



THE  
LEELANAU  
SCHOOL

## Student Handbook

Teaching Stewardship, Leadership, Awareness, Integrity,  
Resilience, Courage, and Interconnectedness



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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. The School is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools.

### Governance

#### Board of Trustees:

The Leelanau School is governed by a Board of Trustees charged with oversight of the school's mission, and the long-term health and sustainability of the corporation. The school is a not for profit institution with a 501 (c) (3) status granted by the IRS. The Board is self-perpetuating and recruits members through its Committee on Trustees. The Board of Trustees focuses on three areas critical to the success of the school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school.

#### Head of School:

The Head of School is the chief administrative officer of The Leelanau School, and supervises and controls all of the operational and educational affairs of the corporation, including recruiting and supervision of teachers, school curriculum, student admission standards, general supervision of students, financial matters, building and grounds, fund raising, and such other duties as may be prescribed by the Board of Trustees. The Head of School is the only employee of the Board of Trustees; all other school personnel report to the Head of School.

### 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 would benefit from our supportive and nurturing environment 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 or day school education for intelligent students seeking a better way to learn.



### **Awards, Honors and Traditions**

Among Leelanau's traditions are community awards to recognize achievements in academics, athletics, community involvement, and fulfillment of our community values. When a student's achievements fit the spirit of these awards, the School community may recognize their excellence during commencement weekend with the presentation of awards.

### ***The Traditions of Senior Plot and Bell***

The Pine and Oak trees on the Senior Plot symbolize the motto of The Leelanau School, "Straight as the Pine, Sturdy as the Oak." Located on the banks of the Crystal River just behind the Student Center, the senior class has exclusive use of the Senior Plot. 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. Underclass students of The Leelanau School respect these traditions.





## Academics

### Graduation Requirements

To graduate from The Leelanau School, students are required to complete a minimum number of semester credits in core and elective content areas. In addition, students are required to take 2 semester credits of coursework during Winter Term, 2 semester credits of Activities (8th Hour), and 2 semester credits of Learning Skills each year of attendance.

<i>English</i>	8 Semester credits	<i>Science</i>	6 semester credits
<i>History</i>	6 semester credits	<i>Math</i>	6 semester credits, 2 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>Elective Courses</i>	6 semester credits	<i>Health/PE</i>	2 semester credits
<i>8th Hour</i>	2 semester credits each year enrolled		
<i>Winter Term</i>	2 semester credits each year enrolled		
<i>Learning Skills</i>	2 semester credits each year enrolled		

### Course Load and Promotion

Students take 8 courses during both the Fall and Spring Terms, and 2 half-day or 1 full-day course during Winter Term. Students do not have any unscheduled class time as a daily study hall is provided.

### Course Selection/ Schedules

During spring conferences, students work with their parents and their Faculty Advisors to select the next year's program of study. New students will work with the Provost to select their courses. 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 classes during the Fall and Spring terms, and during the first two days of the Winter Term. All schedule changes must be approved by the Coordinator of Scheduling and the Provost.

### Transfer Credits

Students who enter The Leelanau School after the Fall semester of their freshman 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 above are transferable. Once a credit audit has been completed, 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 or dual-enrolled college courses will receive a weighted grade of 0.5. Honors courses will receive a weighted grade of 0.3. Class rank is not reported.

**Semester Assessments**

Students will be assessed at the conclusion of each term. The assessments are designed to test the accumulated knowledge and/or skills 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 take effect after assessments are completed. Students who leave early or return late from vacations may experience academic consequences due to the experiential nature of our classes.*

**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, they may continue in that course only with the permission of the Department Chair. If the student does continue, a credit is still "owed" to that discipline sometime in the future. Single semester failures are normally made up during Winter Term, by attending a summer school program approved by The Leelanau School, or completion of an approved online course. Successful completion of a Leelanau make-up exam prior to the opening of the next school year may be required.

**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 Cook Learning Commons, a space for academic achievement and personal goal setting. Through the Cook 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 extracurricular activities.

### **Homework and 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 requires participation in proctored study halls 3-4 times/week. Teaching faculty are present and available to support students in accomplishing homework.

Until the strategies and habits for managing and completing homework are well-established and routinely demonstrated by students, their study hall will be supervised. When students demonstrate consistency in completing high quality homework, ample study routines, and exceptional study hall behavior, the supervision may be reduced, at the school's sole discretion. More supervision may be incorporated at any time based on the same criteria and at the school's sole discretion.

### **Tutorial**

The Academic Faculty are available for extra help during tutorial. Tutorial is a 20-minute block of time that occurs mid-morning Monday through Friday. Students can meet with their teachers on a drop-in or appointment basis during this time.

### **Academic Difficulty**

From time to time, students may experience academic difficulty. This can be caused by the difficulty of coursework, underdeveloped student skills, or trouble managing the consistency of focus, effort, and time required to meet the expectations for a course. Regardless of the cause, the Leelanau School is committed to supporting students during times of academic difficulty and expects that students will contribute their best effort toward improvement.

When students have difficulty with an assignment, project, or activity, they must designate time to make up or get help for the work. Ideally, the student will arrange to meet with a teacher or Learning Specialist to get the needed help prior to the due date for the assignment. When an assignment is incomplete or missing, the student and teacher will determine a plan for completion. This plan should leverage the affordances of tutorial and study hall to get the work done.

It is important that students stay current in their work. Assignments submitted late may be eligible to receive reduced credit (based on the grading policy of the individual teacher. Please refer to individual course syllabi with specific questions.) Those students who have not resolved missing assignments by the end of the academic day on Friday will be assigned to Friday study hall. This has traditionally been known as JUG and serves as an extra supervised study hall. Students assigned to Friday may not attend weekend activities until all work is completed. Additionally, faculty members may not sign weekend off campus permission slips for those students with missing work.



If the academic problem is persistent, particularly when a student exhibits resistance to help or effort, it may be necessary to gather a team (including the student and their parents) to understand the difficulties, provide intervention, and determine a course of action to assess and track progress.

