



Student Handbook

906-478-7931

EUPISD Learning Center Student Handbook

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Welcome

Welcome from the Administration and Staff of the EUPISD Learning Center

Welcome to a new school year at the EUPISD Learning Center. This handbook has been prepared to help you in understanding the purpose and function of our school. Lists of resources have been added to help you obtain answers to questions or concerns you may have.

The EUPISD Learning Center is housed at Rudyard Area Schools. The programs are operated by the Eastern Upper Peninsula Intermediate School District. We provide special education programs and services to students from EUPISD local districts. We have six classrooms: two for students with moderate cognitive impairments, one for students with mild cognitive impairments, two for students with emotional impairments, and one early childhood special education classroom.

Mission Statement

We, the staff of the EUPISD Learning Center, strive to serve, teach, and respect students with special needs. Our desire is to help students reach their highest potential and dreams by bringing families, staff, students, and communities together as one.

Elastic Clause

The administration reserves the right to amend any part of this handbook as deemed to be in the best interest of the educational process. Administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as necessary.

Calendar

EUPISD Learning Center 2020-2021 School Calendar Student Calendar

Date(s)	Day(s) of the Week	Activity/Event
September 3 rd	Thursday	School Open House: By appointment only. Please call the school to schedule
September 8 th	Tuesday	First Day of School – Full Day
October 9 th	Friday	No School – Staff Professional Development
November 6 th	Friday	End of 1 st Marking Period
November 25 th -27 th	Wednesday-Friday	No School – Thanksgiving Break
December 23 rd -January 1 st	Wednesday-Friday	No School – Christmas Break
January 22 nd	Friday	½ Day All End of Second Marking Period/First Semester
February 8 th	Monday	No School – Staff Professional Development
February 22 nd	Monday	No School – Staff Professional Development
March 3 rd	Wednesday	No School – Staff Professional Development
March 26 th	Friday	End of 3 rd Marking Period
March 29 th -April 5 th	Monday-Monday	No School – Spring Break
May 10 th	Monday	No School (Make-up Day if needed)
May 31 st	Monday	No School – Memorial Day
June 3 rd	Thursday	Graduation @ 1:30 p.m. HS Cafeteria *Tentative*
June 8 th	Tuesday	End of Year Picnic @ 11:30 Township Park *Tentative*
June 10 th	Thursday	½ Day Students Last Day of School for Students/End of 4 th Marking Period

****This schedule is tentative and parents will be advised of any changes when and if they occur.**

Section I – General Information

Student Wellbeing

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. If a student knows of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

Visitors

In most cases visitors will NOT be admitted into the building. Please do not let any outside visitors in the building without authorization from the office.

- If a visitor must enter, they will be required to submit a self-health questionnaire and temperature check before being allowed entry in the building. The self-health questionnaire will be completed in person at the entry. Any individual answering yes to any of the questions regarding symptoms or exposure will not be allowed into the building. All questionnaires will include the date and time of the response.
- All visitors must also wear a mask while in the building.

If a child needs to be picked up from school, a school employee will meet the parent/guardian at the door of the building.

School Day

The school day at the EUPISD Learning Center begins at 8:10 a.m. and ends at 2:40 p.m. The morning pre-school session is from 8:10 a.m. to 11:25 a.m. and the afternoon pre-school session is from 11:25 p.m. to 2:40 p.m.

Student Enrollment

Enrollment in the EUPISD Learning Center is an IEP decision made at the district level in cooperation with Learning Center staff. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations,
- E. signed permission to obtain official records from the last school attended

School Closings and Delays

If Rudyard Area Schools are closed due to inclement weather or any other situations, the EUPISD Learning Center is closed. Please also note that when the local district in which your student resides closes due to weather, the bus will also not run. When these situations arise, the following television and radio stations will make an announcement regarding school closings and delays: television channels 4, 6, 8, 9, 10; radio stations WSOO, WYSS, WUPQ, WMKC, WQLZ/WCBY, WNBY and WPHN. A robo call with a prerecorded message will

also be made to parent telephone numbers on file. Please make sure to update with the office if your phone number changes during the school year.

