Day Student Guidelines

Fall - 2017

Absences: If a student is ill or missing school due to a family-related emergency, we ask that you contact the student life office preferably in advance or the early morning of their absence. That telephone number is 231-334-5840.

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

Behavior: The day student is a student at The Leelanau School. All behavioral expectations including participation in random substance screens, Friday Study Hall, and behavioral guidelines are also expectations for our day students.

Dormitories: Day students should not be in a residence hall without specific permission from residence life faculty for each time. This policy is in place for any campus visitor to preclude any suspicion ever falling upon a visitor to a dorm due to a possible dorm theft, damage, etc.

Illness During the Day: Any day student should report to the student life office or health services if they feel ill during the day. We will assist the student in calling home and making the classroom teachers aware of their departure and the reason for absence.

Locks and Lockers: There are lockers provided in the foyer of the Student Center for day students to use for storage of their personal items while on campus. (The student life office would like day students to report the locker they are using if they keep materials in the locker from day to day.) Day students may use a lock from home on their locker to protect the safety of the contents of their locker; however, the student life office should have either a copy of the combination or extra key kept in the office along with the locker number. (This is to help facilitate if an item is missing or a locker combination/key is lost or forgotten.)

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

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

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

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

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