### **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 who are enrolled for the full duration of the senior year at Leelanau are awarded the academic honors of Valedictorian and Salutatorian for a given school year. These students are recognized at the end of the school year. One-year seniors are not eligible for this distinction.

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.

### **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 with integrity and honesty. 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 represent 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 and/or Provost 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 need 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.

### **Distance Learning**

Distance Learning refers to curricular, instructional, and support modifications that may occur in the event that a student is unable to attend classes for a period of time (i.e. due to extended illness) or in the event that the campus of The Leelanau School needs to close.

In the event that a student is unable to attend classes for a period of time, the student's family can request consideration for a distance learning plan under which the student may be able to continue some or all of their course of study using Distance Learning strategies. The Leelanau School does not guarantee that such a plan can be provided. Distance learning strategies may include, but are not limited to, synchronous class participation through a video conferencing service, asynchronous participation using a variety of tools, individual conferencing with the student and teachers, modified or alternate assignments, modified or alternate time frames for completing course requirements, alternate or modified assessment strategies, among others. If a distance learning plan is proposed, it will be shared with the student and the student's family for review before implementation.

In the event of a campus closure in the midst of a term (Fall, Winter, or Spring), The Leelanau School will transition to a Distance Learning platform. Shortly after the decision is made to close campus, students and their families will receive instructions for the transition to Distance Learning as well as the schedule for both required class meetings and optional enrichment opportunities. The following is a general list of Distance Learning expectations.

1. Students will attend required class meetings using the designated video conferencing platform. The attendance policy will apply to Distance Learning conditions.
2. Students will adhere to the behavioral standards established for Distance Learning classes. Those standards will adhere to both the Student Code of Conduct as well as additional standards specific to a Distance Learning platform.
3. Students will complete their assignments within the established time frames.
4. Students will accept support for quality work, academic progress, attendance, participation, and personal growth.

### **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). Transcripts and other records can be requested through the registrar. There is no charge for transcripts requested by current Leelanau School students.

### **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 or abuse their textbooks will be charged 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.

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 and the Student Activity Board.

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 that support the mission of Leelanau. Parents are always encouraged to contact their child's FAU advisors (i.e., FAU parent) at any time in order to receive current status reports. All students will remain with their assigned FAUs during their time at Leelanau.

### **Athletic Program**

The Athletic 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.

The Competitive Athletic Teams may include: Cross County, Tennis, and Golf.

#### *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.

For additional information, please see The Leelanau School Athletic Handbook, which is provided to all Leelanau School students and families by the Athletic Director.



## 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 by faculty 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 they feel should be excused within 24 hours of the reported absence.**

1. Students must have communication with a teacher, nurse, counselor, or staff member to leave class (for reasons other than a short break) and must check in with 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 hour of the class day, they will be considered to be on Evening Health Restrictions. This 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 nurse, Dean of Students, or the School Counselor. These offices are authorized to issue passes for excused absences. Instructors, Department Chairs, and the Provost have the final say in altering the requirements for successful course completion, especially in cases of extended absences due to health concerns.
4. Students are required to be in class on time. Instructors will note the number of minutes of missed class time as an unexcused absence.
5. 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 Fall and Spring terms, when a student's total absences per class, per semester (excused or unexcused) reaches three class periods or 225 minutes, excluding participation in school-sponsored events, the student's standing in the class will be assessed by the instructor, Department Chair, and Provost.

An Academic Standing Meeting will be convened with the student, instructor, Department Chair, student's parents, Provost, 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 or 150 combined minutes 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, Provost, and Dean of Students.***





6. The student is responsible for any class work, assessments, homework or lessons missed as a result of an absence, excused or unexcused. Due to the experiential nature of our courses, it is not always possible to make up the missed class time. It is up to the student to communicate with the instructor about making up missed work and time.
7. Students who wish to leave campus during the school week, and as a result, will miss classes, must complete an Off-Campus form and submit it to 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.
8. Absences from classes immediately prior to and after vacations are considered unexcused. Parents are asked to arrange travel plans with consideration for the School calendar so that students leave after classes have ended and return before classes resume. Special consideration for emergency situations should be directed to the Dean of Students and the Provost.
9. Attendance at the Lawn & Tree Ceremony and Graduation is **required** for all students.
10. Students who accumulate 10 missed days in Fall or Spring semesters may be dropped from all school classes without academic credit for the balance of the semester. Students who accumulate 4 missed days during Winter Term may be dropped from school classes without academic credit for the balance of the term.
11. If a student misses morning sign-in or morning energize twice in one week, they will meet with the Dean of Students and their FAU parents to problem solve the issue. Some problem solving strategies may include mandatory attendance at evening meals, turning in technology at call to dorms, early call to dorms, and working with health services to develop healthy sleep patterns.

*If a student misses morning sign in, morning energize, or accumulates more than 10 minutes of unexcused class time throughout the day, they will attend a Working Lunch. Students assigned to Working Lunch 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. The faculty duty schedule for working lunch aligns with the study hall schedule.*

*If a student misses Working Lunch without prior approval from the Dean of Students, they will not be allowed to go on town trips and will have evening restrictions.*

*If evening activity or call to house sign-in is missed, technology will be taken for the evening at low-lights.*





## Day Student Guidelines

**Absences:** If a student is ill, unable to safely travel to campus, 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.

If possible, students with internet access at home should arrange to attend classes via video call. Contact Mrs. Dymond to make this arrangement at [beccadymond@leelanau.org](mailto:beccadymond@leelanau.org) or 231-334-5886. Please know that even though your student's absence will be excused, it will be their responsibility to obtain any information covered in class during the absence, if that class continues despite a weather-related issue.

**Vehicle Privileges:** With parent permission, day students may park their vehicle in the designated space and turn in their 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 vehicle 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 vehicle without specific permission from all parents involved in the event.

**Behavior:** The day student is a student at The Leelanau School. All behavioral expectations of boarding students extend to day students including, without limitation, participation in substance screens, Friday Study Hall, and behavioral guidelines.