Early Dismissal and Signing Out

Parental notice is required to release a student early from school. In the event a child needs to be signed in or out, the parent/guardian will ring the doorbell and a school employee will meet the parent/guardian at the door of the building. A temperature check will be conducted for any students entering the building. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Hot Lunch/Breakfast Program

The EUPISD Learning Center participates with the Rudyard Schools' lunch program. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students are discouraged from overcharging their food service account. Students with insufficient funds in their food service account will have their meal choices limited to a peanut butter sandwich, fruit or vegetable, and milk. Funds should be deposited in the office by the start of the school day to avoid lunch charges. Students must fill out an application for free and reduced lunch to determine their eligibility for this program. This application must be filled out yearly in order to maintain eligibility for free or reduced lunch. Applications are sent home annually and should be returned promptly. If you have any questions regarding this policy please contact the food service director at 906-478-3771.

Child Protection Law

Each professional staff member employed by the District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator in the presence of the staff member shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law and shall secure prompt medical attention for any such injuries reported. S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the building principal who shall, in turn, immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law. S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

The Board authorizes the Superintendent to develop a protocol that addresses the prevention of sexual abuse of children including counseling and/or provision of other resources if the parent/guardian notifies the school of this need.

Health Guidelines

The following guidelines have been established for the health and safety of the students and staff. Your student should be kept home or s/he will be sent home from school if your student has:

- illness which keeps them from participating comfortably in daily activities
- fever above 100.4 degrees
- had a fever in the past 24 hours
- difficulty breathing, excessive coughing
- lethargy, irritability, persistent crying
- vomiting twice or more in 24 hours
- diarrhea
- mouth sores accompanied by drooling
- Impetigo (a skin infection, usually near the mouth, marked by a weepy, scaly, or crusty rash) until 24 hours after treatment or rash is covered
- head lice, until the child's hair is nit (egg) free. Students must be driven into school for a final check for readmittance. Parent/guardian will remain in a designated area while the student is checked, approved and free of nits
- strep throat, until 24 to 48 hours after antibiotics as directed by your doctor
- chicken pox, until all lesions have dried or crusted over
- pink eye, until 24 hours after antibiotic eye drop treatment

*The EUPISD will follow all Health Department guidelines in regard to COVID-19

Students sent home for the reasons listed above will be considered excused without additional parent contact for the time periods stated. If no time period is stated, the student will be considered excused for the day they are sent home only.

Head Lice

The following is true for any student found to have head lice/nits during the school day:

- Parent/guardian is notified by phone.
- Teacher/staff member is notified.
- Student may be picked up by parent/guardian immediately if preferred, but not required.
- Student is allowed to return to class for the remainder of the day if the parent wishes, and the teacher of the student will ensure the following:
 - Child will be discreetly restricted from activities involving close contact and sharing of personal items.
- Letter is sent home to parents/guardian of confirmed case with instructions on treatment of head lice, and the requirements for re-admittance to school.
- Letter of notification is sent home with ALL students in the child's classroom notifying parents of the classroom case of pediculosis, and asking parents to check their student for head lice.
- ANY student found to have head lice may NOT return to school without a re-admittance screening by the school staff.

Medication

Medical emergency cards must be renewed every year and will be sent home the first day of school. General medications such as Tylenol/Ibuprofen and throat lozenges are only available to the students with an emergency card signed by the parent.

Medication Policy:

The following are procedures for medication to be given during school hours:

- For each prescription medication, the container must have a pharmacist's label with the following information:
 - Student's name
 - Physician's name
 - Date
 - Pharmacy name and telephone number
 - Name of the medication
 - Prescribed dosage and frequency
 - Special handling and storage directions
- Please complete the Authorization for Prescribed Medication or Treatment Form and return to your child's teacher.
- Please have the physician complete and sign the medication information form.
- If transporting medication with the transportation staff, medication must be handed from a parent/guardian to the bus driver instead of transporting in student backpacks. Drivers will count medications and verify with a parent/guardian signature before taking the medication to school.

