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The Leelanau School Overview

Mission

The Leelanau School ignites a passion for learning in a boarding school where students thrive by engaging academically and celebrating everyone's unique learning styles in a culture of acceptance, leading to successful and meaningful lives in college and beyond.

History

In the summer of 1923, Cora and Skipper Beals founded a camp for boys on the shores of Lake Michigan in Glen Arbor and named it Camp Leelanau. Both were on the faculty of Principia College, a Christian Science school in St. Louis, Missouri. In 1929 the camp's success prompted some male campers to ask the Beals if they would consider opening a nine-month high school program. The Beals agreed and The Leelanau School for Boys was born. By the early 1940s, it was clear that a sister school was needed and The Pinebrook School for Girls was founded. In 1969, the two schools were combined as The Leelanau School (sometimes referred to in this Handbook as "Leelanau", "TLS", or the "School").

The Leelanau School is an independent, co-educational, college preparatory school for boarding and day students. Accreditation is by the Independent Schools Association of the Central States, the University Of Michigan Bureau Of Accreditation and the National Association of Independent Schools.

Administration

The Leelanau School is administered by a Head of School and governed by a Board of Trustees. The School's Administrative Team is comprised of a Chief Financial Officer, Director of Enrollment Management, Director of Admissions, Director of Counseling, Dean of Students, and Director of Advancement.

Admissions

All candidates applying for admission to Leelanau are thoroughly screened and considered prior to admission. Leelanau's focus is to work with students of average to above average intelligence who simply learn differently and wish to pursue a college preparatory academic program. Leelanau offers its students an experiential and project-based educational environment that maximizes each student's potential to realize their academic and social success at school. A strong focus is made to select students who will also contribute in a positive manner to the Leelanau learning community. Leelanau is the ideal boarding education for intelligent students who simply learn differently.



Awards, Honors and Traditions

During a student's years at Leelanau, there are many challenges and opportunities to grow and demonstrate excellence in personal, academic and athletic areas. Each spring the school community votes to recognize those students who have excelled in various areas with awards, some including scholarships, to mark their achievements. These awards are presented during commencement week.

Senior Awards

Charles Shinn Award	Highest award, outstanding Senior Determined by vote of entire school community
Pioneer Plaque	Ideal Leelanau Senior girl Determined by vote of young women
Leelanau Cup	Ideal Leelanau Senior boy Determined by vote of young men
Charles Olson Scholarship	Environmental stewardship Determined by vote of faculty, \$500 tuition to college
Valedictorian	Senior with highest cumulative GPA
Salutatorian	Senior with second highest cumulative GPA

Awards for Young Women of Pinebrook

Clear Fire	Scholarship, spiritual growth Determined by vote of young women
Clean Hearth	Citizenship Determined by vote of young women
Rigor of the Game	Athletics Determined by vote of young women

Awards for Young Men

John Bowles Trophy	Sportsmanship Determined by vote of young men
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All Student Awards

President's Cup	Positive deed and action Determined by Head of School
Dean's Cup	Personal growth Determined by vote of Student Life Leadership
Marge Standen Award	Drama Determined by Theater Arts Faculty
Mark Maynard	Personal Growth Determined by vote of faculty



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Sally Munhall Award	Academic improvement Determined by vote of faculty
Departmental Awards Arts, and	Outstanding student in History, Spanish, Music, Visual Math/Science Determined by departmental faculty
Hohn Award	Courageous achievement Determined by vote of faculty
Cochran English Award	Writing Determined by departmental faculty
Hawkins Award	Outstanding character and math/science contribution Determined by departmental faculty
Horsemanship Award	Outstanding horsemanship Determined by horsemanship instructor
Peppi Teichner Award	Skiing progress Determined by vote of faculty

Underclassmen Awards

Top Scholars	Top junior, sophomore, & freshman cumulative GPA
Uncle "Whit" Award	Writing Determined by departmental faculty, \$500 for following year's tuition
Robert McNutt Scholarship	Leadership, commitment to school and self-improvement, demonstrated financial need Determined by Leelanau School Administration

The Traditions of Senior Plot and Bell

The Senior Plot symbolizes the School's motto with the Pine and Oak trees located there. The senior class has exclusive use of this plot, located on the banks of the Crystal River behind the Student Center.

The Senior Bell, located at the front of the Student Center, is sacred to each senior class. Only members of the current senior class may ring the Bell. Underclassmen of the Leelanau School respect these traditions.



Academics

Graduation Requirements

To graduate from The Leelanau School, students are required to successfully earn a minimum of 42 semester credits. *The distribution of these requirements is found in the table below.* In addition, students are required to take 2 semester credits of coursework during winter term each year that they attend The Leelanau School. During Senior year students must pass all of their courses, successfully complete their Senior Seminar Project and attend all council activities.

<i>English</i>	8 Semester credits	<i>Science</i>	6 semester credits, 4 of which must be lab sciences
<i>History</i>	6 semester credits	<i>Math</i>	6 semester credits two of which must be Algebra 2
<i>World Languages</i>	4 semester credits	<i>Fine Arts</i>	4 semester credits
<i>Government</i>	1 semester credit	<i>Senior Seminar</i>	1 semester credit
<i>Electives</i>	6 semester credits	<i>Winter Term</i>	2 semester credits for each year at TLS

Course Load and Promotion

Students are required to take 7 courses during the fall and spring terms and 2 half day or 1 full day course during winter term. Students may not have any unscheduled class time. Additionally, students are required to be involved in an afternoon recreational activity each term. In order to move forward to the next grade level, students ***must earn passing grades in all of their courses.***

Course Selection/ Schedules

During spring conferences, students work with their parents and their Faculty Advisors to select the next year’s program of study. Course selection is based on the course catalog generated for a given year. Please note that not all courses are offered every year.

Student schedules are created based on the spring selections. Courses are prioritized based on graduation requirements and then student areas of interest.

Schedule changes may only occur during Thursday and Friday of the first week of class during the fall term, and during the first two days of the Winter Term. Spring term classes may not be changed as they are a continuation of the Fall Term classes. All schedule changes must be approved by the Coordinator of Scheduling.



Transfer Credits

Students who enter The Leelanau School after the fall semester of their freshmen year must submit transcripts from their previous schools for academic review. Courses most likely to transfer are those that are reflected in our course offerings. Additionally, only courses with earned grades of a C- or better are transferable. Once an academic review has occurred, transfer students will be placed in the appropriate grade level and, if necessary, graduation requirements will be adjusted.

Grading System

Students are evaluated on an A, B, C, D or F scale with pluses or minuses possible. All letter grades have the following numerical equivalents (Grade Point Averages - GPAs)

A = 90 - 100 Consistent and exceptional performance and achievement in all areas of the course

A = 4.0 (93 - 100) A- = 3.7 (90 - 92)

B = 80 - 89 Commended performance and achievement in all areas of the course

B+ = 3.3 (87 - 89) B = 3.0 (83 - 86) B- = 2.7 (80 - 82)

C = 70 - 79 Average college preparatory work

C+ = 2.3 (77 - 79) C = 2.0 (73 - 76) C- = 1.7 (70 - 72)

D = 60 -69 Minimal passing grade

D+ = 1.3 (67 - 69) D = 1.0 (63 - 66) D- = .7 (60 - 62)

F = Below 60 Failure to meet the minimum course requirements. In sequential courses, students are not prepared to advance to the next level of study

Cumulative GPA is reported to colleges and is based on all academic work since the first semester of the freshman year. Students who successfully complete Advanced Placement and Honors courses will receive a weighted grade of 0.5 and 0.3, respectively.

Semester Assessments

Students will be assessed at the conclusion of each Term. The assessments are designed to test the accumulated knowledge of the course and will be weighted up to 25% of the final semester grade. All assessments must be taken during the designated exam period. Only under unusual circumstances may an assessment be given prior to its scheduled time. In the event of a conflict, the Department Chair may approve alternate arrangements. *Vacation transportation plans must be made to take effect after assessments are completed. Students who leave early or return late from vacations may be academically penalized.*

Reporting Procedures

The Leelanau School schedules its academic year based on three Terms. There are three grading periods, which occur at the end of each term during each school year. Parents and students receive both their grades and teacher comments at the grading periods. Parents receive Mid-Term comments from the faculty during the fall and spring parent conferences.



Course Failures

If a student fails the first semester in a continuing, sequential course, he/she may continue in that course only with the permission of the Department Chair. If he/she does continue, a credit is still "owed" to that discipline sometime in the future. Single semester failures are normally made up by attending a summer school program approved by The Leelanau School and successful completion of a Leelanau make-up exam prior to the opening of the next school year.

Learning Commons

At The Leelanau School, we provide a better way to learn by focusing on the student as a whole person. The Academic Building is home to the Learning Commons, a space for academic achievement and personal goal setting. Through the Learning Commons, Learning Specialists are available to work with students as they establish a toolbox of learning skills and strategies. For some students, this means taking a strengths-based approach to overcoming the challenges of a learning difference. For others, the toolbox represents a set of organizational, planning, and prioritizing strategies to take their academic achievement to a new level.

All students are enrolled in a Learning Skills Class facilitated by a Learning Specialist. Rooted in and driven by the students' own goals for academic and personal growth, the Learning Skills classes are committed to helping each student establish a basic set of metacognitive and executive functioning strategies. Students are assessed through teacher observations, self-assessment, and feedback dialogues. Students demonstrate understanding when they transfer their developing skills to their classes, study hall, group work, and extra-curricular activities.

Study Hall

The Leelanau School recognizes that independent practice (homework) is a skill to be developed in preparation for college and a career. Leelanau offers a student the opportunity to learn, through direct and explicit instruction, the skills and strategies to become a self-directed learner capable of managing work outside of the class day. Leelanau offers a proctored 1 ½ hour study hall Sunday – Thursday evenings. Teaching faculty and residence life faculty are present and available to support students in accomplishing homework.

Tutorial

The Academic Faculty are available for extra help during tutorial. Tutorial is a 30-minute block of time that occurs mid-morning Tuesday through Friday. Underclassmen (9th, 10th, and 11th graders) will be assigned, with input, to attend specific tutorials each day. Upperclassmen (12th graders) that are experiencing academic difficulty may also be assigned to attend specific tutorials. Students who are not assigned to a specific tutorial are expected to seek extra help in the areas that they identify as their greatest need on any given day.



Homework and JUG

Students are expected to make use of both study hall and tutorial to ensure that they are able to complete their homework within the given timeframes. Those students who fail to meet homework deadlines by 4pm on Friday will be assigned to JUG Friday evening. During JUG, students are required to complete any missing work. If students are not able to complete all of their work on Friday, then JUG hours will continue on Saturday. Students assigned to JUG may not attend weekend activities until all work is completed. Additionally, faculty members will not sign weekend off campus permission slips for those students with missing work.

Academic Difficulty

Students who experience academic difficulty or who fail to devote serious and consistent effort to their academic responsibilities may receive additional attention and support. This may include developing a team consisting of teachers, counselors, administrators, parents and the student to problem solve the difficulties and determine a course of action agreed upon by the team to assess and track student progress. If it becomes obvious that a student is not willing to take his or her academics seriously and will not engage in problem solving strategies with the team, further interventions will be instituted and the student will be reviewed for future actions.

Academic Honors

High Honors - Students who receive a 3.75 GPA with no grade below C in any class for the semester.

Honors - Students who receive a 3.25 GPA with no grade below C in any class for the semester.

