

# North Central Elementary 2024-2025 Student Handbook



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**Where Little Jets Learn to S.O.A.R.**

# **Student/Parent Handbook**

## **Welcome**

The faculty and staff of North Central Area Schools welcome you to what promises to be another exciting school year. Our educators strive for excellence in all they do and we guarantee a solid, well-rounded education for your children.

This handbook is prepared as a guide for students and parents. It is prepared with as much information as possible to help students have a successful education while attending North Central Area Schools. Please do not hesitate to reach out to administration if you have any questions pertaining to the student handbook.

## **NCA Administration**

Mr. Travis Depuydt—Superintendent/Elementary Principal, Ext 101  
Mr. Donny Bianco —JH/HS Principal/Athletic Director, Ext 201  
Mrs. Amanda Norkoli—Director of Online Learning/At-Risk Coordinator, Ext 213  
Mrs. Lisa Harry—Counselor, Ext 207  
Mrs. Wendy Granquist—Business Manager, Ext 102  
Mr. Matt Wells—Transportation/Maintenance Director, Ext 203  
Mr. Riley O’Neil—Technology/Administrative Assistant, Ext 103

## **North Central Board of Education**

Mr. Chris Fazer—President  
Mr. Craig VanEnkevort—Vice President  
Mr. Kelly Plunger—Secretary  
Mrs. Melissa Mercier—Treasurer  
Mr. Matt Bouty—Trustee  
Mr. Nathan Fleetwood—Trustee  
Mr. Jordan St. John—Trustee

### **Foreword**

This student handbook was developed to answer many of the questions that arise throughout the school year and provide specific information pertaining to Board policies and procedures. This handbook contains important information so please familiarize yourself with the information. If you have any questions that are not answered in the handbook, you are encouraged to reach your teachers or building principal.

### **Mission Statement**

“The staff of the North Central Area School District believes that in order to provide a quality education for all children, we must have the cooperation of school personnel with community support. Together we shall provide the skills necessary for developing students intellectually, socially, emotionally and physically. By establishing and maintaining high standards, we hope to develop responsible, productive citizens who will be prepared to meet the challenges of the future.”

### **Equal Opportunity**

North Central Area School does not discriminate on the basis of race, color, nation origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the district’s programs and activities. North Central Area Schools does not discriminate in its hiring or employment practices.

## **McKinney-Vento Act**

The McKinney-Vento Homeless Assistance Act, Title X, Part C of the Elementary and Secondary Education Act, requires that schools provide students experiencing homelessness with school access and support their academic success. Families eligible for services must lack a fixed, regular, and adequate nighttime residence. If you feel you may qualify for services under McKinney-Vento, please contact Amanda Norkoli (906-497-5226 Ext 213).

### **Section I: District Policies and Procedures**

#### **Attendance**

##### 1. Definition of Absences

**Excused:** Any absence must be documented by a phone call to the elementary office, or contacting the teacher by the parent or guardian on or before the student returns to school.

**Unexcused absence:** An absence is unexcused if the student does not provide documentation with a note or phone call from the parent or guardian the morning the student returns to school.

Any student arriving at school within the first hour of the school day will be marked tardy.

Any student arriving at school more than one hour after the start time will be marked absent for the morning.

After a student has acquired 5 or more absences or tardies during a SEMESTER of school a letter is sent home to parents with a copy given to the classroom teacher, School Officer, and a copy in the student's CA-60.

If attendance continues to be a concern, a parent meeting will be held to address the concern and explain the truancy process. Truancy officers will be notified if there is still an attendance problem. Additional further steps include home visits and referral to the Prosecuting Attorney.

#### **Assessments**

Students in grades 3-6 take part in the M-STEP Educational Assessment Program. Testing window will run in the spring (April-May). Acadience and NWEA Assessments will be conducted three times (September, January, May) during the school year.