For **non-prescribed** medication (Tylenol, Motrin, Pamprin, etc.), please bring medication to the school in the original container. Medication will be given as indicated per label instructions.

Injuries

If your child is injured at school, the following action is taken:

- The staff member on the scene will administer immediate care and notify the school office. The parent is then notified of the extent of the injury, treatment given, and treatment required.
- If the injury is serious or life-threatening, the ambulance will be called.
- Minor cuts, bruises, and other simple injuries are treated without parent notification.

Student Records

Student records shall be maintained in accordance with Board of Education Policy and State/Federal laws and regulations.

The student record is the legal record for each student who is attending or who has attended the District. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated District functions. Educational Records, as defined in Section 99.3 of the Family Educational Rights and Privacy Act, means those records, files, documents and other materials which: (1) contain information directly related to a student, and (2) are maintained by Board or by a party acting for the Board. "Record" means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, films, microfilm, and microfiche, and electronic/digital formats.

The District maintains video surveillance for security reasons at various areas around its facilities and/or on its buses. Video recordings which show students may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct, unless it is maintained for law enforcement purposes as described above. Generally, video taken of athletic events or other student performances which are open to the public will not be considered student records. The Superintendent or designee will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

Fire/Tornado/Lockdown Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the sustained alarm of the fire control system. Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the school P.A. System.

Cell Phones, Music, and other Electronic Communication Devices

In general it is recommended that electronic devices not directly relating to the education of the student be left at home. Such devices often result in other disciplinary problems and disruption to the learning environment. Any student who chooses to carry such devices shall assume responsibility for their care (please see BYOD policy form and permission page in student enrollment packet). At no time shall the school be

responsible for preventing theft, loss or damage to such devices brought onto school property. Please understand that we cannot guarantee the security of any electronic devices.

As described in the previous paragraph, it is recommended that students do not bring cell phones or electronic devices to school. However, if a student chooses to possess cellular or other electronic communication devices and other electronics in school, on school property, those items are not to be used during the regular school day during class periods (unless at teacher's discretion for classroom use). During emergency situations students are prohibited from using electronic devices as such use may adversely affect student safety.

Personal phone calls, texts, or other communication is not permitted during the school day. Possession of such devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Lockers

Lockers are the property of the school. Signs, posters, or pictures that are sexually suggestive, advertise alcohol, or are otherwise inappropriate, will not be allowed in or on lockers. This would fall under the general misconduct rules. Lockers must be kept clean and neat. With reasonable suspicion, school authorities may search lockers and their contents. Illegal or suspicious items will be confiscated. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. Students are responsible for all items left in lockers. The EUPISD Learning Center accepts no responsibility for valuables left in lockers.

Immunizations

Each school must confirm each year by November 1st that 90% of the newly-enrolled students have a completed, provisional, or waived immunization record and by February 1st that 95% have one (1) of the three (3) required records. Program supervisors are to use the following guidelines in addition to those provided in EUPISD Administrative Guideline AG 5112.

Immunization Requirements and Exemptions

To Enter School: State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one (1) dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and (effective August 2000) hepatitis B.

Immunization must be completed within fourteen (14) calendar days after admission unless medical reasons require a longer period. Child may stay in school for a reasonable time with an extension signed by a physician or local health department officer indicating the child is in the process of completing the requirements. Upon completion, the parent shall submit a certification of immunization to the program supervisor.

- A. A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights. Immunization Waiver Form 5320 F3 and the written statement must be completed by the parent at their local health department.
- B. This statement will be kept by the school as part of the student's immunization record.