Valedictorian, Salutatorian and Top Scholars

Seniors with the first and second highest cumulative GPAs and are enrolled for a minimum of three consecutive semesters at Leelanau are awarded the academic honors of Valedictorian and Salutatorian for a given school year. One year seniors are not eligible for this distinction. These students are recognized at the end of the school year.

In addition to the Valedictorian and Salutatorian honors, juniors, sophomores and freshmen who have the highest cumulative GPAs after a minimum of two semesters at Leelanau are given the honor of top scholars for their classes. All cumulative GPAs are based on semester academic grades earned in high school (grades 9-12).

These awards are presented at the annual year-end ceremonies.

National Honor Society - The purpose of the National Honor Society is "to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character" in students. Membership is open to rising Juniors and Seniors who have completed at least two full semesters at Leelanau and who demonstrate the personal qualities of scholarship, leadership, and character.

A student is first made eligible by his/her cumulative GPA which must be a minimum of 3.0 on a 4.0 scale and a minimum of a 3.5 on a 4.0 scale GPA while at Leelanau. Further, the student is invited to complete an application which indicates his/her involvement in school and community activities. By completing this form, it is an indication that the eligible student wants to be



considered for membership. A faculty selection committee, which is appointed by the National Honor Society Advisor, carefully considers the candidates academics, leadership, character and service. A majority vote of the committee constitutes membership. The formal induction ceremony of members will be held during the Student Leadership Ceremony.

Academic Honesty

In accepting membership in an academic community, students and faculty alike commit themselves to one of its fundamental purposes: the search for truth. With this commitment goes the obligation to pursue this search truthfully and honestly. So that there can be a clear understanding of these responsibilities, the school has formulated the following statement concerning academic honesty: ***To plagiarize means to use another person's ideas, writing or work and to claim this material as one's own.***

Several forms of plagiarism are briefly described here; all forms are dishonesty:

- Submitting under one's name a piece of work, wholly or partially written by someone else, or submitting under one's name a piece of work on which someone else has in some way collaborated.
- Changing a few words here and there from any source and using this slightly altered material as though it were one's own authorship.
- Taking sentences, paragraphs or passages from any source, written or oral, and incorporating them in one's own work without using quotation marks or citing the source of the material.

Further applications of these principles include, without limitation, that:

- All material submitted to any school publication must be free of any form of plagiarism
- Fabrication or faking of documentation or source material is dishonest
- Material used in debates, discussions or meetings where students are representing the school must not be plagiarized or falsified.

Consequences:

Since the school takes a strong stand against all forms of personal dishonesty, including academic dishonesty, faculty will report all instances of plagiarism or academic dishonesty to the Department Chair who will determine the facts of the situation in conjunction with the student and faculty member involved. Once the facts are ascertained, the situation may be referred to the Dean of Students for appropriate action. Both academic and disciplinary consequences should be expected if academic dishonesty is confirmed. In all instances in which plagiarism is suspected, the student will be asked to redo their work.

College Counseling

The comprehensive college counseling program is under the direction of Counseling Services. During each of their four years, students accomplish goals designed for their age/grade level that focus on increasing personal awareness, identifying skills and knowledge, understanding possible career matches, and making best-fit post high school choices. All aspects of successful



matriculation are addressed such as standardized testing preparation, financial aid, and summer transition programming. Students are encouraged to make college visits beginning anytime. A personalized packet of recommendation is prepared for each senior.

Student Records

The Leelanau School's policy with respect to confidentiality of student records voluntarily complies with the Family Education Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). Requests for review of specific records must be made in writing to the Registrar. Once a student has matriculated from The Leelanau School, a \$10.00 fee will be charged for each transcript.

Textbooks

All Textbooks are the property of The Leelanau School. At the beginning of each course, students are assigned a textbook by their classroom faculty. It is the student's responsibility to keep the textbook in good condition and to return it to the faculty at the end of the course. Students who lose their textbooks or treat them harshly will be fined the cost of the textbook. Transcripts will not be released until book fines are paid in full.

Family Advisory Units

Upon entering The Leelanau School, all students are assigned to a Family Advisory Unit (FAU). The FAU is one of the student's primary support groups while at Leelanau. FAUs are faculty and staff advisors working in teams with a mix of returning students and new students. These family advisory groups provide and account for many aspects of life at Leelanau, such as academic advising, social advising, minor disciplinary matters, environmental awareness, and community service. The faculty and adult support staff serve as the adult counselors and advisors to the individual students in each group and the other senior students serve as peer advisors and mentors.

Friendly competitions among FAUs in pursuit of "FAU Points" occur during community challenges and special events. These points earn FAUs accolades and prizes to be determined each year with input from the Student Council.

FAUs are designed to foster a sense of mutual trust, community, group support, and understanding as individuals and as a group toward achieving individual student goals and group objectives which support the mission of Leelanau. Parents are always encouraged to contact their child's advisor (FAU) at any time in order to receive current status reports. All students will remain with their assigned FAUs the entire school year.



Tutoring Services

Tutoring cannot and should not replace a student's responsibility to his or her work. Regular extra-help sessions are available to students who request them. Occasionally, however, one-on-one tutoring seems to be in order. If this becomes the case, arrangements can be made for academic tutoring at the rate of \$85.00 per hour. All formal tutoring will be arranged and supervised by the academic Department Chair.

Afternoon Activities

Philosophy

The Leelanau School embraces afternoon activities as an intricate part of the educational experience and personal development of our students. Leelanau students have a variety of unique opportunities to participate in both Recreational Activities and Creative Art Activities throughout the year. Engaging in afternoon programs will help students develop a diverse set of skills such as group work, communication, commitment, problem solving, self-expression, and preparedness.

Afternoon Activity Requirements

Each student is required to participate in the Afternoon Recreational Program or Afternoon Visual Arts program during each of the 5 sessions.

Afternoon Recreational Program

The Afternoon Recreational Program's goal is to provide students with physical activities that facilitate the development of character, sportsmanship, and teamwork through structured physical activities and sports.

Afternoon Recreational Offering

The Afternoon Recreational Program provides students with a variety of opportunities to participate in moderate to vigorous physical activities during each recreational session and may include:

- Footsteps
- Field Sports
- Gym Sports
- Conditioning
- Boxing
- Cross Country
- Ski/Snowboarding
- Tennis
- Rugby
- Horseback Riding
- Golfing
- Greenhouse

MHSAA Training Rules

When our students participate in a sanctioned (Michigan High School Athletic Association) sport, the school's Athletic Department follows the MHSAA policies and procedures for eligibility and participation.



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Afternoon Creative Arts Program

The Afternoon Creative Arts Program's goal is to provide students with a visual arts experience that facilitates the development of self-expression, collaboration, problem solving and group work skills.

Afternoon Creative Arts Offering

Afternoon Creative Arts Program provides students with a variety of opportunities to explore the world around them through different mediums and may include:

- Creative Expression
- Drama
- Yearbook



Attendance

General Requirements

Regular class attendance is vital to success at The Leelanau School. The special nature of our school results in many students missing class for tours, field trips, and other school-sponsored activities. Other absences may have a serious effect on a student's success. Attendance is monitored and reported to the Dean of Students. Students are expected to attend all classes and required class-related activities unless excused in advance. All other absences will be unexcused.

It is the student's responsibility to clarify any unexcused absences that he or she feels should be excused within 24 hours of the violation.

1. Students **MUST** have a signed pass from a teacher, nurse, counselor, or staff member to leave class and must present a pass to their instructor or coach upon return to class. If a student is too ill to attend class or practice, the student may be confined to Health Services. Health Services will notify staff of the student's residence in the infirmary.

If a student misses more than one class, they will be considered to be on evening health restrictions which means they are expected to be in their house in the evening so they can recuperate and be ready for classes the next day.

2. The consequence for missing morning sign-ins, classes, and community commitments will be determined by the Dean of Students. See below.
3. Emergency absences can be excused only by the Dean of Students or the School Counselor. These offices are authorized to issue passes for excused absences. Instructors, Departments Chairs, and the Dean of Students have the final say in altering the requirements for successful course completion, especially in cases of extended absences due to health problems.
4. Day students that are ill or absent must have a parent call the Dean of Students (231-334-5841) in order to be excused. Parents should call prior to first period (before 8:20 a.m.).
5. Students are required to be in class on time. Instructors will note the number of minutes of missed class time as an unexcused absence.
6. Since a student cannot learn if they are not in class or a required appointment, attendance is taken very seriously. We address absences in a weekly progression.
7. When 20 minutes of unexcused absences in any class occur during a grading period, the student will meet with the Dean of Students and notification will be sent to the student's parents.



During first and second semester, when a student's total absences per class, per semester (excused or unexcused) reaches three class periods or 240 minutes, excluding participation in school-sponsored events, the student's standing in the class will be re-evaluated by the instructor and Department Chair.

An Academic Standing Meeting will be convened with the student, instructor, Department Chair, and Dean of Students to determine the conditions under which the student may or may not continue in the class. Based upon the student's overall performance in the class, the type and amount of work missed, and the student's potential to complete the course successfully, class grade and/or credit may be reduced or denied. During Winter Term, the Academic Standing Meeting will convene after one unexcused absence in a class.

Unexcused absences may cause a student to be dropped from a class or his/her grade to be lowered if such absences continue after intervention. This will be determined by the teacher, Department Chair, and Dean of Students.

8. The student is responsible for any class work, examinations, homework or lessons missed as a result of an absence, excused or unexcused. *Students will not receive credit for class work, class participation, or examinations missed as a result of an unexcused absence.* It is up to the student to consult with the instructor about making up missed work.
9. Students who wish to leave campus during the school week, and, as a result, will miss classes, must complete an Off-Campus form (form requires signatures from the student's teachers) from the Dean of Students. This form must be returned at least one week prior to leaving and must have parental permission. This form serves to document the student's planned absence. Permission for an excused absence can only be granted by the Dean of Students.
10. Students missing classes for college visits must complete the Off-Campus form and submit this request form at least one week prior to leaving. Students are encouraged to use the vacation periods for these visits. If college visits must be planned at other times, a student should not be absent for more than three consecutive school days for such a trip. All such trips must be approved in advance by the College Counselor. School work for the time missed must be completed prior to leaving campus.
11. Absences from classes immediately prior to and after vacations are considered unexcused.
12. Attendance at the Lawn & Tree Ceremony and Graduation is required for all students.
13. Students who accumulate 10 missed days in first or second semester may be dropped from all school classes without academic credit for the balance of the semester. Students who accumulate 5 missed days during Winter Term may be dropped from school classes without academic credit for the balance of the term.



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If a student misses morning sign in, morning energize, or more than 10 minutes of unexcused class time throughout the day, they will attend a Working Lunch. On Mondays-Thursdays, students will eat in the KAC and complete the assigned activity under the supervision of the on-duty faculty. The activities will be designed to give back to the community. On Friday, due to faculty meetings, the students who miss obligations are required to attend on Monday. The faculty schedule coincides with the study hall schedule.

If an after school activity is missed, the student is unable to attend evening town trips.

If study hall sign-in or evening sign-in is missed, technology will be taken for the evening upon low-lights.



Day Student Guidelines

Absences: If a student is ill or missing school due to a family-related emergency, we ask that you contact the student life office preferably in advance or the early morning of their absence. That telephone number is 231-334-5841.

Automobile Privileges: With parent permission, the day student may park their car in the designated space and turn in keys to the Student Life Office during the day. The day student may then pick up the keys when leaving at the end of the day. The automobile is only to be used to travel to and from school. Separate permissions for each event must be obtained if there are exceptions to this policy. No other students are allowed in the automobile without specific permission from all parents involved in the event.