**Residential Houses:** Day students should not be in a residence hall without specific permission from residence life faculty each time. This policy is in place to preclude any suspicion ever falling upon a visitor to a house due to a possible 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 students 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.

**Belongings:** There is a place provided in the academic office for day students to use for storage of their personal items while on campus. Students are hereby given notice that the School may conduct searches and/or inspections of bags, belongings, work areas, and other School property, with or without notice. All students are expected to cooperate with such searches and/or inspections.

**Meals:** Day students are eligible for breakfast, lunch, and any meal that occurs while they are on campus for a required event. Additional meals may be added with advanced notice (at least 3 days) and the cost of the meal will be charged to the student's PSA.

**Schedule:** Day students arrive on campus prior to the school day or required event and stay until the academic day 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 the Dean of Students, Coordinator of Residential Life, and Registrar 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.

In the event of a school delay or cancellation, students will receive text to the number in our records and email notification to their Leelanau email.



## 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 evolve during a student's experience in high school. Expectations for Leelanau School 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. When students arrive at Leelanau, it is essential for them to find a community where they feel safe and can take healthy risks.

### Discipline and Consequences

While a student is enrolled, they are 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 behavior exhibited 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 existing skills, to learn new strategies, and to encourage acceptance of responsibility for 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 community growth and positive choices in the future.

Common consequences include, but are not limited to:

- Feedback about the behavior and coaching about corrective action
- Verbal warnings and written documentation of behavior
- Contact with parents/guardians
- House and/or campus restrictions
- Student activity and school trip restrictions
- Confiscation of inappropriate or misused items
- Loss of recreational technology access
- Assignment to service or work programs
- Assignment of projects to build awareness and knowledge regarding the problem behavior

*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 cannot be refunded, the student will be responsible for the cost of the trip.*

At the discretion of the Dean of Students, privileges may be earned back by the student's demonstration of behavioral change and commitment to the health of the School community. .

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
- Disciplinary leave of absence
- Dismissal

In this event, the student and their family may not be reimbursed for services including but not limited to room and board.

### **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 their problem-solving, impulse control, and decision-making. The student will need to complete unfinished school work and additional practice projects that support improved skills.

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 assigned for serious infractions. The Student Concerns Team will recommend the type and duration of suspension, and the Dean of Students and Head of School are the final arbiters of this decision.

In the event of an on-campus suspension:

- Parents or guardians, FAU parents, teachers, and residential life 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.
- Students will be restricted from student activities and school trips.
- Students 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 or second violation of the substance policy
- A second incident involving a student being "out of bounds"
- Repeated violation of any policies or rules related to student behaviors

In the event of an off-campus suspension:

- Parents or guardians 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 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 will work with the Provost, Learning Specialist, and teachers to determine if academic progress can be sustained during the off-campus suspension. Students will not be given the opportunity to attend class virtually.
- 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:

- Third violation of the substance policy
- 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, and resulting interventions, as well as 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. 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.

### **Disciplinary Leave of Absence**

When it is determined that behaviors are chronic and require professional intervention to resolve, students will be placed on Disciplinary Leave for home care and treatment. Disciplinary Leave will require students to engage with professional care and complete a program designed to alter the negative behaviors. While it is up to the student and their parents/guardians to find a treatment program, the Student Concerns Team has the final approval over whether or not the program fulfills the School's expectation for behavior change. Therefore, it is the student's and parents'/guardians' to communicate these plans to the Student Concerns Team prior to re-entry.

During a Disciplinary Leave, the care and health of the student is the priority. Academic support can be negotiated provided it does not interfere with the overall objectives of treatment of behaviors. Tuition is not refunded or prorated during a Disciplinary Leave

### **Dismissal**

When challenges are not able to be addressed adequately in The Leelanau School setting, dismissal will occur. Incidents involving health or safety concerns, socioemotional 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 underclass student 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 their performance, the circumstances that led to dismissal, and the evidence presented demonstrating their 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:

- Repeated substance infractions
- A 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, particularly when severe and/or repeated
- Violation of the Acceptable Use Policy 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
- When attempts to work with the student through corrective actions have been unsuccessful



## **Student Behavior Policies**

High School is a time of tremendous physical, psychological, and emotional growth and change, and the expectations for Leelanau students reflect adolescents' developmental stage as well as the aspirations the community has for them.

All Leelanau students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships, both online and in person, and learn to recognize how their actions, as well as their words, affect others. Hate speech, gestures, and behaviors are not allowed in the Leelanau community, whether they are targeting another person, a group of people, or are used more generally. Constructive feedback is both essential to experiential learning as well as community membership. As such, Leelanau students should aim to be inclusive, courteous, respectful, and kind in their words and actions. Learning to accept feedback, take accountability, and correct our behavior when we fall short is crucial to our mission in teaching the whole person, not just the subject to the student.

Like all things, Leelanau recognizes that social-emotional development takes time to master, and involves mistakes and missteps. In alignment with this understanding, adults are charged to help students reflect upon their behavioral choices, especially when these choices hurt or deny the rights of others. In cases of severe or repeated negative behavior that falls short of expected conduct, disciplinary action may be taken.

### **Anti-Harassment Policy**

The Leelanau School is committed to providing all students with a safe and supportive school environment. All members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student or staff member by another student or staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, gender expression, religion, or disability. Punishable harassment is defined as conduct, including verbal and online conduct, (1) that creates (or will inevitably create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or intimidating.

Sexual harassment is a form of harassment that also violates school policy. Sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal and online conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will inevitably create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or intimidating.

In response to an act of harassment, staff members should intervene immediately to stop the harassment and refer the incident to the Dean of Students. Students who suspect or experience harassing behavior are asked to report such conduct to a faculty or staff member with whom they feel comfortable. Any faculty or staff member who suspects, experiences, or witnesses harassing behavior or who receives such a report from a student is required to report it to a member of the administrative team. Reports of harassment will be investigated thoroughly, while maintaining confidentiality as much as possible. Any person who engages in harassment, or sexual harassment,



or retaliates against an individual who reports harassment, is subject to corrective action and disciplinary consequences, up to and including dismissal.

