned or paid for as well as any fines or fees owed the high school.

TELEPHONE USE

Students will be allowed to use the office phone (with office personnel permission) **ONLY** in the case of illness or extreme emergencies. Examples, which the office phone **MAY NOT** be used, but are not limited to, include: forgotten homework, lunch money and athletic equipment.

UNAUTHORIZED ENTRANCE TO BUILDING

No student should be in the building **more than 15 minutes** before or after school unless under a teacher or coach's supervision.

No students are to enter the school building at night or on weekends unless they are under supervision of school authorized personnel or have permission from the Principal.

USE OF SCHOOL FACILITIES

Student groups who desire to use school facilities must have a faculty sponsor in charge. Groups sponsoring activities will obtain an activity permit from the Principal's office stating their obligations, committees and sponsors.

VISITORS

Students who do not attend Leslie High School *may not* visit our school during regular school hours. Parents are always welcome at Leslie High School after signing in at the office upon their arrival.

WORK PERMITS

Work permits are needed in the State of Michigan by a person under the age of 18 before engaging in gainful occupation. The application and papers are issued by the main office in the high school. You must present proof of age when obtaining a permit. High school graduates who are 17 years of age may be employed without a working permit.

Notification of Rights under FERPA for Elementary and Secondary School

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

- 1) The right to inspect and review the student's education records within 45 days of the day the School received a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changes, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or 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.
[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- 4) The right to file a complaint with the U.S. Department of Education concerning

alleged failure by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**LESLIE PUBLIC SCHOOLS
BOARD OF EDUCATION
STATEMENT OF ASSURANCE OF
COMPLIANCE WITH FEDERAL LAW**

The Leslie Public School Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education's, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, and Sec. 503 and 504 of the Rehabilitation Act of 1973, as amended, Individuals With Disabilities Act (IDEA) of 1970, and Sec. 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Leslie Public School Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

**NOTIFICATION OF PARENT/STUDENT
RIGHTS IN IDENTIFICATION,
EVALUATION AND PLACEMENT**

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the School District, you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified.
- B. Have the School District advise you of your rights under Federal law.
- C. Receive notice with respect to identification, evaluation, or placement of your child.
- D. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified.
- E. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
- F. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement option.
- G. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.
- H. Have your child given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District.
- I. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- K. A response from the School District to reasonable requests for explanations and interpretations of your child's records.
- L. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- M. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Superintendent.
- N. Ask for payment of reasonable attorney fees if you are successful on your claim.
- O. File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is the Superintendent (589-8200).

DISCRIMINATION GRIEVANCE PROCEDURES

Resolution of Complaints Alleging Discrimination on the Basis of Race, Sex, Handicap, Religion, National Origin, or other Human Difference:

A student, or parent on behalf of the student, who has a complaint and is unable to solve the issue is to submit the complaint in writing to the appropriate compliance officer (Title VI, Title IX, Section 504 Coordinator). The written complaint is to be specific. It must clearly identify the alleged discrimination and be signed and dated by the complainant.

The compliance officer's responsibility is to:

1. Investigate (within one week) the circumstances of the complaint.
2. Render a decision within two weeks after receipt of the complaint and notify the complainant of that decision in writing, and
3. Provide the complainant one-week to react to the decision before it becomes final.

The complainant's responsibilities are to:

1. Accept the decision in writing, addressed to the compliance officer, within one week of receiving the written decision, or
2. Disagree with the decision in writing, addressed to the compliance officer, within one week of receiving the written decision. In this case, the level two procedure will be initiated.

LEVEL TWO: The compliance officer requests the Superintendent to review the complaint. A meeting will be scheduled within one week of the receipt of request for review. The participants shall be the complainant, the compliance officer, and the Superintendent. The Superintendent will make a decision within one week, which shall be final. The complainant and the compliance officer will receive copies of the decision.

A complaint may be withdrawn in writing, addressed to the compliance officer, by the complainant at any time.