Behavior: The day student is a student at The Leelanau School. All behavioral expectations including, without limitation, participation in random substance screens, Friday Study Hall, and behavioral guidelines are also expectations for our day students.

Dormitories: Day students should not be in a residence hall without specific permission from residence life faculty for each time. This policy is in place for any campus visitor to preclude any suspicion ever falling upon a visitor to a dorm due to a possible dorm theft, damage, etc. Arrangements for overnight stays/sleep overs in the residential houses must be made at least 24 hours in advance of the stay.

Illness During the Day: Any day student should report to the Student Life Office or Health Services if they feel ill during the day. We will assist the student in calling home and making the classroom teachers aware of their departure and the reason for absence.

Locks and Lockers: There are lockers provided in the foyer of the Student Center for day students to use for storage of their personal items while on campus. The Student Life Office would like day students to report the locker they are using if they keep materials in the locker from day to day. Day students may use a lock from home on their locker to protect the safety of the contents of their locker; however, the Student Life Office should have either a copy of the combination or extra key kept in the office along with the locker number (this is to help facilitate if an item is missing or a locker combination/key is lost or forgotten). Students are hereby given notice that the School may conduct searches and/or inspections of lockers, work areas and other School property, with or without notice. All students are expected to cooperate with such searches and/or inspections. A student's refusal to consent or otherwise cooperate may result in disciplinary action.

Meals: Day students are eligible for breakfast, lunch and any meal which occurs while they are on campus for a required event.



Schedule: On a regular basis, most day students arrive to campus prior to the class day or required event and stay until the academic day (or afternoon activity) is over or after the conclusion of the required event. If a day student wishes to be on campus at other times (i.e. weekends, special events, etc.), they and their parents should contact one of the staff in the Student Life Office prior to the event.

Severe Weather: In a boarding school environment, classes are very rarely canceled because of weather conditions; however, we are aware that safety is paramount in making decisions regarding travel for your family. We ask that you contact the Student Life Office if you decide the weather is too hazardous for travel. Please know that even though your student's absence will be excused, it will be his/her responsibility to obtain any information covered in class during the absence, if that class continues despite a weather-related issue.

Telephone Tree: We will establish a telephone tree during the school year (i.e. a rare snow day or anything that should cause a school delay or cancellation). Participation in this tree is voluntary; however, we strongly suggest that all day student families participate in this effective manner of notification. Please pass along to our Student Life Office your best contact number for use during the day.

Tutorials, Study Hall & LC: A day student should follow the same procedure as a boarding student by procuring a pass to attend either a tutorial with a teacher or the LC during study hall. This process should be accomplished prior to the study hall time during the academic day.



Student Code of Conduct

The Leelanau School strives to include and embrace diversity within our community. Recognizing individual differences and the uniqueness of each person is at the core of our mission. The Student Code of Conduct is designed to foster the development of personal responsibility, self-discipline, and community awareness that evolves during a student's experience in high school. Expectations for The Leelanau School's students are high. Students must demonstrate a sense of personal responsibility and an understanding of the community values.

Our School Community Values

“Stewardship, Leadership, Awareness, Integrity, Resilience, Courage and Interconnectedness”

The Leelanau School is a community that values fairness and equity through collective participation, self-reflection, and creative problem solving. Through our collaborative disciplinary process, we provide opportunities and encouragement for personal growth and development. Because of their learning differences, many of our students may have encountered bullying in previous school environments. When they arrive at Leelanau, it is comforting for students to find a community where they feel safe and can take risks without feeling vulnerable. In addition to having clear policies prohibiting bullying and harassment, our community realizes the importance of working with students in this regard.

Discipline and Consequences

While a student is enrolled, he or she is expected to comply with School regulations at all times and in all places, not only when on campus. Students are expected to be familiar with the rules and guidelines within the Student Handbook as well as other school policies. Disciplinary interventions are assigned on an individual basis after consideration of the nature of the infraction, the student's attitude toward the infraction, and the accumulation of infractions and exhibited behavior during the school year. Day students and boarding students are bound by the same code of conduct. It is the intention of The Leelanau School that students engage in their own behavioral development in a collaborative process designed to build on familiar strategies, to teach new strategies, and to encourage acceptance for the responsibility of one's own actions. Specific consequences will be decided by faculty members and the administration. In some instances, students may be given the opportunity to contribute alternative consequences that will promote positive choices in the future.

Common consequences include, but are not limited to:

- Verbal warnings and written documentation of behavior
- Contact with parents
- House and/or campus restrictions
- Student Activity and School Trip restrictions



- Confiscation of inappropriate or misused items
- Loss of recreational technology access
- Staffing Meetings

When a student is restricted from an activity or trip for behavioral reasons, if time allows, efforts will be made to find a replacement for that student or to obtain refunds for trip costs. If a replacement cannot be found or costs refunded, the student will be responsible for the cost of the trip.

Privileges may be earned back by demonstrating cooperation with the restrictions and improvements in the student's behavior.

More serious infractions or cumulative maladaptive behavior patterns will result in more severe consequences. These consequences include, but are not limited to:

- On-campus suspension
- Preventative Leave
- Off-campus suspension
- Dismissal

Preventative Leave

A lack of willingness to progress with strategic behavioral collaboration may lead to a Preventative Leave. A Preventative Leave will be necessary if the student is distracted by the school environment, is causing distraction in the school environment, and/or needs parental or professional help to support problem-solving strategies.

Time in Preventative Leave must be strategic and productive. Before returning to campus, the student will need to show progress with using specific skills to assist with his/her problem-solving. He or she will need to have completed unfinished schoolwork and additional practice projects that support improved skills.

A Preventive Leave may take place one time per year and for no more than one week. If a Preventative Leave is recommended, arrangements will be made only with permission from The Leelanau School administration in collaboration with the student's parents.

Suspension

The purpose of a suspension, whether on-campus or off-campus, is to send a clear message to the student that a behavior is unacceptable and to provide the student time for reflection, counsel, and growth. This purpose is important to understand because continued unacceptable behavior can result in dismissal.

Suspensions are assessed for serious infractions. The Disciplinary Team is the final arbiter of the type and duration of suspension. Generally, the duration is between five and seven days.

In the event of an on-campus suspension:



- Parent or guardian, FAU parents, Disciplinary Team, and residential faculty will be notified.
- Depending on the infraction, counseling or other interventions may be required. The cost for interventions will be the responsibility of the student's family.
- Student will be restricted from student activities and school trips.
- Student will have campus restrictions and limited free time.
- Community service or campus improvement tasks may be assigned.

During an on-campus suspension, failure to comply fully with the established expectations will result immediately in an off-campus suspension.

Violations likely to result in an on-campus suspension include, but are not limited to:

- First tobacco violation
- A second incident involving a student being "Out of Bounds"
- Repeated violation of any policies or rules related to student behaviors that are not serious in nature

In the event of an off-campus suspension:

- Parent or guardian will be notified and travel arrangements will be made immediately. The student *must* depart campus within 12 hours of the decision and all travel expenses are the responsibility of the student's family.
- FAU parents, the Disciplinary Team, and residential faculty will be notified.
- Depending on the infraction, counseling, assessments, or other interventions may be required. The cost of these requirements will be the responsibility of the student's family.
- The student's absence will be considered unexcused (see attendance policy.)
- The student's plan to return to campus will be approved by the Dean of Students only after all communicated expectations have been met.

Violations likely to result in an off-campus suspension include, but are not limited to:

- Second tobacco violation
- First substance infraction
- Involvement in illegal activity, depending on seriousness of the incident
- Involvement in bullying or harassment, depending on seriousness of the incident
- Violation of the Acceptable Use Policy when the infraction is serious
- Any behavior that is chronic, maladaptive, or disruptive, and attempts to work with the student on campus have been unsuccessful

At the end of the suspension, whether on or off campus, the student will participate in a re-entry meeting to reflect on the infraction, the disciplinary process, resulting interventions, and to develop a plan to move forward.

Students who are suspended off campus will have their re-enrollment decision for the following school year delayed until the current school year has been completed (see Re-enrollment Process). Documentation of both on-campus and off-campus suspensions is added to the



student's personal file, but not the official transcript. Colleges and other educational programs often ask students and college counselors questions about disciplinary infractions. These questions will be answered truthfully by The Leelanau School personnel and we expect the same from students.

Dismissal

When challenges are not able to be addressed adequately in The Leelanau School setting, dismissal will occur. Incidents involving health or safety concerns, emotional challenges, legal issues and gross disrespect for people or property are examples of causes for dismissal. Students dismissed from The Leelanau School are not permitted to complete their courses of study for the year. Seniors are not eligible for a Leelanau diploma. An underclassman may apply for readmission after developing a positive record of citizenship and academic performance for at least one semester at another institution, and may be considered for enrollment in light of his or her performance, the circumstances that led to dismissal, and the evidence presented demonstrating his or her ability to meet school standards.

Students who are either dismissed or required to withdraw from The Leelanau School are considered restricted from campus for the remainder of the academic year. They may only return after that time by writing to and obtaining permission from the Head of the School.

There is no refund of tuition or fees for students who are dismissed.

Violations likely to result in dismissal include, but are not limited to:

- A second substance infraction, or a first substance infraction involving distribution
- Violation of the open flame policy
- Violation of the guns/weapons policy
- Involvement in illegal activity, depending on severity
- Involvement in bullying or sexual harassment behavior, when severe and/or repeated
- Violation of the AUP when behavior is illegal, severe, and/or repeated
- Behavior in which there is willful intent to harm, including gross disrespect for people or property, such as insubordination, fighting, or vandalism
- A second suspension infraction occurring within a school year
- Behavior that willfully puts oneself or others at risk of harm
- Any behavior that is chronic, maladaptive, disruptive, and when attempts to work with the student through corrective actions have been unsuccessful



Student Behavior Policies

Standards for Dress

Academic Day Attire

The expected attire for the academic day is specified for three reasons:

1. Attire does not distract from academic focus and performance
2. Dressing for work symbolically reinforces that the student's primary work for the academic day is to be a student.
3. We are all members of our school community. Our attire reflects our pride, our respect and our participation in our community.

These standards pertain to the dress to be worn during the academic day unless directed by faculty and staff for a specific event or activity. In the event a student's attire does not meet these standards, the student will be instructed to change.

- Neat, well-fitting tops/sweaters and bottoms OR official, unaltered Leelanau School logo attire should be worn during the academic day (no writing on the garment other than the school name, logo, or garment brand). Tops or bottoms intended to be worn as undergarments are not appropriate for the school day.
- Shirts exposing bare shoulders, chest and/or cleavage are not permitted, and the midriff/torso should be covered at all times.
- All clothes must be neat, well-fitting, clean (free of spots, stains, soil or any other foreign substance), functional, and free of offensive odor at the beginning of the school day.
- Clothing worn at any time may not display images or messages that promote tobacco, alcohol, illegal drugs, or material which may be considered obscene or offensive (i.e., there should be no reference to nudity, obscenity, or violence).
- Hats, caps, and hoods are to be worn only when out-of-doors.
- Undergarments are not to be visible.
- Swimwear is only appropriate while at the beach or while traveling to and from the beach or water activity.
- Sleeping attire may not be worn outside of the residential house.
- Shoes must be worn at all times when outside of the residential house.

Special Dress

This wardrobe will be worn for such events such as Graduation, formal dinners, and any off-campus presentations designated by faculty and staff.