### **Non-Discrimination Policy**

The Leelanau School adheres to a long standing policy of admitting students of any race, color, creed, religion, orientation, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Leelanau School does not discriminate on the basis of race, color, creed, religion, orientation, or national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, personnel practices, or athletic or other school-administered programs.

Students who suspect or experience discriminatory behavior are asked to report such conduct to a faculty or staff member with whom they feel comfortable. Any faculty or staff member who suspects, experiences, or witnesses discriminatory behavior or who receives such a report from a student is required to report it to a member of the administrative team. Reports of discrimination will be investigated thoroughly, while maintaining confidentiality as much as possible. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Any person who engages in discrimination or retaliates against an individual who reports discrimination, is subject to corrective action and disciplinary consequences, up to and including dismissal.

### **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 school (in the nature in which the dress code states), reinforces that the student's primary goal 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.
4. Academic day attire is not just required because of appearances and sentiment, but also for safety. Dressing appropriately for the weather, and being willing to change to accommodate certain conditions for classroom activities (indoor and outdoor) is expected.

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 that a student's attire does not meet these standards, the students will be instructed to change.

- Neat well-fitted tops/sweaters and bottoms or Leelanau School logo attire should be worn during the academic day. Tops and bottoms intended to be worn as undergarments are not appropriate for the school day.
- Shirts exposing the pectoral area are not permitted.
- A cropped style top is allowed, as long as the length is functional and covers the torso to the top of the belly button. In this case, a mid- to high-rise pant should be worn. Low rise pants are not functional, and therefore not permitted during academic time.
- All clothes must be neat, well-fitted, clean (free of any 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 nicotine products, marijuana, alcohol, illegal drugs, or material that may be considered obscene or offensive (i.e., there should be no reference to nudity, obscenity, or violence).
- Undergarments should not be visible.
- Swimwear is only appropriate while at the beach or while traveling to and from the beach or water activity.
- Blankets are not appropriate during the academic day, except during designated theme days (such as during Spirit Week.)





- For reasons of safety and cleanliness, 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/skirt, white or light blue dress shirt/blouse, belt, dress shoes, and dark socks. Depending on the style of the blazer, students are asked to wear a tie. In this event, traditional ties, bow ties, or clip-on are acceptable. Each student will be provided with a patch depicting the School crest.
- Specific Senior Graduation and Lawn & Tree attire will be discussed near the beginning of the spring 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, 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 to provide the option of renting tuxedos for the Prom. Sport coats and ties along with the accompanying quality of pants and shoes will suffice. Nice dresses, pants, skirts, and tops are also appropriate for most of these events.

### **Mobile Device Policy**

The primary objective of this policy is to contribute to an environment of engagement, wellness, creativity, safety, and respect that is necessary for effective teaching and learning by limiting the use of mobile devices, including cell phones and gaming devices, during the academic day and other community activities. By minimizing distractions and promoting focused engagement, we aim to enhance academic performance and foster positive social interactions among students, faculty, and staff.

#### Restricted Use of Mobile Devices

- a. Classroom Use: During class hours, mobile devices, including cell phones and gaming devices, should be switched off or placed on silent mode and stored in the designated storage areas as specified by the teacher. They should not be accessed unless explicitly permitted by the teacher for academic purposes.
- b. House Meetings: During House Meetings or community living gatherings, mobile devices, including cell phones and gaming devices, should be switched off or placed on silent mode and stored securely. They should not be visible or accessible except with explicit permission from a staff member for educational purposes.
- c. Dining Hall: Mobile device use is allowed in the dining hall during designated non-academic times, such as casual meal times. Mobile devices are not allowed during academic or community gathering times. *Breakfast ends at 8:10am and the academic day begins with Morning Meeting at 8:15am.*
- d. Assemblies and Presentations: Mobile devices, including cell phones and gaming devices, must be switched off or placed on silent mode during school-wide assemblies, guest presentations, and any other organized events that require students' attention and active participation.
- e. Headphones and Earbuds: Headphones and earbuds need to be removed during the following instances:
  - During class lectures or discussions to maintain active participation and engagement.





- While receiving announcements or instructions from faculty, staff, guests, or other presenters.
- When needed for safely navigating a busy area.
- During emergency drills or situations to stay alert and aware of surroundings.
- Whenever engaging in group activities or collaborative work to foster effective communication.

### Permitted Use of Mobile Devices:

a. **Emergency Situations:** In case of an emergency, students may use their mobile devices, including cell phones and gaming devices, with the permission of a staff member. However, students will immediately notify a staff member or administrator in such situations.

b. **Designated Break Times:** During designated break times, as determined by the daily schedule, students may use their mobile devices, including cell phones and gaming devices, in designated areas, as specified by the school administration, while ensuring it does not disrupt the flow of movement or create distractions for others.

### Consequences for Non-Compliance:

a. **First Offense:** A verbal warning, parental notification, and confiscation of the mobile device until the end of the day (e.g. end of the school day, end of evening activities, etc.)

b. **Second Offense:** The mobile device will be confiscated for a designated period of time pending completion, submission, and approval of a corrective action plan. Parents will be notified.

c. **Subsequent Offenses:** Subsequent offenses, including refusal to cooperate with the policy, will result in progressive disciplinary action, including extended confiscation of the mobile device, meeting with parents/guardians, and referral to a Discipline Board.

### Exceptions:

Exceptions to this policy may be granted on a case-by-case basis by the school administration for students with documented disabilities or specific educational needs. Such exceptions shall be communicated to the relevant staff members to ensure appropriate accommodation and support.

By adhering to this mobile device policy, we aim to uphold our daily work to be consistent with Leelanau's core values. This policy will foster a focused, engaging, and respectful academic environment and community that supports the overall development and success of our students.

### **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 individual 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 are not permitted to 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. Students are asked to wait until School breaks to obtain tattoos or piercings with permission and under the supervision of their parents or guardians. Special requests regarding this policy need to be made directly to the Dean of Students.