### **Books and Supplies**

The district will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective classes. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

It is the responsibility of the student to care for the district provided materials. The district reserves the right to assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Breakfast/Lunch Program**

Again this school year we will be serving all our students FREE Breakfast and Lunch. All students are eligible to receive free breakfast and lunch as part of the National School Lunch and School Breakfast Program called the Community Eligibility Provision for the 2024-2025 school year. Your child will be receiving a letter in their folder with specific information on this new program. Please fill out the attached form called the Household Information Report and return to the elementary office as this is a requirement for the state and federal funding.

### **Building Hours**

Students will not be allowed in the building before 7:30 AM. All doors will remain closed until that time. Also, barring participation in extracurricular activities or prior approval from an administrator, no student shall remain in the building after 3:30 PM. Any student who takes measures to prevent a door from locking, such as propping a door open, may face disciplinary action up to suspension.

### **Bullying**

All types of student-on-student bullying, including cyber-bullying, without regard to subject matter or motivation, are prohibited. Please refer to the district's anti-bullying policy ([5517.01](#)) for additional information.

### **Cell Phone Policy**

Student use of personal electronics such as: cell phones, tablets, smart watches, headphones, and laptops are prohibited during class time. Upon entry into the classroom, students are required to power off their electronic devices and place them into school provided holding containers. Students that are found to be in violation of the personal electronics policy will have their devices turned into the main office where they will need to be picked up by parents or guardians.

Teachers may allow students to use electronic devices for educational purposes if approval has been granted by the building principal. Students may be granted permission to use personal electronic devices as the result of an existing IEP, or medical condition, by the building principal.

### **Children's Protective Services Investigations**

The district will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed. All school employees are mandatory reporters.

### **Classroom Assignments**

Students are assigned to their next year's classroom prior to the end of the school year. Many factors are considered such as student differences, academic ability, emotional stability, peer relationships and boy/girl numbers. Parent requests will only be taken with special consideration via the principal. Any questions can be directed to the school principal.

### **Code of Conduct**

A major component of the educational program at North Central is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### Expected Behaviors

Each student shall be expected to:

- Abide by National, State, and Local laws as well as the rules of the School
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed

- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school
- Respect others at all times
- Remove hat when entering the building, including classrooms

### **Communicable Diseases**

The district, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress Code**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make-up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the dress code policy; or substantially disrupts the education environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. The final decision in any situation involving inappropriate attire rests with the building administrators.

Students who are dressed inappropriately will be asked to change their clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the district, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

To view the district's dress code policy please refer to [\(5511.01\)](#).

### **Emergency Contact Information**

Parents and/or guardians must provide emergency contact information for each student enrolled in the district. The information should be turned in at the beginning of each school year and parents must promptly notify the school if changes to the information occur throughout the school year.

### **Enrolling in School**

A student must be enrolled by their parent or guardian. A birth certificate and proof of immunizations are needed when enrolling a new student (if transferring from another school, this should be in the CA60). A student who has been suspended or expelled by another public school in Michigan may be denied admission during the period of their suspension or expulsion.

### **Equal Education Opportunity**

It is the policy of North Central Area Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint.

A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. Travis Depuydt, Elementary Principal/District Superintendent  
North Central Area Schools  
W5463 3rd St.  
Hermansville, MI 49847

### **Field Trips**

Classrooms take field trips occasionally during the school year. A permission form is to be completed at the beginning of the school year. A letter sent home in advance of all field trips explaining the details.



## **Fire, Severe Weather, Lockdown Drills/Evacuation Plan**

Six fire drills, two severe weather drills and two lockdown drills are planned throughout the school year. The procedures are discussed with the students at the beginning of the school year. An evacuation plan is in place at school.

## **General Rules and Regulations**

Listed below are rules and regulations you and your child need to know:

1. Separate gym shoes are required whenever using the gym. These are also to be worn in the carpeted classrooms.
2. Paraprofessionals handle playground supervision. Any fighting, accidents, etc. are to be reported immediately to them.
3. Students are not allowed on the football field or bleachers during recess.
4. Students are not allowed to leave school property unless they have written permission. NCA maintains a closed campus K-12.
5. Students who take bikes to school are to park them in the designated area. Bike locks are the students' responsibility.
6. When attending home basketball games, students are not allowed on the gym floor and are not to be playing with the team basketballs. They are also to remain in the gym and not roam the hallways.