- A blue blazer, tan pants, white or light blue dress shirt/blouse, belt, dress shoes, and dark socks. Boys are asked to also wear a tie, and girls are given the option of a tan skirt. Shirts, pants, and skirts must adhere to the highest standards.
- Specific Senior Graduation and Lawn and Tree attire will be discussed near the beginning of the second semester.



Formal Attire

There are occasions in the course of our school calendar when students may elect to wear formal attire such as school-wide dinners, formal dances including the Skipper Prom, the Snowball, and Religious Services. *Please know that dress choices for more formal attire are optional and that the School's designated special dress can be used for such events.* The Prom Committee will usually have an agreement with a company in Traverse City for renting tuxedos for the Prom which a student may or may not choose to do. Boys find that sport coats and ties along with accompanying quality of trousers and shoes will suffice. Girls usually find “nice” dresses are appropriate for most of these events.

Jurisdiction

All students, *from the time of their registration until after they leave campus following graduation*, are considered students and therefore subject to all school rules and policies whether they are on or off campus during the academic year.

Violation of the Acceptable Use Policy (AUP)

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy related to the use of technology will face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the School may take one or more of the following disciplinary actions:

- Restitution
 - Replacement cost
 - Reimbursement of cost of repair or technician time
- Restriction or loss of use of technology resources
- Legal action and/or law enforcement notification
- Responsibility for unauthorized charges, expenses and fees
- Mandatory training before further use is allowed

In the event that the violation of the Acceptable Use Policy also violates the Student Code of Conduct and related policies, the student may face disciplinary action up to and including suspension or dismissal, depending on the severity of the violation and any history of violations.

Open Flame Policy

Students will never possess or use any incendiary or other device that can produce an open flame in the residential houses or campus buildings without permission and supervision. These include lighters, candles, incense, fireworks, matches, vaporizers, and heating appliances. Students with questions about specific devices should talk to members of the teaching or residential faculty. Incidents involving the presence of an open flame are considered severe and are likely to result in dismissal.



Body Piercing/Tattoos Policy

While under school jurisdiction, all types of body piercing and/or tattooing performed or acquired by students are strictly prohibited. The Leelanau School does not condone this type of activity because of the health risks involved.

Any behavior that involves a student putting himself or herself at risk through piercing or tattoos will be responded to with parental contact, an assessment by Health Services, and necessary medical intervention, and may result in consequences.

Guns/Weapons Policy

The Leelanau School does not tolerate possession of a weapon by any individual, other than law enforcement personnel, while on The Leelanau School premises or at a school-related event. Any individual found in possession of firearms, ammunition, or any dangerous weapon will face School discipline and/or legal action of the highest level. Possession is defined as on one's person and/or among belongings, including in personal vehicles. Students violating this policy will be disciplined up to and including dismissal. Others will be dealt with as allowed by law, and in the case of employees, up to and including dismissal. A weapon is defined as, but not limited to, a firearm, explosive or explosive device, knife (of any type other than one designed and used for food preparation by authorized persons), iron bar, brass knuckles, or any other device designed to inflict bodily harm. The use of "look-alike" toy weapons in a manner that can be interpreted or mistaken to be a real weapon is also grounds for discipline up to and including dismissal.

Theatrical props with the appearance of a weapon may not leave the theatre and may not be stored in student rooms. Also, any sporting equipment (bows & arrows, firearms, filet knives, utility knives, etc.) needs to be given immediately to a Head of Campus or Dean of Students upon a student's arrival to campus. This equipment can be used **ONLY** under the supervision of school staff. Any such equipment in a student's possession will be considered as a violation of the Guns/Weapons Policy.

Bullying/Harassment Policy

Bullying or harassment could be any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that could be reasonably perceived as being intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical or mental harm and may be motivated by race, color, sex, religion, ethnicity, national origin, or disability. Bullying and harassment may also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors can be considered to be bullying or harassment whether they take place on or off school property.

Sexual harassment is defined as unwanted and unwelcome sexual behavior, including exposing another person to unwanted explicit content. Physical behaviors may include touching that is uncomfortable, embarrassing, and offensive, or exposing oneself to others. Using crude or sexually inappropriate language can be considered sexual harassment if it creates an



uncomfortable environment. Sexual harassment may also include offensive jokes, comments, greetings, verbal teasing, or inappropriate name calling. Additional types of sexual harassment include students starting or spreading sexual rumors, sending mean or crude text messages, writing sexual graffiti, sending crude e-mail, letters, or other communications, and displaying sexual drawings or pornography. Individuals who experience sexual harassment may feel fearful, intimidated, manipulated, and overpowered.

The Leelanau School seeks to foster a learning and working environment in which every individual is treated with sensitivity and respect. Bullying and harassment, including sexual harassment, are not tolerated in the workplace or within the school community. *Students who suspect or experience bullying or harassing behavior are encouraged to report such conduct to any faculty member with whom they feel comfortable.* Reports of bullying or harassment will be investigated thoroughly, while maintaining confidentiality as much as possible. Any person who engages in bullying, harassment, or sexual harassment, or retaliates against individual who reports bullying or harassment, is subject to corrective action and disciplinary consequences, up to and including dismissal.

Illegal Activity Policy

Breaking any local, state, or federal law will result in disciplinary action, including suspension or dismissal, depending on the severity of the infraction. The School will cooperate fully with law enforcement agencies. Illegal activities include, but are not limited to, possession or manufacturing of false identification, shoplifting and theft on or off campus, possession of stolen property, illegal use of technology, tampering with the mail, or gambling for money or personal gain.

Sexual Behaviors and Displays of Affection Policy

The Leelanau School recognizes that issues regarding expression of affection are important in adolescence, and therefore strives to provide education, counseling, and support services to help students cope with aspects of sexuality, including sexual identity and expression. We hope that the services offered will foster thoughtful decision-making.

We expect students to abstain from sexual activity. An intimate sexual activity involving student of any age, even if consensual, is not allowed while under school jurisdiction due to health risks, pregnancy, emotional and physical trauma, and could have potential legal ramifications.

When students engage in sexually intimate behavior, it is considered a violation of the Student Code of Conduct and carries any or all actions listed, among others:

- counsel with the students involved
- communication with the students' counselors and administrators
- referral to health professionals with resulting testing reports being shared with other student's family
- parental contact



- off campus leave to address medical, emotional, and family issues regarding the situation

Some sexually intimate behaviors may violate state laws and school personnel may be required to report such instances to state or local authorities. Students are reminded that sexual assault and rape need not involve coercion or force. According to Michigan state law, individuals under the age of 16 cannot legally give consent to sexual activities, which means that anyone who engages in such acts with someone 15 or younger may be subject to prosecution for criminal sexual conduct even if coercion or force is not present. Students are encouraged to speak with the school nurse, school counselor, house parent, faculty advisor, or another informed adult should they have any questions about the school's expectations regarding sexual activity.

Public Displays of Affection

The Leelanau School considers whether student behavior would be acceptable in public situations and/or in the presence of family members when determining if activities are appropriate. It is the hope that no student, staff or guest of the school should feel distracted by, uncomfortable with, or concerned about any displays of affection on campus.

Consequences for Inappropriate Displays of Affection include, but are not limited to:

- Warning individuals of inappropriate behavior and advising how they may act.
- Reprimanding individuals involved, telling them to cease the activity and/or to leave the area.
- If the behavior is repeated or severe, the individuals may be restricted and have their parents notified.
- Situations involving severity or repeated non-compliance with these expectations will result in a disciplinary response.

Substance Abuse Policy

The Leelanau School believes it is impossible for students to achieve significant academic, social or personal growth while using substances. The school is also concerned about the documented harmful effects these substances have on the physical well-being of students.

The Leelanau School practices a mandatory drug testing program upon entry into the School each year. During the first few days of a student's enrollment, he or she will receive a baseline screening, paid for by the school. *While positive results from this test may not result in disciplinary action at that time, it does serve as both a point of reference for future screening and will prompt certain actions (counsel, supportive action planning, start of random screens and searches) to assist the students and school community.*

The Leelanau School reserves the right to require and administer saliva, breath, blood and/or urine tests through periodic random screens to the school population and when there is reasonable suspicion/cause suggesting this course of action is appropriate. Searches of rooms, cars, and possessions may also take place in order to attempt to keep our campus free from risk. Possession of substance paraphernalia, such as empty alcohol bottles, is not allowed and will be



considered a substance infraction. Smelling of substances or associating with others while they are using any substance will also be considered a substance infraction. The transfer, provision, or sale of any substance to other students will be grounds for dismissal.

If a new or returning student acknowledges past use at the beginning of the year, he/she may be required to meet with the school counselor and in-house counseling may be required. This is done to support the students as they show the initiative to avoid further use of substances.

Positive test results following the baseline tests at the beginning of the year, regardless of when or where the use occurred, and/or the discovery of substances or related contraband will be grounds for disciplinary consequences.

Any attempts to alter the outcome of a substance test or a refusal to cooperate with the testing procedure will be considered a substance infraction.

The Leelanau School cooperates fully with law enforcement and local authorities in all substance abuse matters. Students involved with the use of alcohol and/or drugs may be subject to criminal investigation and prosecution in addition to School discipline.

The purchase, possession, use, transfer, or sale of drugs or any drug related paraphernalia while enrolled as a student of The Leelanau School are strictly prohibited. This statement includes, but is not limited to, prescription medication, alcohol, anabolic steroids, mood altering herbs, marijuana, cocaine, narcotics, LSD, amphetamines, or other illegal, controlled, or other harmful substances. The misuse of inhalant products such as aerosols, over the counter medications, and other substances are also included in this statement. The School reserves the right to test unidentified pills, substances, or residues and, if found to violate the School's substance policy, the costs for such tests will be charged to the student's family. Associating with others while they are involved with substances (violation of the proximity rule) will carry similar consequences.

First Substance Infraction:

- Mandatory off campus suspension.
- Placement on final contract, re-enrollment hold and citizenship probation.
- Prior to return to school, required drug and alcohol assessment with resulting recommendations shared with the Coordinator of Counseling.
- Upon return to campus, the student will participate in a re-entry meeting to discuss the recommendations of the assessment and a plan for implementing the recommendations.
- Substance testing for the duration of the school year, up to and including weekly tests.
- The cost for these services shall be the responsibility of the student's parents/guardian.

Second Substance Infraction or First Offense Distribution/Sale of Substances:

- Dismissal (with no refund of tuition). Student will not be allowed to complete Leelanau course work, take exams, or receive a diploma.



Vaping, Smoking, and Tobacco Policy

Purchase, possession, transfer or use of Vaping devices and tobacco (all forms) is strictly prohibited. Evidence of Vaping or tobacco use (smoke or smokeless), smelling of, attempts to purchase such products, associating with others while they are using such products, having cigarette or smoke smells on clothing or in the residence hall room will be cause for receiving a Vaping/Tobacco violation. State law, state and local fire codes, our wooded environment, as well as detrimental physical effects to the user and those exposed to its use, mean there is no safe or legitimate place for students to Vape or use tobacco products at The Leelanau School. *Because of the fire risk involved, evidence of smoking in the residence hall or other campus building will result in dismissal for the first offense (Open Flame Violation).*

Electronic cigarettes, personal vaporizers, and electronic or other nicotine delivery systems are strictly prohibited in all forms, whether or not they contain nicotine. Use or possession of the devices and/or cartridges will carry the same consequences as a tobacco violation. *Due to the incendiary risks of such devices, use in a residential house or campus building will be considered an Open Flame Violation on the first offense and carries any or all related consequences.*

First Vaping/Tobacco violation:

- Item or product will be confiscated
- Parent or guardian, FAU parents, Disciplinary Team, and residential faculty will be notified
- On campus restrictions, minimum of one week
- Student will meet with school counselor or health services to determine an action plan

Second Vaping/Tobacco Violation:

- Confiscation of any tobacco products or items
- Parent or guardian, FAU parents, Disciplinary Team, and residential faculty will be notified
- Off campus suspension, minimum of one week
- Required assessment for further risk and prevention recommendations
- Placement on final contract, re-enrollment hold, and citizenship probation

Third Vaping/Tobacco Infraction:

- The third tobacco infraction will be interpreted as insubordinate behavior which will then be referred to the Head of School for possible dismissal.