Any behavior that involves a student putting oneself at risk through piercing or tattoos will result in parental/guardian contact, an assessment by Health Services, and any necessary medical intervention. It may also result in consequences.

### **Guns/Weapons Policy**

While on the School premises or at a school-related event, The Leelanau School does not tolerate possession of a weapon by any individual. Any individual found in possession of firearms, ammunition, or any dangerous weapon will face School discipline and/or legal action. 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 addressed 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 theater and may not be stored in student rooms. Also, any sporting equipment (i.e., bows & arrows, firearms, filet knives, utility knives, etc.) should be transported to campus in a case and needs to be given immediately to a Residential Life Instructor, Residential Life Coordinator, Dean of Students, or Coordinator of Campus Safety upon a student's arrival to campus. These items will be secured in the Campus Safety Office. This equipment can be checked out and used only under the supervision of school staff or a parent/guardian. Any such equipment in a student's possession will be considered as a violation of the Guns/Weapons Policy.

### **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**

The Leelanau School recognizes that the expression of affection is important in adolescence, and therefore strives to provide education, counseling, and support services to help students appropriately process issues related to sexuality, including sexual identity, sexual health, and sexual expression. It is our intention that this approach will foster evidence-based education, thoughtful decision-making, and meaningful growth.

We expect students to abstain from sexual activity. An intimate sexual activity involving a student of any age, even if consensual, is not allowed while under school jurisdiction due to the risks for health, pregnancy, emotional and physical trauma, and 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
- In the event of sexual contact, referral to health professionals with resulting sexually transmitted infections (STI) testing reports being shared with other student's family
- Parent/guardian contact
- Possible 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. Further, in the state of Michigan, sending explicit photos of someone under the age of 18 (i.e., sexting) is a criminal offense.

Students are encouraged to speak with the school nurse, school counselor, residential life instructor, 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:

- Advising individuals of inappropriate behavior and informing them how they may act.
- Intervening with the individuals involved, instructing 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/guardians notified.
- Situations involving repeated non-compliance with these expectations will result in a disciplinary response.

### **Substance Policy**

In accordance with Michigan law and in alignment with evidence-based research on the negative impacts of illegal and illicit substances on students' academic, socioemotional, and personal growth, The Leelanau School prohibits students' use of illegal or illicit substances.

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 each semester/term, they 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 (e.g., counsel, supportive action planning, family contact, start of random screens and searches) to assist students in their journey to sobriety, and respect the school community's duty towards safety and accountability.*

In addition to the initial screening, The Leelanau School reserves the right to require and administer saliva, breath, blood, and/or urine tests through periodic screens of the school population and when there is reasonable suspicion/cause suggesting this course of action is appropriate. By extension, searches of rooms, cars, lockers, and possessions may also take place. Possession of substance paraphernalia, such as empty alcohol bottles or vape cartridges, is not allowed and will be considered a substance infraction. Smelling of substances or associating with others while they are using any substance constitutes reasonable suspicion/cause.

New or returning students who acknowledge past use at any point in the year will be offered support by the school counselor and health services to help the student avoid further use of substances. Ongoing counseling with an outside therapist may be recommended. When students report such use prior to the administration of a drug test, the report will be considered a "self-report".

Positive test results following the baseline tests, 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, including the submission of a dilute sample or a refusal to cooperate with the testing procedure, will be considered a substance infraction. Students will be given a two-hour limit to provide a urine sample, beyond which will be considered a refusal.

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

The purchase, possession, use, transfer, distribution, and 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 prompt reasonable suspicion of involvement and be subject to investigation and discipline by the school.

Electronic cigarettes, personal vaporizers, and electronic or other nicotine delivery systems are strictly prohibited in all forms, whether or not they contain nicotine or THC. Use or possession of the devices and/or cartridges will carry the same consequences as a substance violation. *Due to the incendiary risks of such devices, use in a residential house or campus building are likely to result in an off-campus suspension for the first offense (Open Flame Violation).*

Violation of the Substance Policy will result in disciplinary action including, but not limited to the following:

First Substance Infraction

- Parent/guardian notification



- On campus suspension for a minimum of one week
- Referral to the School Counselor and Health Services
- Professionally administered Substance Abuse Assessment
- Referral to professional counseling
- Required substance testing
- Completion of designed educational obligation
- The cost for all required services shall be the responsibility of the parents/guardian

Second Substance Infraction (In addition to the conditions listed above:)

- On campus suspension, minimum of two weeks
- Technology restrictions
- Evaluation, continuation, or re-initiation of counseling
- Evaluation, continuation, or re-initiation of weekly substance testing

Recurring Substance Infraction

- Recurring infractions will be interpreted as insubordinate behavior. A Disciplinary Board will be convened to determine increasingly restrictive corrective interventions up to and including off campus suspension, disciplinary leave, and/or dismissal.

Failure to comply with substance disciplinary actions may result in increasingly restrictive interventions, up to and including dismissal (with no refund of tuition). Consequences may include but are not limited to students' inability to complete Leelanau coursework, take exams, or receive a diploma.

Selling or arranging for the sale of substances to other students is likely to result in dismissal with no refund of tuition. In this event, students will not be allowed to complete Leelanau coursework, take exams, or receive a diploma.

### **Proximity Rule**

In an effort to encourage students to disengage from situations involving inappropriate behavior, when two or more students are present when a school rule is being violated, all students present will bear reasonable suspicion of involvement and therefore, will be subject to investigation and discipline by the School.

### **Room/Vehicle Searches**

At the School's discretion, searches of vehicles, backpacks, lockers, rooms, and other personal property may take place at any time, including upon return from breaks. 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 daily room cleanliness checks and entering a room to check on maintenance issues. Anytime when staff are in a room and the discovery of contraband is made, students are held accountable for the presence of that contraband.

### **Fire Detection System/AED Devices**

Tampering with the fire alarm and fire detection equipment (including fire extinguishers and AED devices) is both illegal and dangerous; thereby, such actions are considered grounds for discipline, including up to dismissal.