## **Home/School Involvement**

NCA has regularly scheduled parent/teacher conferences each year that can be found by looking at the district calendar. Individual student conferences are also held on an "as-needed" basis with parents, when either the parent or teacher deems it necessary. Other special conferences held throughout the year include: special education IEPs, student intervention team meetings, student staffings, home-visits when needed, Title I parent meetings, briefings to the PTO by administration, and conferences for disciplinary concerns.

Parents are also involved in a variety of student learning activities that take place throughout the year.

- Parents will be involved in the school improvement (including Title I) planning process through active involvement in the planning committee and ongoing communication.
- Parents will be asked to enter into a parent/school and family/teacher compact that outlines the responsibilities of each party.

- An annual meeting will be held to provide parents with information about the Title I program.
- Opportunities will be made available for parents to meet with Title I staff at conference times and by appointment.
- Parents are asked to complete parent surveys at the first conference of the year to be reviewed by the School Improvement Team.
- Strategies designed to improve parent involvement will be listed for each school improvement strategy.

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability. The district will provide homebound instruction only for those confinements expected to last at least five days.

### **Injury and Illness**

Each student receives a medical authorization card the first day of school. All areas are to be completed by parent/guardian and returned immediately. If a change of address, telephone number, etc. occurs during the school year, please make sure you notify the office, to keep the card updated. In the event of a minor scrape, etc., first aid will be administered. When a more serious problem or accident arises, parent/guardian will be notified and the office will follow the School's emergency procedures. A student who becomes ill during the school day will be released to the office and a parent/guardian will be notified.

### **Immunizations**

The parent, and/or guardian, must provide the certificate at the time of registration, or no later than the first day of school. A parent of a student that has not received all immunizations must provide the district an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the district. The district will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with NEOLA policy [5320.01](#).

### **Student Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with NEOLA policy [5540](#). Students

may be questioned by school officials at any time, without parent notice or consent, consistent with the district's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in English should not be a barrier to a student's equal participation in the district's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided with additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the district.

### **Lost and Found**

A lost & found area is designated in the building. Please check it should your child be missing any articles of clothing. Please mark your child's name on all clothing.

### **Medication**

Should a student require medication during school hours, a medication request consent form must be completed by parent/guardian and shall be kept on file in the district office. Only medication in its original container, labeled with the date of the prescription, the student's name, and exact dosage will be administered. The student's parent/guardian will assume responsibility for safe delivery of the medication to school. All medications at school are kept in a locked, secure location. The district will notify the parents of any observed adverse reactions to the medications.

For additional information please refer to NEOLA policy [5330](#).

### **Outdoor Recess**

Students spend a considerable amount of time outdoors each day: before school in the morning, during lunch recess, and after school if waiting for their bus. Proper dress is needed, especially during the fall and winter seasons. As a general rule, if a child is well enough to come to school, he or she, with proper dress, can spend a short time outdoors. Students will not go outside for recess if either the wind chill (based on weatherbug.com) or air temperature (based on the school's time/temp sign) is below zero degrees.

### **Personal Items at School**

We discourage bringing toys, trading cards, electronics and such to school unless it is for a specialized purpose such as a classroom activity. We also discourage students from carrying money to school unless needed for a special occasion.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Please refer to our school website for more information.

### **Release During School Hours**

If your child needs to be picked up during school hours, you need to report to the elementary office. Do not go to your child's classroom, we will call them to the office. Should you know in advance you are picking up your child early, please send a note to their teacher.

### **Report Cards/Conferences**

North Central Area School uses a 9 week grading period. Report cards are issued 4 times (November, February, March, June) during the school year for all grade levels. Conferences are scheduled once during the school year, during the month of October. Other conferences should be arranged with the teacher as needed.