Proximity Rule

In an effort to encourage students to disengage themselves from situations involving inappropriate behavior by others, it has been determined that when two or more students are present when a school rule is being violated, *all students present bear equal guilt.*

Room/Vehicle Searches

Searches of vehicles, backpacks, and other personal property, as well as rooms of students may take place at any time, including upon return from breaks, at the School's sole discretion. Every effort will be made to have the student and two adult faculty/staff members present for any full search (defined as entering into a student's possessions.) This should not be confused with room checks and entering a room to check on maintenance issues. At any time when staff is in a room and discovery of illegal contraband is made, students are held accountable for the presence of that contraband.

Fire Detection System/AED Devices

Tampering with the fire alarm, fire detection equipment, including fire extinguishers and AED devices is illegal, as well as dangerous. Students must realize that tampering with fire detection equipment or AED devices endangers the lives of all residents on campus. Therefore, tampering with any fire alarm, fire detection equipment, fire extinguishers, or AED devices is considered a dismissal infraction.

Off-Bounds Areas

All buildings except the house in which you reside are off bounds after house check in. Summer cabins south of the Student Center, the maintenance garage, all service vehicles and equipment, and the roofs of all buildings are off bounds at all times. The top deck of the Observatory is off bounds for safety considerations.

The Arts Center and other locked buildings and rooms are off bounds at times when no supervision is available.

The kitchen is off bounds to all students except for those with assigned kitchen duties.

It is also to be noted that windows are NOT for ingress or egress. Students going through windows are considered off bounds.

The houses and their surrounding areas are off bounds to members of the opposite sex and non-residents of the house unless special permission is granted by an administrator or faculty member on duty.

Glen Arbor is off bounds from 15 minutes prior to study hall or dusk, whichever occurs first.

NOTE: The Homestead is off bounds at all times except for school-sponsored activities as arranged or if the students are with their pre-approved parent or guardian.

Consequences for being off bounds will be determined with consideration for the circumstances involved in the infraction, as well as other infractions that occur while off bounds.



General Decorum

In a small community like ours, it is essential that all of us show concern and respect for those around us. It is essential that during the academic day we limit the amount of noise in the academic areas. There is no place in our community for crude language which is offensive, threatening, or aggressive.

We value the environment in which we live and its natural beauty. We believe that each of us has the responsibility to be good stewards of the environment which means respecting the eco-system and keeping our campus clean (inside and out) from debris and vandalism and potential threats to the people, animals and environment of our campus. This intent also means picking up debris when we see it, not just avoiding littering.

While students are encouraged to develop friendly, informal relationships with members of the faculty, administration and staff, students must always show proper respect and an even temper and voice when addressing adult members of the community.



Wellness at The Leelanau School

Wellness Statement

The Leelanau School seeks to provide an educational experience that is centered on the whole student, including his or her wellness. We believe in and practice healthful attention to the nutritional, sleep, physical, emotional, and social aspects of each one of our students. We discourage habits that interfere with these aspects of health, and strive to stay current on research-based recommendations for wellness. We are committed to educating our faculty, students, and families about these recommendations.

Life Skills, Council, and Exploratory

The Life Skills Education at The Leelanau School seeks to include the entire school community in the promotion of core values in all aspects of school life and culture to provide education for the character of each of our students. The Life Skills Education is infused at all levels of our School culture. Students learn individually, in small groups, with their classes, in their houses, and together as a community. This time is built into our schedule, with meetings that occur in small group Councils or all school Townhalls. Life Skills are also infused in the Residential Life house meetings.

A very important element of our Life Skills Education is Exploratory, which occurs at the beginning of school. The Exploratory experience is required for each student, and immerses the students in opportunities to learn and practice our core values through initiatives, team building, reflection, and play. Additionally, students in the Senior class are required to attend a mid-Fall Voyageur experience and a culminating experience during the final week of the Spring Semester.

Health Services

Our campus health service is administered by a Coordinator of Health Services and a staff of part-time Registered Nurses. The Health Services department is staffed for peak periods of usage and daily clinic hours. The nursing staff is responsible for administration of all medicines to include controlled pharmaceuticals, as well as any over-the-counter medicines. Allowance for personal use of such applications as inhalers, Epipens, etc. is made by the Coordinator of Health Services on an individual basis. Our contact information is:

Health Services
Coordinator: Mrs. Stephanie Carmichael
Phone: 231-334-5836
Fax: 231-334-5837
Cell: 231-633-2808
Email: healthservices@leelanau.org



Please note that all required forms with appropriate physician signatures are required in order to safely administer medication and process prescriptions. All doctor, dentist, counselor, and physical therapist appointments are coordinated by Health Services. Please contact Health Services at 231-334-5836, if you have made local appointments for your son/daughter, so that Health Services can coordinate these appointments. Transportation is coordinated internally with available school staff.

Consent forms are required for a student to be enrolled in our programs which allows us to seek emergency treatment for any injuries or maladies so deemed necessary by the professional advice of our campus nurses. Please know that we operate on the basis of providing safety and good faith in regards to doing what we feel is in the student's best interest in seeking advanced medical attention. Parents are consulted in advance only as dictated by the urgency of a situation.

Please know that the filing and completion of specific health-related forms are mandated by local and regional health departments. For the sake of all concerned, please thoroughly review all health forms in your admissions packet. For your convenience, all Health Service forms are marked HSF.

Health Services/General Description

At or before registration, *The Physician's Examination Form* (HSF4) (completed & signed after April 15th) and the *Emergency Travel Info Form* (HSF1-A & B) with copies of any health, prescription, and dental insurance cards must be submitted to Health Services. Along with these forms, an up-to-date immunization record must be presented in compliance with Michigan law. Michigan law also requires that you obtain an educational session and signed waiver before declining immunizations if it is your decision not to immunize. **Failure to provide the necessary physical forms, immunization records, etc. will result in a student being charged a \$100 fee (to assist with the costs of arranging a local physical, etc.) and necessitates their being kept out of athletic requirements and/or academic classes, and may make it necessary for the student to receive a physical exam and/or immunization through a local health care professional, including any costs, until the requirements are met.**

If the activities of a student must be restricted, these restrictions must be presented in writing by a physician to Health Services. The School reserves the right to request clarification from a student's physician or other health professional and confirm a student's medical condition or health status, at any point in the school year and related documentation made available upon request. Parents/guardians must provide to the School in writing any information regarding special health considerations, especially instructions and procedures for any emergency medications, such as for asthma, bee stings, etc. The School reserves the right to charge to a student's expense account certain health services as needed, such as immunizations, allergy injections, infirmary supplies, non-prescription medication, drug testing, laboratory testing, etc.



Medication Policy

Prescription: Any student who has prescription drugs **MUST** submit them to Health Services before or at registration in a container appropriately labeled by a physician or pharmacy, with at least one month's supply. The student **will not** be able to keep prescription drugs in his/her house room. Eye drops, Epipens, ointments, and inhalers may be kept by the student with nurse approval. Violation of this requirement may result in a Substance Violation, and referral for disciplinary action.

All prescription, supplements and scheduled over-the-counter medicines will be distributed by Nursing Staff in the Dining Hall during the academic day or by other adult staff (coaches, duty people, house parents, etc.) under the supervision of the Nursing Staff. It is the student's responsibility to report for and receive medications. Parents will be notified if a student is not being responsible for getting his/her medications. Chronic problems with students being irresponsible in regards to reporting for and receiving medications at scheduled times, will be referred to the Dean of Students for disciplinary action. Staff will not track down students who consistently miss their medications.

Morning Medications are available in the dining hall between 7:35 - 8:10 am.

Lunch Medications are available in the dining hall during the first 20 minutes of lunch.

Dinner Medications are available in the dining hall during the first 20 minutes of dinner.

Evening Medications are delivered to students in the residential houses.

Students who need medications outside of these listed times will report to the nurse on duty in Health Services.

Seniors: Please mail a two week supply of medications with Health forms one week prior to the first day of registration.

As we strive to improve the delivery of daily medications and provide even greater accountability for medication distribution, we are working with Empire Pharmacy (Munson) Parents must forward all of their student's prescriptions and health forms to the Leelanau School **prior to the beginning of school, with the exception of controlled substances (including many ADHD medications.)** The address and phone number:

Health Services
The Leelanau School
1 Old Homestead Road
Glen Arbor, MI 49636

Phone: (231) 334-5836

Fax: (231) 334-5837

Email: nurse@leelanau.org

Parents/guardians are responsible for obtaining and delivering any refills of prescription medications to Health Services in a timely manner or alternative arrangements will be made



locally and the parent/guardian will be billed for any uninsured expenses. **Any changes to a student's medication regimen will require authorization by a physician, prior to administration.** Prescription medications will only be dispensed based on the physician's instructions, and cannot be altered based on parent or student request without the physician's authorization. Any student caught palming, cheeking, or discarding medication dispensed will be referred to the Dean of Students.

The School reserves the right to require particular dispensations of a medication to ensure accuracy of dosage. In the event a student is administered medication with label warnings, the School reserves the right to limit the student's actions (i.e. driving.)

Non-Prescription: Students are NOT allowed to keep over-the-counter medications, supplements or herbs in their rooms. Health Services maintains a supply of over-the-counter medications to be distributed, as needed with parents' permission. Please do not bring over-the-counter meds to school for your son/daughter.

Student Illness

First Aid: Basic first aid will be provided when needed by the Nursing Staff or other staff. If more medical services are indicated, students will be referred to a local health professional or will be transported to an urgent care or emergency medical facility as quickly as possible. Parents/guardians will be notified promptly.

Boarding students who feel they are too ill or injured to attend classes must report to Health Services Staff between 7:45 and 8:30 a.m. to determine the immediate healthcare needs of the student. Students who are ill or injured are not allowed to stay in their rooms unless they have received special permission from Nursing Staff or School Counselor.

If students need to see the School Nurse during the academic day, they are expected to avoid class times. Their visits will be logged and they will be given a pass only for their office visit time. Students are expected to return to their academic commitment immediately.

If non-emergency medical care is required, students will be scheduled to visit a local health professional as soon as possible. All off-campus medical services will be used at the discretion of the Nursing Staff. If a student wishes other medical or dental attention, the arrangements must be made through Health Services, with the parent's/guardian's permission. If a student is unable to return to school or participate in any activities due to illness or injury, the School must receive in writing a note from a physician documenting any restrictions or approval to resume activities.

Health Services: If a student is deemed to not need the intervention of a local health professional, but cannot attend class (or any other academic day commitment), the student may be placed in Health Services under adult supervision. Any student missing classes due to illness will be restricted to their house for that evening (*evening health restrictions*) in the hopes of helping them to get well for the next day. Students are responsible for requesting a sports excuse from the Nursing Staff.



Medical/Mental Leave: A written doctor's report is required. It is required that parents/guardian contact Health Services **prior to a student's return** from a medical/mental leave to ensure proper follow up monitoring and care. The nurse will review specifics of medical/mental leave and determine if return to campus is appropriate.