### **Off-Bounds Areas**

With the exception of the house in which the student resides, all buildings are off-bounds after Call to House (the time at which students are required to sign in and stay in their dorms for the evening.) The summer cabins south of the Student Center, the top deck of the Observatory, the maintenance garage, all service vehicles and equipment, and the roofs of all buildings are off-bounds at all times. The Arts Center and other locked buildings/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. 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 non-residents of the house unless special permission is granted by an administrator or faculty member.

Unless adult supervision is provided, students are prohibited from leaving campus at dusk.

NOTE: The Homestead is off limits at all times except for school-sponsored activities or if the students are with their pre-approved parent/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. There is no place in our community for crude language which is offensive, threatening, or aggressive.

Stewardship is one of Leelanau's core values and we cherish 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 campus and keeping it clean (inside and out) from debris and vandalism, as well as potential threats to the people, animals, and the environment. This intent also means picking up debris when we see it, not just avoiding littering.

While students are encouraged to develop healthy, appropriate interpersonal relationships with adults on campus, 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 their physical wellbeing. 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 groups or all school Council or Town hall Meetings. Life Skills are also infused in the Residential Life house meetings.

A very important element of our Life Skills Education is Exploratory, which occurs throughout the school year. 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. 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 the Coordinator of Health Services and a staff of 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. Allowance for personal use of applications such as inhalers, Epipens, etc. is made by the Coordinator of Health Services on an individual basis. Our contact information is:

Health Services  
Coordinator: Angel Maritz  
1 Old Homestead Road  
Glen Arbor, MI 49636  
Phone: 231-334-5836  
Email: nurse@leelanau.org

Please note that in order to administer medications and process prescriptions, the School requires forms with appropriate physician signatures. All doctor, dentist, counselor, and physical therapist appointments are coordinated by Health Services and communicated to the Registrar to arrange for transportation and/or pre-approved class absence. Please contact Health Services at 231-334-5836, if you have made local appointments for your student, so that Health Services can coordinate these appointments. In most cases, advanced notice is needed to coordinate transportation internally with staff and faculty.

Consent forms are required in order for the School to seek emergency treatment for any injuries or maladies 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/guardians may be consulted in advance as dictated by the urgency of a situation or if required under applicable law.

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 and complete all of the health forms.

### **General Information**

Before registration, all health forms must be completed. This will include the MHSAA Physical Form and the Emergency Travel Info Form with copies of any health, prescription, and dental insurance cards and an up-to-date immunization record to ensure we are in compliance with Michigan law.

If parents/guardians decide not to immunize their student, Michigan law requires that the parent/guardian obtain an educational session and signed waiver before declining immunizations. *Failure to provide the necessary physical forms, immunization records, etc. will result in a fee to cover administrative and other costs that will be charged to the student's account. In this circumstance, a student would be restricted from athletics and/or academic classes until the requirements have been met. If the student needs to receive a physical exam and/or immunization through a local health care professional, the student's parent/guardian is responsible for the cost of the service and transportation to the service.*

If a student's activities are 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 a student's expense account if specific, individualized health services are deemed necessary by Health Services personnel. Services may include but are not limited to immunizations, allergy injections, infirmary supplies, non-prescription medication, drug testing, laboratory testing, etc.

### **Medication Policy**

Prescription: Any student who has prescription or over the counter medication **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 their room or dorm. Nurse approval is needed for students to keep eye drops, Epipens, ointments, and inhalers in their rooms/dorms.

All prescription, supplements, and scheduled over-the-counter medications will be distributed by Nursing Staff in the Dining Hall or by other adult faculty or staff under the supervision of the Nursing Staff. It is the student's responsibility to report for and receive medications. Parents will be notified promptly if a student is not being responsible for getting their medications. Chronic issues with students reporting for and receiving medications at scheduled times will be referred to the Student Concerns team to develop an action plan. Please note that staff and faculty are not able to track down students who consistently miss their medications.

Medication distribution is as follows:

- 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.

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 network).

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.)**

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's or student's request without the physician's authorization. Any student caught palming, cheeking, or discarding medication will be referred to the Student Concerns team.

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 (if required). If a student takes an over the counter medication on a regular basis, such as an over the counter allergy medication, you can send a supply that will be stored in Health Services.

### **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 8:10 a.m. to determine the immediate healthcare needs of the student. Students who are ill or injured must stay in Health Services and are not allowed to stay in their rooms unless they have received special permission from Nursing Staff.

If students need to see the School Nurse during the academic day, they are expected to do so outside of class times. Visits will be logged and they will be excused only for their office visit time. Upon dismissal from Health Services, 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 determined at the discretion of the Nursing Staff. If a student needs other medical or dental attention, the arrangements must be made through Health Services, with the parent's/guardian's permission (if required). 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 not to 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 (referred to as *evening health restrictions*) in order to facilitate their rest and recovery with the intention of returning to a regular schedule the following day.

Communicable Diseases: In case of an outbreak of any disease, the school will work under the guidance of the local health department. By law, the school must report all communicable diseases to the Health Department. A student who has been diagnosed with any communicable disease may not return to school until fully recovered.

Medical/Mental Leave: There are times when a student needs medical or mental health intervention for an emerging or acute issue. If the intervention is not available close to the School or the nature of the intervention supersedes the student's ability to participate in the School program, then a medical or mental leave may be warranted. Such a leave must be discussed with the Health Services Coordinator to determine the nature, duration, and scope of the leave. Prior to the student's return to campus, **a written doctor's report is required.** Further, it is required that parents/guardians contact Health Services **prior to a student's return** from a medical/mental leave in order to ensure proper follow up, monitoring, and care. The nurse will review specifics of medical/mental leave and determine if and when 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.

### **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 the contents, as appropriate, the student will receive item(s). Please email/phone nursing staff to indicate you will be sending a package/ mailing. Please avoid mailings of this nature directly to the student.

### **Medical Record Information Request**

All health-related record requests should be made in writing, and mailed or emailed directly to Health Services.