### **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school or observe instruction in any class. Any parent who wishes to review materials or observe must contact the principal prior to coming to the School. Parents' rights to review are subject to reasonable restrictions and limits.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the district with a court order that states otherwise, the district will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with district personnel, visiting a child at school, and transporting a child to or from school. The district is not responsible for enforcing visitation or parenting time orders.

### **School Board Policy on Drug Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances that could be considered a “look-alike” controlled substance. Compliance with this policy will be subjected to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

### **School Safety**

The safety of the students and staff at North Central Area Schools is a top priority. Each year the district participates in mandatory fire drills, lockdown drills, and tornado drills as required by the state of Michigan. Additionally, administrators at North Central Area Schools have undergone extensive school safety training including participating in the Behavioral Threat Assessment and Management program (Mi-BTAM). Please see our attached policy pertaining to school safety and threat assessments:

[PO8420](#); [PO8400](#)

### **School Visitors**

All parents/visitors are required to stop in the school office before proceeding to other areas in the building. All doors will be locked during school hours with a buzzer security system at the main entrance. Students visiting from other schools are not allowed to attend classes at North Central Area Schools.

### **Search & Seizure**

Students are provided lockers and desks in which to store materials. This equipment is property of the school and may be searched at any time if there is reasonable suspicion that the student has violated the law or school rules. Students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

### **Sexual Harassment**

Any person who witnesses an act of sexual harassment is encouraged to report it to a district employee. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. A person who has been the subject of sexual harassment or retaliation may report that behavior to the district’s Title IX Coordinator, Mr. Travis Depuydt

(906-498-7737 Ext 101 tdepuydt@ncajets.org). For more information regarding sexual harassment please refer to NEOLA policy [2264](#).

■ [NCA Title IX Information.pdf](#)

### **Social Media**

Personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy. Please refer to NEOLA policy [7540](#) for more information.

### **Snow Day/School Closings**

Decisions to close school during severe weather will be mass messaged to all parents and announced over local radio/TV stations.

### **Special Programs and Services**

Several types of programs and services are available for elementary students. They include:

- Speech Therapist
- School Social Worker
- School Counselor
- Special Education
- Title I Program

### **Staying After School**

No students are allowed in the building or on the grounds after 3:05 p.m., unless they are taking part in a supervised activity such as basketball, dance, etc.

### **Students with Disabilities**

Eligible students under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free and appropriate public education. The district will follow state and federal law, and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent, or guardian, who believes that their student might be eligible for special education services, or accommodations, due to a disability or suspected disability should contact Special Education Coordinator, Travis Depuydt at 906-498-7737 Ext 101 or [tdepuydt@ncajets.org](mailto:tdepuydt@ncajets.org)

### **Student Pick Up After School**

If you are picking up your child after school you need to send a note in advance to their teacher. A student will be released to their parent/guardian at the pickup point (in front of the main office assuming no buses are in the parking lot).

### **Student Educational Records**

The district may collect, retain, use, and disclose student educational records consistent with state and federal law. Please refer to NEOLA policy [8330](#) for an overview of the district's collection, retention, use, and disclosure of student records.

Parents, and/or guardians, may inspect and review their minor's educational records, regardless of custody status, unless a court order specifies otherwise. A student that is 18 years or older may also inspect and review educational records.

#### **Right to Request Explanation**

A parent of an eligible student may request, in writing, an explanation or interpretation of a student's educational records. School officials will respond to any reasonable request.

#### **Right to Request Amendment**

A parent or eligible student may request that a student's educational records be amended if the parent or student believes that the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in NEOLA policy [8330](#).

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or student specifically notifies the district that the parent or eligible student does not consent to the disclosure of directory information. Please notify the office if you do not wish to disclose directory information.

### **Technology**

Use of district technology is a privilege, not a right. Students are expected to use district issued devices, and resources, for educational purposes only. Students that violate district policies pertaining to technology may have their privileges terminated or be subject to discipline per the district's behavior guidelines.

### **Tobacco**

North Central Area Schools prohibits the use of tobacco products, including vaping devices, on District premises, in District vehicles, and in all school buildings owned and/or operated by the District. Please refer to NEOLA policy [5512](#) for more information.