Section II – Student Conduct

School Attendance Policy

It is important for students to attend school each day in order for learning to be continuous. Before or on the day that an absence occurs, the parent/guardian shall contact the school office to request that their child be excused. If such a request is not received, the absence shall be considered unexcused. As per district policy excused absences include:

- illness (when frequent or prolonged absences occur a written statement from a physician may be requested)
- extreme emergency or death in the family
- school related and approved activities

Notification of absence concern will be sent to parents and copied to the local school district administrator according to the table below. Continued excessive absences could result in a meeting with the Principal and/or a truancy referral.

<i>Attendance Notification</i>	<i>Days Absent</i>
1st letter of concern	10 absences
2nd letter of concern and meeting with school administrator present	20 absences
Referral to truancy officer	25 absences

*In cases where absences are due to an extended or chronic illness or health condition, modifications may be made to the notification schedule. Each case will be considered individually before a letter of concern is sent.

Skipping

Students will be considered truant/skipping each hour they are absent from their assigned location without staff knowledge. Skipping also includes the misuse of hall passes, leaving classes without permission, being out of assigned areas for more than ten minutes, violation of closed campus or other related offenses.

Truancy/skipping demonstrate a deliberate disregard for the educational program and are considered as a serious matter, which may result in disciplinary action.

School-Wide Positive Behavior Interventions and Support

Our school continues to participate in PBIS (Positive Behavior and Interventions Supports). Staff teach expectations that are positive and proactive in managing student behaviors that cover all settings within the school. Our school-wide expectations are:

- Be Respectful
- Be Responsible
- Be Safe

Students will be rewarded when demonstrating the above expectations with 'behavior bucks' that can be used to purchase items from our school store or snack cart. Please see the Behavior Matrix sent home in the enrollment pack for additional information on our behavior matrix.

Code of Conduct

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

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, religion, height, weight, disability, 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.

Student Discipline

If a student with disabilities violates the Code of Conduct and is subject to suspension of more than ten (10) days or expulsion, a meeting of the student's Multidisciplinary Educational Team (MET Team) will be convened to determine whether or not the behavior is a result of the child's disability.

If the Team determines that there is no relationship between the behavior and the disability, the student may be suspended using the procedure described in EUPISD Administrative Guideline AG 5610- Suspension/Expulsion of Nondisabled Students. If the Team establishes a relationship between the behavior and the disability, then the student may not be suspended for more than ten (10) days at a time or expelled. Cumulative suspensions of over ten (10) days in a school year must be assessed to determine if they constitute a significant change in placement.

Emergency removal of a student with disabilities from his/her current placement may take place through parent agreement to an interim placement or from a court order when the current placement presents a substantial likelihood of resulting in injury to the student or others.

The student with disabilities shall be afforded the same procedural rights to due process as outlined in EUPISD Administrative Guideline AG 5610 before any discipline is issued.

Please be advised that the EUPISD Learning Center actively participates in Positive School-Wide Behavior Supports.

The EUPISD Learning Center utilizes restorative practices as an alternative to or in addition to suspension or expulsion. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

Drugs, Tobacco and Alcohol

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, including vape/e-cigarettes, or tobacco products on one's person is also prohibited by this policy.

If any minor is found in possession of any drug, tobacco and/or alcohol, law enforcement will be called to assist with the investigation.

Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students, as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to staff and/or the principal. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment:

- A. submission to such un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the un-welcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the un-welcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

The Board designates the following individuals to serve as the District's "Compliance Officers"(also known as "Civil Rights Coordinators") for any matter falling under Title IX including Board Policy 2260 - Nondiscrimination and Access to Equal Education Opportunities:

Ms. Deanna Mayer
Director of Finance and Human Resources
Eastern Upper Peninsula Intermediate School District
315 Armory Place
Sault Ste. Marie, MI 49783
906-632-3373

Bullying

The EUPISD Learning Center will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips where students are under the school's control, or where an employee is engaged in school business.

Bullying: intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. un-welcomed physical contact;
- C. threatening or taunting-verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Pool Rubric for Unsafe Behaviors

Unsafe behaviors are not limited to the below list.