Day Students: Day students who become ill during school hours may be sent home only with the permission of the parents or guardians as well as the Nursing Staff or Dean of Students. If the parents/guardians are not available, the student will be placed in Health Services until the regular departure time.

Health Insurance

All students are required to have updated documentation of health care insurance on file in the Health Services. This includes international students who may find various health care providers in the United States for insurance. (Please see **HSF 0** in the Health Service package.)

Health Service Mailings

Please mail any health related paperwork (including scripts), medication (prescription or over-the-counter), supplements, herbs, etc. directly to the School "ATTN: Health Services". After the nurse has had an opportunity to approve, as appropriate, the student will receive item(s). Please email/phone nursing staff to indicate you will be sending package/ mailing. Please avoid mailings of this nature directly to student.

Medical Record Information Request

All health related record requests should be in writing and faxed directly to Health Services at 231-334-5837.

Counseling Services

Students benefit from having a staff counselor on campus to assist with daily social/emotional challenges common to students of this age. The school counselor will also refer students to area therapists for on-going therapy and specific social/emotional assistance. Our school counselor works closely with the rest of our administrative team and faculty to provide input on student discussions and feedback on behavioral strategies. In addition, the school counselor and nurses provide confidentiality within professional limitations informed by mandatory reporting legislation and other rules and laws.

Nutritional Services

The Leelanau School truly believes that "you are what you eat." Just as we aim to provide our students with classroom and experiential learning to meet their diverse learning needs, our food service program, which is integrated into our wellness program, aims to fuel students with foods which will not interfere with that learning. We pay attention to research which shows how important a diet based in whole foods without dyes, additives, and processed foods is for our



physical, emotional and environmental health. Our meal program strives to use fresh, whole ingredients, some of which are grown by students on school grounds. We also pay attention to our relationships in our community and environment to prioritize our purchasing toward local, sustainably grown food. We work hard to accommodate food allergies and sensitivities and are happy to sit down with families to make sure we understand food needs. Some opportunities exist for students to order food from off-campus and/or bring food from home or off-campus to the campus. We highly recommend that families seriously examine the nutritional content of their student's food and beverage. Research suggests that ingesting foods or beverage with caffeine and/or simple sugars after 4:00 pm may be harmful for a student's sleep, attention and dietary needs.

Research points to the deleterious impact of a high sugar diet on health, sleep patterns and learning, especially for the adolescent. We are taking steps as a school community to both educate about this impact and limit the availability of high sugar foods and drinks. While we do not intend to police all areas of a student's life, **we will no longer allow sugary drinks (energy drinks, sodas, caffeine supplements and similar drinks) in the academic building, art building, and dining hall, or during student directed activities.**

We have expanded our efforts to educate students and families in the ways their eating and drinking habits may aid or interfere with their ability to succeed, both in the classroom and in their personal growth. Incoming families may expect dietary questions in addition to other questions asked during the admissions process.



Student Life

Student Activities

The Leelanau School offers a variety of on-campus and off-campus activities for students supervised by staff and faculty. Students are encouraged to offer suggestions for weekend activities to the campus Student Activity Board (SAB). The function of the SAB and the various activities are facilitated by the Coordinator of Student Activities. Plans, costs, and specific needs are facilitated by the Coordinator of Student Activities and Dean of Students.

Leelanau encourages students to participate in a number of additional activities that may be offered by the school and to develop an interest by forming a new club or activity. Students must always remember that these additional activities cannot interfere with regularly scheduled classes and commitments.

A request to start a new club or activity should be made in writing to the Coordinator of Student Activities who will meet with students requesting the activity to determine the appropriateness, to name a faculty sponsor, and to decide other issues of importance prior to granting permission to proceed.

Student Leadership Opportunities

At The Leelanau School, student leadership is encouraged and structured in effective means meant to motivate as well as educate students to the values of constructive community leadership. Students exercise leadership in both formal and informal manners on our campus. The primary focus of student leadership is leading by example. Below are just some of the formal ways students can participate and demonstrate leadership:

Senior Leadership

Seniors at Leelanau are very special in that the school looks to them to set the tone of the student body attitude. Seniors take on added responsibilities of leadership in and out of the houses. In preparation for this role, seniors arrive on campus early for "Senior Experience." This involves problem solving, goal setting and leadership skill practice. The challenges, camaraderie and fun of this time together begin the year with a sense of excitement.

Student Activities Board

The Student Activity Board, their officers, and their faculty coordinator develop programming and implement programs for campus-wide student activities. The Student Activities Board staffs the Karman Activity Center on specific weeknights and weekends in addition to planning and implementing student activities on the weekends.

Student Council



Leelanau's oldest student organization, Student Council, is an elected group whose members represent each grade level. The Student Council meets with faculty advisor(s) to discuss campus issues and Community Service projects (i.e. blood drive, Holiday Cheer Program, etc.). Their goal is to be both a conduit for addressing student body concerns as well as to represent the Leelanau Student Community in larger community outreach opportunities.

Mentors

This program is coordinated by designated members of the faculty. Students are invited to be mentors based upon their academic and behavior performance as well as their interest in participating as a mentor. New students and underclassmen are paired with mentors based upon their needs and desire to have a mentor.

Student Ambassadors

The Student Ambassadors are an elected group of students in grades 10 through 12. Students are elected to be ambassadors based on their leadership both inside and outside of the classroom. Student Ambassadors embody the spirit of Leelanau throughout the whole year and act as advocates for the school. With direction from their faculty advisor, ambassadors give school tours, correspond with prospective students, and assist at holiday banquets.

Transportation

General

The cost of transportation prohibits complimentary service, except before and after scheduled school vacations. Students going away for a weekend must make their own transportation arrangements.

Special round trips made to local areas (i.e. medical appointments) will be charged as follows:

Traverse City	\$50.00
Leland/Suttons Bay	\$40.00
Empire	\$20.00

Traverse City is served by:

Cherry Capital Airport	947-2250	
American Airlines	(800) 433-7300	941-5304
Delta Airlines	(800) 221-1212	929-4300
United Airlines	(800) 241-6522	(800) 722-5243
Greyhound/Indian Trails Bus	946-5180	
BATA Bus	941-2324	
Traverse City Cab	941-8294	

Students and parents are responsible for arranging travel plans and for purchasing the necessary tickets. Vacation travel plans must be turned in to the Travel Coordinator at least four weeks prior to vacations or restrictions may be placed on weekend activities.

Please consult the school calendar for vacation dates and times students are due back on campus. Students are not permitted to leave early or arrive late from vacation. Students who



abuse this rule will automatically receive unexcused absences and lowering of the students' grades.

Automobiles and Snowmobiles

Students are not permitted to drive or be a passenger in any non-school owned vehicles on or off school property unless special permission is given by the Dean of Students and permission will be granted only when deemed necessary and are to be used only for transportation to and from home.

Day students have the privilege of parking their automobiles/snowmobiles on campus. They are to park them in the south parking lot and are not to use or sit in them until all of their school commitments are completed for the day. Five day boarders may also park their cars on campus. Prior permission must be obtained from the Dean of Students before any five day boarding student brings a car on campus. Registration of the vehicles must be turned in to the Dean of Students upon arrival and the vehicle cannot be used except for traveling to and from the student's home. Failure to do so will result in revocation of driving privileges for one week. Seven day boarders may petition the Dean of Students to have a vehicle parked on campus for use only to go to and from home for vacation. Boarding students must give the keys to their vehicle to the Dean of Students' office. Students receive their keys immediately before their planned departure from campus. Abuse of this privilege will result in the mandatory requirement of a loss of the privilege.

Please remember that anyone operating a vehicle on campus is required to be in full control of the vehicle, operating it safely only on established roads with knowledge that our campus has many points where pedestrian and vehicular traffic intersect. The maximum speed limit for vehicles (automobiles or snowmobiles) is 15 miles per hour on our campus.

Bicycles

Students may bring bicycles to campus for their personal use. Bike locks should be used when bicycles are not in use. Students must keep track of their own bicycles and may not ride them on the athletic areas and boardwalks. Parents should also keep a copy of the bike's serial number and all pertinent details at home. ***Bike riders must wear helmets and are encouraged to wear reflective apparel. Working headlights must be used when riding bikes at or after dusk.***

Motorized bicycles and motorcycles are not permitted on campus. Upon return from Thanksgiving break, bicycles should be stored in a specific area. Bikes are not to be stored in houses or on the porches of houses; please use the bicycle storage areas. Upon departure from campus at the end of the year, all bikes must be taken home unless specific arrangements have been made with the Dean of Students.

The school is not responsible for lost, stolen, or damaged bicycles or other personal property.

Mail Service

Individual student mail is distributed daily, Monday through Friday. The student address should read:

Student Name
The Leelanau School



1 Old Homestead Rd.
Glen Arbor, MI 49636

Outgoing mail may be placed in the mailbox in the main office of the academic building and is picked up daily. Information regarding sending packages is the same as mail and supervised by the Administrative Assistant. Stamps and stationery are available for purchase in the School Store.

Laundry

All students may use the laundry machines in the houses during scheduled hours. There is no charge for the individual use of the machines. Care of these machines ensures their continued availability to students.

Karman Activity Center (KAC)

The Karman Activity Center is located adjacent to the Dining Hall. This area is designed with a social atmosphere for student interaction. The cleanliness and general upkeep will be the responsibility of the student body. Our campus Student Activities Board staffs this resource during some weekday and weekend evenings.

General Suggestions

Large sums of money should be deposited with the Business Office or given to a house parent for safe keeping. It should not be left in a wallet or room.

All clothing should be labeled, indelibly, along with other valuables. The school recommends that students not bring expensive or valuable items to school, especially audio equipment and jewelry. Students should always keep their keys with them and lock their rooms when they leave. Each student will have a lock box for valuables. Students should bring a lock for their lock box. Students are recommended to give an extra key or combination to one of the house parents in case they lose or forget their key or combination. Locks are available to purchase in the School Store.

Parents should check the coverage of their homeowner's insurance to be sure valuables are covered in the event of damage or theft. Items left behind at the end of the school year will be considered abandoned.

When a family picks up a student who has withdrawn or has been dismissed, they should take all of the student's possessions with them. If this is not possible, they should supply the school with the address of where the belongings should be sent for the school to have an independent shipper send the items to the desired address. In all circumstances, the family of the student is solely responsible for the cost of shipping and any damages incurred.

The school shall not be responsible for loss, theft, or damages to personal belongings.



Guest Policy

Any and all guests must be registered with the Dean of Students in advance of their arrival and their visits must be approved. Students are responsible for the behavior of their guests. Guests must abide by all school rules. Guests may not spend the night on campus. Prospective students, as requested by the Admissions Office, may be accommodated on campus.

Fishing/Hunting Privileges

To ensure that Leelanau students are aware of conservation laws and obey them, and in recognition of the fact that, as with any other student activity, fishing is a privilege and not a right, a system of fishing privileges has been instituted at Leelanau. Students who certify that they understand, respect and promise to abide by all federal and state conservation laws and licensure will be granted fishing privileges. Students denied fishing privileges will have their fishing gear confiscated. Students must gain permission to fish beyond the School's property each and every time. This permission can be gained by calling the e-phone or talking directly to a Head of Campus.