### **Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

### **Transportation**

Students are only allowed two regular bus stops. They are not allowed to ride the bus to a friend's house. Special circumstances will be considered – please contact our transportation director.

### **Video Surveillance and Photographs**

The district may monitor any district building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has legally recognized and reasonable expectations of privacy such as restrooms and locker rooms. Except in those areas, individuals should have no expectation of privacy.

The district reserves the right to use video recording to assist in lawful investigations, student discipline, or school based investigations. Students are prohibited from using recording devices on school property unless otherwise authorized by administration.

### **Weapons**

North Central Area Schools is a weapons free district. The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under



the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent. Please refer to NEOLA Policy [4217](#) regarding weapons for more information.

### **Withdrawal of Students from School**

Whenever a student is permanently withdrawn, such as to attend another school, please communicate this to the school office immediately. This gives us time to compile records and send along any pertinent information for your child's new teacher. Records will be forwarded immediately to your child's new school upon our receipt of a written request from them.

## **Section II: Academics**

### **Board Adopted Curriculum**

The North Central Area Schools utilizes the following curriculums for students in grades K-5:

ELA– BookWorms

Math– Bridges

SEL— TRAILS

Social studies and science resources have been vetted and approved on an individual grade level basis.

### **Benchmark Assessments**

North Central Area Schools utilizes the NWEA system of assessments for grade-level benchmark testing of all students in grades K-8. We test in both English Language Arts and Math three times per year (Fall, Early Winter, Spring), the respective results of which are mailed to all families within 30 days of each test's administration.

Additionally, we utilize Acadience for benchmark testing in the subject of reading for grades K-5 three times per year. For an overview of the Acadience program, please click upon the following link:

<https://acadiencelarning.org/acadience-reading/k-grade6/>

All students in grades 3-5 will participate in M-STEP testing as required by the state of Michigan each spring.

### **Daily Schedules 2024-2025**

The School day starts at 7:55 a.m., (breakfast in the classroom begins at 8:10) and the day ends at 3:10 p.m.

Students have an elective class (gym, technology, music, SEL, STEM) for 30 minutes daily.

### **Lunch Schedule 2024-2025**

\*RK-2—5 minute teacher transition/sit them down/observation of lunch before the teacher lunch begins

	<b>Lunch</b>	<b>Recess</b>
<b>PK</b>	10:45-11:15	
<b>K</b>	11:20-11:50	10:45-11:05; 1:20-1:50
<b>1</b>	11:30-12:00	10:45-11:05; 1:20-1:50
<b>2</b>	11:35-12:05	10:45-11:05; 1:20-1:50
<b>3</b>	11:40-12:10	10:45-11:05; 1:20-1:50
<b>4</b>	11:15-11:45	10:45-11:05; 1:20-1:50
<b>5</b>	11:10-11:40	10:45-11:05; 1:20-1:50

### **Grading System for grades 3-5:**

100-95% - A	85-84%- B	75-74%- C	65-64%- D
94-90%- A-	83-80%- B-	73-70%- C-	63-60%- D-
89-86%- B+	79-76%- C+	69-66%- D+	59%/Below - F

Report cards for all K-5 students will be sent home after each marking period. Parents are encouraged to check PowerSchool regularly and contact teachers concerning grades or student progress. Parents will be notified of any bills/fines before the final day of school.

### **Make-up Work Policy**

It is the student's responsibility to check with their teacher(s) for missed assignments after returning from an excused absence. Students will have two (2) school days to make-up this work. After two days, a reduction in credit may be issued by the teacher. In the event of longer absences, special arrangements can be made with your child's teacher(s). Student homework may be requested by parents AFTER students have been absent two or more consecutive days. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Skipping of classes for any part of the school day is considered to be an unexcused absence and no makeup of class work will be permitted. Disciplinary action will also follow.

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You play a very important part in your child's education, and we welcome your comments and suggestions about our school program. The best educational program is when the school and parents work together to solve problems and strive to improve for the benefit of all children.

Please contact administration with any questions you may have pertaining to the student handbook.