### **Counseling Services**

Students benefit from having a school counselor on campus to assist with daily social/emotional challenges common to students of this age. The school counselor may 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, including the Student Concerns Team, 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 approach, aims to fuel students with foods that will foster learning. In alignment with evidence-based research, we encourage a diet that



consists of whole foods without dyes, additives, and processed foods to nurture 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. That said, we encourage families to examine the nutritional content of their student's food and beverage. Research suggests that ingesting foods or beverages with caffeine and/or simple sugars after 4:00 pm may be harmful for a student's sleep, attention, and dietary needs.

The school offers multiple nutritional options for breakfast, lunch, and dinner throughout the week, and provides twice daily snacks during the academic school day. Weekend meals are scheduled as a late morning brunch and an evening dinner. Supplemental late evening and weekend snacks are the responsibility of individual students, with adequate space for storage provided in the dormitories. Students are provided opportunities throughout the week to shop for groceries/snacks at local stores.

Research points to the deleterious impact of a high sugar diet on health, sleep patterns and learning, especially on adolescents. We are taking steps as a school community both to educate students about this impact and to limit the availability of high sugar foods and drinks. While we do not intend to police all areas of a student's life, we ask students to avoid 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 Student Activities. Plans, costs, and specific needs are facilitated by the Residential Life Curriculum Coordinator and the Coordinator of Residential Life.

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. If a planned activity interferes with scheduled classes and commitments, approval is needed from the Student Life team.

A request to start a new club or activity should be made to the Residential Life Curriculum Coordinator and the Coordinator of Residential Life.

### Evening Activities

The Leelanau School embraces evening activities as an integral part of the educational experience and personal development of our students. Leelanau students have a variety of unique opportunities to participate in activities and clubs throughout the year. Engaging in a structured activity that they care about helps students further explore their areas of interests while developing a diverse set of skills such as group work, communication, commitment, problem solving, and self-expression.

Evening Activities run Sunday through Thursday 6:45pm - 7:45pm. All Boarding students are required to attend this opportunity.

### 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	\$75.00
Leland/Suttons Bay	\$50.00
Empire	\$25.00

Traverse City is served by:

<a href="#">Cherry Capital Airport</a>	(231) 947-2250
<a href="#">Greyhound Bus</a>	(231) 946-5180
<a href="#">Indian Trails Bus</a>	(800) 292-3831

Students and parents are responsible for arranging travel plans and for purchasing the necessary tickets. Vacation travel plans must be submitted to the Student Life Office prior to vacations.

To arrange for emergent transportation needs, students should make a request in writing by email to [jparker@leelanau.org](mailto:jparker@leelanau.org), who will arrange for a driver, and confirm the arrangements via email to the requestor, the parents, Dean of Students, Coordinator or Residential Life, the driver, and the Business office.

*Please consult the school calendar for vacation dates and times when students are due back on campus. We hope that families will coordinate their travel plans within the school calendar to limit*



*student absences. Permission to leave early or arrive late will be considered for special circumstances by the Dean of Students and the Provost. Please refer to the attendance policy for more information.*

### **Vehicles 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 vehicles/snowmobiles on campus. They are to park them in the south parking lot, turn their keys into the Student Life office and are not to use or sit in them until all of their school commitments are completed for the day. Boarding students may also park their cars on campus. Prior permission must be obtained from the Residential Life Coordinator before any boarding student brings a car on campus. Registration of the vehicles must be turned in upon arrival. Copies of the vehicle registration, proof of insurance, and license plate number must be provided and will be kept on file in the Campus Safety Office. The vehicle cannot be used except for traveling to and from the student's home. Boarding students must give the keys to their vehicle to the Residential Life Coordinator's office. Students receive their keys immediately before their planned departure from campus. 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 (vehicles 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 will be stored. Bikes are not to be stored in houses or on the porches of houses; please use the bicycle racks. Upon departure from campus at the end of the year, all bikes must be taken home unless specific arrangements have been made with the Residential Life Coordinator.

*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 Student Life Administrative Assistant. Postage is available for purchase in the Academic Office.

### **Laundry**

All students will 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.



### General Suggestions

- Large sums of money should be deposited with the Business Office or locked in the lockbox provided in each dorm room. 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. It is recommended that students give an extra key or combination to one of the house parents in case they lose their key or forget the combination. Locks are available for 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 by an independent shipping service. 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 c-phone or talking directly to a Residential Life Instructor.

Fishing privileges may be revoked for the following:

- Violating conservation law(s) or ethics
- Fishing without a license (if 17 or older)

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, Residential Life Coordinator, or Campus Safety upon arrival on campus and will be stored in the Campus Safety Office. See the Weapons Policy.

### Helmets for Skiing, Snowboarding, Skate/Longboarding, and Bicycling

Students must wear helmets for these activities, **at all times**. Release forms are completed during registration.

### Religious Services

Members of the student body may attend the place of worship of their choice in the Glen Arbor area. The school respects the development of 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 Coordinator of Residential Life and Student Life Administrative Assistant to make these arrangements.

### **Formal Dinners**

During the academic year, formal sit down meals will be served primarily in the Dining Hall. 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's 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. 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 faculty 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 and on weekends.

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 norms and rules designed for living in each particular setting.

1. Common living areas of the house (primarily bathrooms and common rooms) should be kept neat and clean. There are daily room checks on weekdays during which students receive feedback on the cleanliness and condition of the room. Students are expected to respond to the feedback by making the suggested improvements when they return to the house after the academic day. Residential Life Instructors will be available to help and coach as needed.
2. 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.
3. 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 Coordinator of Residential Life. 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.
4. Since all students do not share the same taste in music, in terms of volume and content, students should use discretion when playing or performing music in common areas. The content and volume of music should never be a distraction or disturbance to others. Courtesy and respect with regard to music taste and volume should be exercised at all times on campus.
5. The houses are off bounds during the academic day except during breaks or with the nurse's permission for medical reasons. 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.
6. 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.
7. Students out after dark must remain in specified areas. See Student Boundaries Map.