Fishing privileges may be revoked for the following:

- Breaking of conservation law(s)
- Fishing without a license (if 17 or older)
- Poor academic performance
- Social misbehavior

Leelanau students also have the opportunity to hunt if plans are made to go off campus with an approved adult. Hunting is not permitted on our campus at any time. Firearms, bows and arrows, or any other hunting articles must immediately be given to the Dean of Students or Head of Campus upon arrival on campus and be stored by a faculty member.

Helmets for Skiing, Snowboarding, Skate/Long Boarding, and Bicycling

Students must wear helmets for these activities, **at all times**. Release forms will be provided.

Community Service

Community service work has been a component of life on the Leelanau campus for over 70 years. We continue to support this vision with opportunities for students to contribute to the community here at school and at large. Over the years, students have accomplished many tasks on campus ranging from construction of buildings, planting a forest, and growing their own vegetables. This tradition instills values of volunteerism, empathy, and the interconnectedness of all life. Students serve on campus to support our sustainability and stewardship initiatives and partner with local organizations such as the local Land Conservancy, Sleeping Bear preservation, the National Park, Leelanau Outdoor Center, and Buckets of Rain, among others. Activities are



facilitated by staff, organized as whole school activities or by FAU, and occur on average once a month during council, after school activities time, or on the weekends.

*This program will provide the primary opportunity for students to earn community service hours, including the 20 hours required by participation in National Honor Society.

Religious Services

Members of the student body may attend the place of worship of their choice in the Glen Arbor area. The school feels that it is important to develop a spiritual basis in one's life and gives students the opportunity to grow in this direction and to meet and become familiar with other people in the community. Students are expected to meet the proper transportation and to be on time as posted. Churches in this area are: Church of Christian Science, Methodist, Presbyterian, and Roman Catholic. The School makes every attempt to transport students to other places of worship in Traverse City for special services. Students communicate with the Dean of Students and Coordinator of Transportation to make these arrangements.

Food Service

The Leelanau Dining Hall, located on the main level of the Student Center, provides food services for students and staff. Certain common-sense regulations apply to this area to make meals relaxed and pleasant.

1. All dishes, food waste, and trash are to be returned to the appropriate area when finished, and dishes should be scraped and stacked neatly.
2. Clean off the table when leaving.
3. Do not waste food. Try to take only what you know you will eat. Seconds are usually available after everyone has gone through the line.
4. All food and drink should be consumed in the dining area. Do not remove anything (including utensils) from this area, as food and drink are not allowed outside of the dining area. Unless special permission is granted, meals may not be eaten in the Karman Activity Center.
5. We do not provide paper and plastic plate/utensils/cups so it is important to bring your water bottle or insulated cup if you would like to take a drink from the dining hall. All other food must be eaten in the dining hall if it needs a plate or bowl.
6. Loud and inappropriate noise-making will not be tolerated.
7. Appropriate dress, including footwear, must be worn in the dining hall at all times.
8. Do not cut in line or expect another to hold a place for you in line.
9. Take only one glass per person at a meal. You may refill it often.

All students must report in with staff on duty at designated meal times during the weekends. Faculty and kitchen staff have been asked to enforce these guidelines and reasonable requests should be responded to politely and quickly.

Formal Dinners



During the academic year, formal sit down meals will be served primarily in the Dining Room. Each dinner will have a specific theme or program.

Mandatory attendance by all students and faculty in special dress or more formal attire is required.

Waterfront Policy

Students will not be allowed to swim in any body of water or pool unless there is a certified lifeguard present. Students must abide by all swimming rules instituted by the lifeguard. Under no circumstances should students be on the Lake Michigan ice during the winter.



Residential Life

Leelanau School Residential Mission

To recognize students' gifts and support them in their challenges in a caring and homelike environment.

It is The Leelanau School's intention to support the discovery of individual potential through academic, physical, and personal development of students who learn differently. Our goal is to teach students in a college-preparatory setting the skills needed to seek a balance between the needs and goals of each individual and the community. Leelanau's residential staff focuses on the gifts of each young person and how they benefit our community.

Residential Life Program

Boarding students are expected to participate in the Residential Life Program. The Residential Life Program consists of activities offered during the week, on weekends and some evenings each month.

Living in a school residential community involves a compromise between one's right to individuality and the need to consider what is best for the community as a whole. Good manners, common sense, respect for others and a willingness to be flexible go a long way in easing conflicts that inevitably arise in a communal living situation. The following are general guidelines for living in campus houses; in addition, each house has its own set of regulations designed for living in each particular setting.

1. Residential House meetings are held once a week. Students meet in the common area of the house with house faculty. This is a required meeting for all boarding students.
2. Common living areas of the house (primarily bathrooms and common rooms) should be kept neat and clean. There are daily room checks (except Saturday & Sunday). House staff will instruct students to make corrections by specific times. Failure to comply with corrections will result in disciplinary measures.
3. Students should enter others' rooms by invitation only. Knocking first is common courtesy. Faculty, as well as students, should respect this right. However, rooms are subject to inspections or random searches at any time and should remain unlocked when students are in them.
4. Each student is given a key to his or her room. Locking the door when leaving the room is required. Lost keys should be reported to the Dean of Students. A new key will be



issued for a fee of \$50.00. Students who fail to return keys at the end of the year will be billed \$50.00.

5. All students do not share the same taste in music. Students who like a high-volume performance must use headphones to avoid disturbing others. Playing of music and musical instruments in the houses is subject to the discretion of the house parents. Courtesy and respect with regard to music taste and volume should be exercised at all times on campus.
6. The houses are off bounds and locked during the academic day to all students except to get books during lunch, or with authorized medical permission. Students not well enough to attend classes are kept for the day in Health Services and restricted to the house during the evening in order to facilitate a faster recovery.
7. For safety and security reasons, as well as accountability, students are required to sleep in their assigned rooms except when given permission on the weekends by house staff to “sleep over” in another student’s room.
8. Students out after dark must remain in specified areas. See Student Boundaries Map.
9. Please refer to Cell Phone Policy.
10. Please refer to Screen/Monitor Policies.

Students will be evaluated by house parents/house heads with a grade in *Community Living*, which is an evaluation of their experiences in the houses and their progress in personal life skills. These evaluations are done each week and at the end of each semester.

The school takes its "in loco parentis" role very seriously. Accountability procedures for boarding students are thoroughly enforced for their safety and protection. It is very important that the school know the whereabouts of students whenever they are under school jurisdiction. All students and parents should note that, in the interest of a student's safety and well-being, the school reserves the right to make a judgment about the appropriateness of a student's departure from school, particularly when a parent cannot be reached.

Roommates

We cannot guarantee single rooms. Roommates are expected to make every effort to work out any conflicts. If, however, resolution seems impossible, a student can request a roommate change through the Head of House. Changes must be recommended and approved by the Head of House. No initial requests for changes at the beginning of the school year will be considered until after Fall Parents' Weekend. This time period allows all students to make better acquaintance prior to changing rooms.



Care and Use of Rooms

A house room serves a variety of functions: a place to sleep; a study area; a dressing room; and a place to socialize. To use the space most effectively, a certain degree of organization is required; to share the space most fairly, a certain amount of tidiness is necessary. Room condition assists with other executive functions, thus supporting academic progress.

Rooms are inspected regularly and students are expected to keep their rooms neat and clean. At the very least this means:

1. The bed is made
2. Clothes are neatly hung in a closet or folded in a drawer
3. Dirty laundry is placed in a laundry bag or laundry basket
4. Trash is removed
5. Food is stored in metal or plastic containers with secure covers
6. Desk and dresser surfaces are neatly organized
7. Bathrooms are cleaned
8. Floors are vacuumed
9. Room wall hangings and decorations are in good taste, hung with appropriate fasteners, and comply with local fire regulations

In addition:

1. Bicycles may not be kept inside the residential houses
2. Couches of any size and overstuffed chairs are not permitted in house rooms
3. Furniture, especially beds, may not be disassembled or moved without permission granted by the Head of House.
4. Student guests on campus may not sleep in house rooms

Students with chronically messy rooms will be subject to disciplinary action by the house parents, Family Advisory Units, and the Dean of Students.

Students may decorate their rooms. All decorations should be in good taste and should not damage the room. Tacks/permanent adhesive may not be used. Appropriate tape/putty to display posters can be purchased in the School Store. Please also note that there should be no printing on any house room decoration which advocates activities against school policies nor which degrades any race, gender, religion, political persuasion or sexual identity. Posters and other items that are sexually suggestive or imply the use of drugs, alcohol or tobacco are inappropriate and will be confiscated.

The use of electrical appliances can overload the wiring and can be a fire hazard. For the safety and convenience of all, only certain appliances are permitted and must be plugged in using surge protector power strips. These include: hair-care appliances, electric blankets, clocks, radios, stereos, personal computers, cool-air humidifiers, and air filtering units (with prior approval). Some appliances not allowed include: hot pots, coffee makers, coils, space heaters, air conditioners, refrigerators, decorative and/or holiday lights, and cooking appliances. Pets of any



kind are prohibited from student rooms. Questions about appliances should be directed to the house parents in order to avoid misunderstanding and/or confiscation.

Rooms are inventoried for damage at the beginning and end of each year and when a room change occurs. Damage to the room or furniture is assessed to students' accounts. Maintenance problems in house rooms should be reported to house parents.

Students are reminded that public areas of the house are exactly that, public. Students should dress appropriately when in the public areas of the house.

House Hours

House hours are established to ensure the accountability of students and to help them maintain healthy sleeping habits. The school expects boarding students to abide by these hours; students found out of their houses between call to houses and 7:05 a.m. will be subject to disciplinary action.

Sign Out Procedures

Boarding students must ask permission to leave campus during free time hours. Students must call the e-phone or physically check-in with Head of Campus before departure. HOC has the right to refuse or accept requests based on students community standing.

Biking and skateboarding are permitted on and off campus. Student must properly wear a helmet at all times during these types of activities. Failure to do so could result in confiscation of bike or board and loss of privilege for an established period of time.

Going off campus is a privilege, not a right. When students are in good academic and community standing, they may have the choice to physically take themselves into town or be transported to town via the school vans on Tuesday, Wednesday, Thursday, and/or during established times on the weekends. One van will take students to dinner, while the other takes students to the IGA. Students must be ready for pick up in Glen Arbor and back to campus no later than 6:50pm.

Leaving Campus on Weekends

Leaving campus on weekends is permitted only with prior approval from the Dean of Students. At no time, however, may a school commitment, such as a class, game or duty, be missed in order to accommodate a non-emergency weekend at home.

The procedures are as follows:

1. Pick up an Off-Campus (Yellow) permission form from the Student Life Office during the week preceding the desired weekend away from campus.
2. Pick up an Off-Campus (White) permission form from the Student Life Office during the week preceding the desired day trip away from campus.
3. Travel arrangements are the responsibility of the parent and student and should be communicated to the Dean of Students or transportation/travel coordinator.



4. The weekend (Yellow) form must be signed by all the student's teachers and coaches, as well as the FAU advisors, School Nurse and returned to the Dean of Students by the end of the school day on Thursday for final approval.
5. The weekend (White) form must be filled out and signed by Dean of Students by the end of the school day on Thursday for final approval.
6. Failure to submit or complete (Yellow/White) forms before assigned due date/time, could result in denial of off campus permission.
7. If students will be missing any class time they must also meet with the Dean of Students.
8. In cases of emergency, parents must contact the e-phone at 231-642-6237 or Head of Campus during overnight/weekend hours.

If all procedures have been followed and students have no weekend school commitments, they may leave after their last commitment Friday and return no later than 6:30 p.m. on Sunday evening. Students enjoying a weekend off campus may return to campus during the weekend only for school events, such as athletic contests.