Title VI Coordinator:

Superintendent 4141 Hull Rd., Leslie, MI 49251

Title IX Coordinator:

Superintendent 4141 Hull Rd., Leslie, MI 49251

Section 504 Coordinator:

Superintendent 4141 Hull Rd., Leslie, MI 49251

PUBLIC NOTIFICATION

It is the policy of the Leslie Public School District not to discriminate on the basis of sex in its educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the district's Title IX Coordinator, Superintendent (589-8200).

The Leslie Public School District does not discriminate against any individual for reasons of race, color, creed, religion, age, sex, handicap or national origin. The Leslie Public School District is an Equal Opportunity Employer.

AGE OF MAJORITY

It is imperative that the student who reaches this status recognizes that with age of majority legislation the schools are given the right to set up reasonable rules regarding their operation. The Michigan Legislature, recognizing the possibility of conflict between 18 year olds who are still in attendance at a school and the school policy of operation spelled out the school's rights explicitly in the Michigan School Law, Sec.340.614 MSA 15.3614, stating "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances. "These rules may be relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies, which have been officially adopted and published.

An 18-year-old student's responsibility to the school does not change upon reaching the age of majority. Leslie High School has regulations regarding attendance and discipline and all students, regardless of age, are expected to follow these rules. The Leslie Board of Education has received these rules, found them reasonable, and has declared them to be school policy.

It is reasonable to expect students to be in all assigned classes and activities unless excused.

The administration realizes that students have various illnesses and doctor appointments throughout the year. However, it is the student's responsibility to keep those days of absences and appointments within the limits determined by the Board of Education.

If a student is in attendance at school and finds it necessary to leave for any reason they must, first, check with the office. This applies to all students. **The administration will make the final determination on whether or not to excuse a student.** If a pattern develops where an 18 year old is ill at certain hours or has frequent doctor appointments, it may be necessary to investigate these irregularities.

It is important that all students realize they are responsible to the school for any and all reasonable rules or policies as defined by the Leslie Board of Education. Students who desire to exercise their age of majority rights under this section must complete an Age of Majority Form, located in the Attendance Office.

K-12 HEALTH CURRICULUM

In compliance with state and federal law, Leslie Public Schools teaches a comprehensive K-12 health curriculum. This curriculum includes violence prevention as well as the dangers of alcohol, tobacco, and drugs. Sex education (middle school and high school) and HIV prevention is also a part of that curriculum, which carries a strong abstinence message. The sex education and HIV curricula were approved by the Board of Education after two public hearings, and are taught by trained teachers.

Parents will be notified before these lessons are taught. Parents have the right to preview the materials in the curriculum, as well as observing the class while it is taught. Parents may opt their child out of these classes. If you would like more information on this curriculum and opt out procedures, please contact your child's school for details.

HOMELESS INFORMATION

Your children may be eligible for certain rights and protections under the Federal McKinney-Vento Act. Homeless children and youth are defined as individuals who lack a fixed, regular and adequate nighttime residence. Does your family live in a homeless shelter, motel, campground, car, abandoned building or doubled up with other people due to loss of housing? If so, your children may have the right to:

- Receive a free, appropriate public education to which they are entitled;
- Be enrolled in school immediately, even if lacking documents normally required for enrollment;
- Be enrolled in school and attend classes while the school gathers needed documentation;
- Enroll in the local school near where you are currently living; or continue attending your school of origin (the school attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. If the school district believes that the school you select is not in the best interest of your child, then the district must provide you with a written explanation of its position and offer you the opportunity to appeal its decision;
- Receive transportation to and from the school of origin, if you request this;
- Receive free lunch and breakfast;
- Receive educational services comparable to those provided to all other students, according to your child's need.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such a decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

If you believe your children may be eligible for these benefits, contact the homeless liaison for more information.

Cindy Farley, Homeless Liaison
(517) 589-8200 ext. 101