Students will be assessed by residential life instructors with feedback in *Community Living*, which is an evaluation of their experiences in the houses and their progress in personal life skills. These assessments 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 for the school to 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.

Common spaces and hallways within the dormitories and other buildings are considered public spaces (non-private), and are subject to surveillance both by staff and electronic means.

### **Roommates**

Roommates are an important aspect of life and learning in a boarding school. Roommate survey forms help our residential faculty determine room assignments that are based on compatible habits and tastes. Roommates are expected to make their best effort and residential faculty are ready to help students work out conflicts.

Students are allowed to request room changes through the Coordinator of Residential Life. No initial requests for changes at the beginning of the school year will be considered until after Fall Conferences. This time period allows all students to get to know one another and learn to manage their community living skills prior to changing rooms. Changes must be recommended and approved by the Coordinator of Residential Life and the Residential Life Instructors. .

### **Care and Use of Rooms**

A student's 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.

Students may decorate their rooms. All decorations should be respectful 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, mini fridges, refrigerators, and cooking appliances. *LED light strips are allowed provided they do not heat up while in use.* Questions about appliances should be directed to the Residential Life Instructors 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 charged to students' accounts. Maintenance problems in house rooms should be reported to Residential Life Instructors.



Students are reminded that common areas of the house are public spaces. The common spaces need to be kept clean and students should dress appropriately when in the common areas of the house.

### **Pets**

Pets of any kind are prohibited from student rooms. Fish are the only exception.

### **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 the posted times for Call to House and 7:05 am will be considered Out of Bounds.

### **Sign Out Procedures**

All students must complete Town Trips 101 with the Residential Life Coordinator before they are allowed to attend any academic or nonacademic trips off campus.

Boarding students must seek permission to leave campus during free time hours. Students can call the c-phone or physically check-in with their Residential Life Instructor before departure.

Biking and skateboarding are permitted on and off campus. Students must properly wear a helmet at all times during these types of activities.

Going off campus is a privilege, not a right. When students are in good academic and community standing, they may have the choice to walk/bike into town or be transported to town via the school vans during established times during the week and weekends.

### **Leaving Campus on Weekends**

Leaving campus on weekends is permitted only with prior approval from the Dean of Students. School commitments should not be missed in order to accommodate a non-emergency weekend off campus.

Permission to leave campus is granted after a student completes and submits an off-campus form no later than Thursday afternoon prior to the student's departure.

When permission to leave campus has been granted, students may leave after their last commitment Friday and should return no later than 6:30 pm on Sunday evening. Students enjoying a weekend off campus may return to campus during the weekend, but need to inform their Residential Life Instructor of their arrivals and departures.

*Reminder: Parental permission to leave campus for the weekend and transportation arrangements are the personal responsibility of the students and parents.*

### **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.



### **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 the residential faculty and complete a post-room inspection.
3. Be sure all accounts are paid in full at the business office.
4. Return all text books and materials.
5. Check in with Health Services
6. Campus Closes at 3:00 pm on the Saturday of graduation for the summer

*Failure to comply with end-of-year procedures may result in withholding the student's transcript or room security deposit.*

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 during lunch and after school Monday - Thursday.

Students may pick up their allowances on Thursday and Friday at lunch and dinner from the Residential Life Coordinator. The amount of a student's allowance is determined by parents at registration. If a student needs additional funds, the parent or guardian should contact the Business to verify permission and the amount two days prior to the dispersal. 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

The Leelanau School maintains a Bring Your Own Device policy in regard to students having access to computers on campus. This policy also allows the students to learn how to use their own devices to help foster better technology skills, to help develop strategies related to executive functioning, and to help connect our school to the larger world. The students' personal devices will be used in the classroom as well as for independent use and study. 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 Wifi
- 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)
- Some courses may require specific system or software requirements for the devices. This information will be listed in the course catalog along with necessary technology related course fees.

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 they bring 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, cell phones, 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. Students may have the ability to register up to four devices at any given time. Unregistered devices will be blocked from the Wi-Fi network.

All users of the campus network and equipment are reminded that with network access comes responsibility. Technology (including that which is owned or provided by the school) 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
- Seeking permission before posting, tagging, or sharing photos or other media of other people
- Seeking permission before taking photographs, recording videos, or any other activities that infringe upon the privacy of others

### **Non-Service Cell Phones**

Students are allowed to register one and only one cell phone as a personal device. The phone must have an active cell service plan and an active phone number. Students are not permitted to have “no-service” cell phones on campus. Any found “no-service” phone will be confiscated and returned to possession of the parents/guardians. Students may be referred for disciplinary action.

### **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 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 email 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 administrators.

#### 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.

### **Hacking Tools or Intent to Interfere Policy**

Students may not make attempts to hack or interfere with school, campus, or other people's personal technology use. This includes using and/or being in the possession of "hacking" devices, or any similar devices, softwares or apps, which have the capabilities to impede, interrupt, interfere, bypass, and/or take over control of other devices including, but not limited to Leelanau School owned technology, networking, security devices, and/or other personally owned devices on campus property.

Any use or possession of said devices or any deliberate attempts to impede, interrupt, interfere, bypass, and/or take over control of other devices may result in the following actions: campus technology restrictions, confiscation of the device, disciplinary referral, and/or legal action.

### **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 of the 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 tolerate abusive language, threats, or harassment

### **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 house, television monitors are provided for watching television, movies, and video gaming. Video gaming is allowed in a student's free time during the school week and weekends. It is recommended that students find a balance between time spent gaming and engaging in other activities.

Students are expected to monitor their gaming behavior to ensure that it aligns with the spirit of the student code of conduct. Games played in the commons areas will be monitored at the discretion of the house faculty for volume and content. In general, 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 Coordinator who will put together a group that includes an administrator, a member of the house faculty and a student to review an individual game.

Any abuse of this privilege may result in periods of being banned from the gaming stations or 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. Residential faculty may set up schedules for sharing access to the game monitors if needed.