Reminder: Parental permission to leave campus for the weekend and transportation arrangements are the personal responsibilities of the students and parents, not the obligation of the school.

Emergencies

To assist our School community in preparation for the care of our students and adults in the case of an emergency while in the care, we comply with the policies set forth by the State of Michigan. The Leelanau School performs the required number and type of campus emergency drills each year. All campus buildings have an Emergency Action Plan to address weather, intruder, fire, and building related emergencies. Please contact the Campus Safety Coordinator for further details.

Reminder: Tampering with any building security system, smoke alarms, fire alarm, AED units, alarm pull bar units, or fire extinguishers is strictly forbidden and the perpetrator may be dismissed from school and/or be subject to criminal prosecution.

End of Year Procedures

Before students may leave for home at the end of the school year, the following must be completed:

1. Clean the room.
2. Check out with House Staff, and complete a post-room inspection.
3. Be sure all accounts are paid in full at the business office.
4. Return all library books and materials.
5. Check in with Health Services

Failure to comply with end-of-year procedures may result in withholding a graduation diploma, transcript, or room security deposit.



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The Leelanau School has the limited ability to store items for a student over the summer. If a student does not return to campus the next year, any items that the student has stored over the summer may be shipped COD to the student's most recently updated home address.



Business Office and Student Personal Accounts

The Business Office is located in the lower level of the Student Center and is open for students Monday - Friday after school from 3:00-4:00 p.m.

Students may pick up their allowances on Thursday and Friday at breakfast and lunch from the Dean of Students. The amount of a student's allowance is determined by parents at registration. If additional funds are needed, a student must complete a PSA cash advance form two days prior to disbursement and have parents call the Business Office to verify permission. Cash advances will not be given to students without parental approval unless parents have made special arrangements. *If the balance in the PSA reaches zero, no more allowances, advances or charges will be allowed until the account has been replenished.*

All questions related to finances, insurance, and/or technology should be forwarded to our Business Office staff. Note: It is required that students' personal accounts have \$750 deposited by the time of on-site registration along with their damage deposits of \$250. Related material fees, course fees, student activity fees, and health service fees are charged to individual accounts. Agreed upon weekly allowances with parents are also offered to students once a week at specified times. Any increased allowance or additional advances are only given with prior approval by the student's parents.

Personal insurance information must be on file with our campus Health Services for any needed treatment or related services.



Technology

BYOD

The Leelanau School maintains a Bring Your Own Device (BYOD) policy in regards to students having access to computers on campus. By doing so, we hope to foster an understanding that these devices should be used as a tool for academic achievement. Many of our students currently have their own electronic devices that connect them to a limitless and instantaneous source of information. However, being able to appropriately manage the information available to them and to create new information is the key to using technology effectively. The BYOD policy also allows the students to learn how to use their own devices to help foster better writing, to help develop strategies related to Executive Function Process and to help connect our small school to the larger world.

The students' personal devices will be used in the classroom as well as for independent study. The nature of a BYOD program allows the choice to be a PC or a MAC, and to determine the power that your device holds. However, since these devices will be used in the classroom, we do ask that the devices have the following components:

- A minimum of a 7" screen
- A physical keyboard
- A camera
- The ability to connect to the internet
- The ability to send work to a printer either through a USB or wirelessly (students may also bring their own printer but will be responsible for the supplies and maintenance of the printer)

As these devices belong to the students, the student is responsible for the upkeep and repair of their own device. The student is responsible for any equipment that he/she brings to school. The Leelanau School is not liable for damaged, lost, or stolen equipment. Additionally, all students must adhere to the Acceptable Use and Electronic Devices Policies as outlined in the Student Handbook. When students use technology inappropriately while on the school network, the same consequences apply, regardless of who owns the device. Students are hereby given notice that the School may request that they submit to searches and/or inspections of their personal computers, smartphones, cellphones, tablets, or any other devices (including data storage devices) so that the School may investigate allegations of misconduct. All students are expected to cooperate with such searches and/or inspections. A student's refusal to consent or otherwise cooperate will result in disciplinary action, up to and including dismissal, at the sole discretion of the School.



Personal Devices

All devices that connect to the Leelanau School network must be clearly identified on the network with the user's name. Devices that are not identified may be denied access to the network.

All users of the campus network and equipment are reminded that with network access comes responsibility. School technology is not to be used in ways that may adversely affect the work, privacy, and access of other users.

Monitor Display devices should not exceed 27" diagonal screens. Should the parent or guardian decide to provide direct internet access to their student, this internet access in any form cannot be shared with any other student at Leelanau. The parent or guardian accepts personal responsibility for monitoring the proper use of said access, and responsibility for the consequences of possible misuse by their student.

It is the policy of the Leelanau School to teach students to manage their own technologies. This includes:

- Learning how to use technology for productivity (taking notes, setting alarms, checking assignments/grades, digital planning)
- Understanding appropriate use of technology and etiquette, for example avoiding use during Quiet Period, Council activities, speakers, presentations, discussions, drills, etc.
- Limiting social media activity to free time
- Limiting phone calls and texting to free time, except in the case of an emergency

Acceptable Use Policy (AUP)

The Leelanau School provides access to technology resources including access to the Internet. These resources allow interaction internally within The School and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student and faculty learning consistent with the School's educational goals and objectives. This Acceptable Use Policy ensures that the use of the network by students, staff, and faculty is done in an appropriate manner. **Network use is a privilege and not a right.** Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action, and/or legal action.

Acceptable Uses

- Classroom activities as assigned and sanctioned by the school and faculty.
- Research activities for classroom assignments.
- Peer review of assigned work.



- The exchange of project-related ideas, opinions and questions via e-mail and other means.
- Accessing information via the Internet for educational purposes such as: worldwide information and news; correspondence with field experts; collaboration with peers on projects and problem solving strategies.
- Accessing assistive technology.
- Proper e-mail and Internet etiquette is acceptable and expected and should include:
 - Being polite and courteous in all communications and language.
 - Assisting others in the use of the system, and helping others who are looking for ideas or information.
 - Posting and sharing information that is interesting and helpful to other users.
 - Always using the network as a resource to further one's own education and that of others.
 - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to system administrator.

Unacceptable Use

- Transmitting or downloading any material in violation of any federal, state, or local laws or regulations. This includes, but is not limited to material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene, or protected by trade secrets.
- Accessing non-educational, recreational sites or games during academic times and required event times.
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
- Use of the school's equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrator and School administration.
- Use of technology to distort the truth, to lie, or to misrepresent someone else.
- Use of any technology intentionally to harm or harass anyone.
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses and malware.

Disclaimer

The Leelanau School makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes viruses, adware, malware, or loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network problems or a user's errors or omission. Use of information obtained via the Internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The School does not guarantee that materials stored on the system



will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

Safety Warning

In general it is important to be respectful and rights and privacy of others. Always be courteous and err on the side of safety first. While engaging in activities on web pages, email, and two-way communications, the following guidelines should always be adhered to:

- Never ask for or give information about you (personal information, location, identity)
- Never give your password to anyone for any reason
- Understand the meaning of intellectual property and avoid any behaviors that may be construed as plagiarism.
- Tell a faculty member, administrator, or your parents immediately if you come across information or individuals that make you feel uncomfortable in any way
- Immediately tell an adult in you receive anything that is inappropriate, threatening, or uncomfortable
- Never agree to get together or meet with anyone you meet online without permission from a parent and a school administrator
- Never use, or accept, abusive language, threats, or harassment

Cell Phones

At The Leelanau School, we strive to teach and foster responsible use of technology in and out of the classroom. Students are allowed to bring personal cell phones, though it is recommended that student cell phones NOT have personal wifi hotspot capabilities enabled on those devices.

Should parents choose to provide such access, the access must be password protected, and never shared with other students. Parents or guardians accept personal responsibility for monitoring the proper use of the access, and responsibility for the consequences of any misuse of the access by the student.

During the academic day, students will abide by the expectations of each classroom teacher. Cell phones must remain silenced and put away during Quiet Period, Advisory, meetings, and during sports/recreation. Academic and Residential Faculty will communicate the expectations for appropriate use of cell phones during their instructional time with students. For example, students may be instructed to have phones turned off and in backpacks, silenced and turned over on the table, or out and ready for use.

The use of cell phones will not interfere with a student's responsibilities during the academic day, study hall, during meetings and activities, or after low lights. In the event of interference or violation of the expectations communicated by the faculty, the student will first receive a verbal warning. Thereafter, if the violation or interference continues, the student will be referred for intervention up to, and including, confiscation of the device.



Screen and Monitor Policy

No screens or monitors larger than 27 inches are allowed in student rooms. There are televisions provided in each of the house common areas, which may be shared by the house residents in order to watch either television or movies. Television viewing is not allowed during the class day, study periods or after established lights out. Movies are rated for subject content. Any movie rated R or more severe must be pre-approved by the house staff currently on duty supervising the house. The appropriateness of the movie is at the discretion of the adult on duty supervising the house. Students are expected to comply without argument. Any abuse of this privilege may result in periods of being banned from the television stations. Sound levels and appropriate language are also issues that are monitored at these television station sites.

Gaming

Gaming is a privilege on our campus. In each hall, there are two television monitors provided. One is established for use in watching television and/or movies. The other television monitor is provided for video gaming. Students of the house share the gaming monitor. Video gaming is allowed during the school week from 5:45 p.m. – 6:45 p.m. & 8:30 p.m. – 10:30 p.m., Saturdays from 9 a.m. until 11:00 p.m., and Sundays from 9:00 a.m. until 6:45 p.m. Any student who is observed to be playing games for more than four continuous hours may be asked to take a break of at least half an hour before continuing.

No games with an ESRB rating of A are allowed to be played on campus. Games with an ESRB rating of M may only be played by students who are 17 or older. These games may not be allowed at the discretion of School administrators and house faculty. If students want to appeal the appropriateness of a game they may contact the Technology Director who will put together a group that includes an administrator, a member of the house faculty and a student to review an individual game.

The appropriateness of the game is always at the discretion of the adult on duty supervising the house. Students are expected to comply without argument. Any abuse of this privilege may result in periods of being banned from the gaming stations. Abuse may also lead to confiscation of any video gaming equipment, including laptops, desktops, phones, tablets or other handheld devices as with any inappropriate contraband. Sound levels and appropriate language are also issues that are monitored. House faculty may set up schedules for sharing access to the game monitors if needed.

Violation of any of the regulations above may result in disciplinary actions that include but are not limited to confiscation of all personal devices, suspension or dismissal.



Handbook Acknowledgement Form

I have read through the Student Handbook and understand that I am responsible for following all policies as outlined. I understand that the School reserves the exclusive right to, at any time, add to, modify, revoke, suspend, terminate or change any or all rules, policies or procedures, in whole or in part, with or without notice.

I understand the Bullying and Harassment Policy and agree to abide by the Student Code of Conduct and Student Policies.

I have read and understand the Acceptable Use Policy and agree to abide by this policy.

Student Signature

Date

I/we have reviewed the handbook with my child and understand that my/our child will be held accountable to the policies stated in the Student Handbook. I/we understand that the School reserves the exclusive right to, at any time, add to, modify, revoke, suspend, terminate or change any or all rules, policies or procedures, in whole or in part, with or without notice.

I/we have reviewed the Health Services policies. I/we agree to submit my/our child's health forms and medication information as requested.

I/we agree to ensure that my/our child maintains his or her medication routine *as prescribed by the Health Care Professional* during school breaks and while my/our child is in my care.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date