Unsafe Behavior	Immediately	After 3 Consecutive Removals	Safety Plans
<ul style="list-style-type: none"> • Removing a life jacket and jumping in, for a student who is not eligible to swim without it. • Running away from staff. • Holding others under the water. <ul style="list-style-type: none"> • Repeated kicking/punching. • CPI physical management during pool time. • Continued refusal to get out of pool. • Other behaviors at the discretion of the Principal or designee. 	<ul style="list-style-type: none"> • Immediate removal from pool for the remainder of the day. 	<ul style="list-style-type: none"> • Removal from pool until a safety plan is developed for not less than 3 swimming opportunities. 	<ul style="list-style-type: none"> • Will be developed after a student has been removed for safety after 3 consecutive removals. • During the period of time the safety plan is trialed and determined to be effective, pool participation is at the discretion of the Learning Center Principal. • Students who require safety plans will not be able to fully participate in pool activities until an effective safety plan is in place.

Dress Code

Please pay close attention to how your child is dressed, particularly during the winter (boots, gloves, hats). Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If this is violated the student will be required to change their clothes. Student refusal to alter manner of dress will be considered insubordination and be dealt with under the disciplinary code.

It is the expectation of the principal and staff at the EUPISD Learning Center that students:

1. Students should not wear clothing, including face coverings, or display tattoos that include words or symbols of profanity, alcohol, drug, or tobacco products, or sexual in nature or any word or symbol associated with any gang or hate group.
2. Will dress in a manner that is not revealing. Students should not wear:
 - a. Clothing that will display bare midriffs and bare backs.
 - b. Tops with excessively plunging necklines, and sheer fabrics that display skin or undergarments.
 - c. Skirts, dresses, or shorts shorter than are above the student's fingertips.
 - d. Clothing containing holes where skin is showing through, shall not be above the student's fingertips.
 - e. Any item that could pose a potential safety hazard, including, but not limited to, cleats, chains, studded jewelry, and sunglasses.
3. Will wear shoes or some other manner of appropriate footwear (excluding slippers).
4. Hats are not allowed in the school building during regular school hours.

Athletics & Extracurricular Events

The EUPISD Learning Center does not offer any athletic programs, extracurricular events or clubs. If a student would like to participate in school sponsored sports and clubs they should inquire with their home district for opportunities.

Section III – Transportation

General Information

Each school district provides transportation of their students to the EUPISD Learning Center. If you have questions about transportation please contact the office or Dena Mayer at the EUPISD Central Office.

At the EUPISD Learning Center we do our very best to provide consistent transportation to all of our students. This includes:

- Having our buses to your door within a 10-15 minute time window that you can count on.
 - Occasionally that window shifts when a student is absent, poor weather conditions arise, if the bus has to wait on a student who isn't ready in the morning, or if a parent/guardian is not home to receive their student. It is vital that the students arrive to school on time so they can receive all of their program and service times as outlined in their Individualized Education Plans (IEP).
- Providing door-to-door drop-off and pick-up services for student safety.
 - It is important to be ready to receive your student at their designated times. If you are having difficulty meeting this time you may be contacted to address on an individual basis.
 - **Please note that in the event that a parent is not present to receive their child they will be transported back to school.** A parent will be required to pickup their child from this location instead.
- Permitting two pre-arranged locations for pick-up/drop-off. **Any changes made to transportation must be made by 1:00 PM by a phone call to the office.**
 - If frequently transporting between two locations a schedule shall be provided by the parent to the school.

Bus Conduct

In order to provide for the safe transportation to and from school for all students, the following behavior is expected of all students:

Waiting for the Bus:

- Be on time! Be ready 5 minutes prior to scheduled stop;
- Stay off the road at all times while walking to and waiting for the bus;
- Wait until the bus is completely stopped before moving forward to enter;
- Do not cross the road until the driver signals it is safe to cross;
- Go immediately to a seat and be seated.

During the Trip:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
- Keep bus clean;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders.

Leaving the Bus:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;

- Be alert to a possible danger signal from the driver.