



Montrose Alternative Education Center

Success by **CHOICE!**

.....an educational alternative



Dear Parents/Guardians and Students:

On behalf of the teachers, administration and support staff of *Montrose Alternative High School*, we wish to welcome you to a great learning opportunity.

The Montrose Community School District is pleased to offer an alternative education program for its area residents. We enroll students from Montrose and surrounding communities such as Clio, Birch Run, Flushing, Chesaning, Flint, and Frankenmuth. The Montrose alternative education program is not an alternative to high school, but instead a school that teaches the required high school curriculum by using alternative strategies.

Our goal is to provide courses and programs that meet the needs of the students and help each individual succeed. Montrose Alternative Education Center is a program of “**choice.**” As such, students choosing to attend will be asked to make a commitment to the program and to the positive academic, social and emotional growth this program promotes. Students attending Montrose Alternative Education Center are all striving to attain the same goal as any other high school student – a high school diploma.

Parent involvement is strongly encouraged at *Montrose Alternative Education Center*. Parents can be the best experts available when it comes to making decisions about their children. Each student will be working on an Educational Development Plan (EDP) to help them focus on a future career. Therefore, parents are encouraged to become an active participant in their child’s education. By working together, school and family can accomplish great things.

Montrose Alternative Education Center is pleased to provide you and your student a caring learning community with high expectations for all students in an atmosphere that encourages educational and personal growth.

Best wishes for a rewarding and productive year,

Shayne Mishler, Principal
810-591-8840



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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Montrose Alternative High School Mission Statement

The mission of *Montrose Alternative Education Center* is to provide a quality education, in an alternative-learning environment that accepts individual challenges, while enhancing the strengths of all students by empowering them to become successful and contributing members of their communities.

Montrose Alternative High School Belief Statements

At *Montrose Alternative Education Center*, we believe that:

- Everyone can learn.
- Learning is a life-long process.
- A learning environment must be safe for everyone.
- We are accountable and responsible for our own actions and words.
- Each person is unique, has value, and is capable.
- We are each a teacher and a learner at any given time or place.
- Education is a shared responsibility of the total community.
- Education enhances the quality of life.

Montrose Alternative High School Goals

Montrose Alternative Education Center has the following goals for the 2026-2027 school year:

- Goal 1: To improve students' academic skills
- Goal 2: To improve the social integration of the students with teachers, other adults, and fellow students
- Goal 3: To increase students' involvement with the community
- Goal 4: To increase students' awareness of the importance of life-long learning
- Goal 5: To aid the students in fulfilling requirements needed for graduation and NCLB

ADHERENCE TO POLICIES

Montrose Alternative Education Center complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Montrose Community School District that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or handicap. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act and all other applicable Federal and State Laws and Regulations prohibiting Discrimination.

The Montrose Community School District will develop, review, and revise policies to remove barriers in enrolling and educating homeless children and youth pursuant to the current McKinney-Vento legislation. Accordingly, the district will provide services to identified homeless students, enrolled in this district, until the age of 21 years. *Montrose Alternative Education Center* complies with the Laws and regulations regarding confidentiality of student records and communications as stated in the Family Educational Rights and Privacy Act ("FERPA") and the Freedom of Information Act ("FOIA") and also the rights of parents as stated in the Protection of Pupil Rights Amendment ("PPRA"). Specifics of these laws and regulations are available through the Montrose Community Schools Central Office.

ATTENDANCE AND BEHAVIOR POLICY

Montrose Alternative Education Center as an agency of the State of Michigan is required to enforce the regular attendance of students. All students are required to attend one meeting per month with their mentor teacher. Students must be in two-way communication with their mentor teacher each week.

Students that do not attend the meetings are subject to be dropped from school.

Behavior Policy:

Attendance as well as student progress will be discussed during this mentor time. If a student's absences are interfering with their progress, attention will be drawn to the correlation between attendance and success in the classroom. The student will develop

a plan with the goal of improving their course outcomes and will share with their mentor teacher for approval.

Student behavior plans will be tailored for an individual student when deemed necessary by the mentor teacher. This plan will draw on the initial points made in the student's plan. Behavior modification software will be used as a tool in the formation of this plan. Factors considered by the mentor teacher will be attendance, grades, and behavior patterns in each case. Plans will be designed to reinforce positive student outcomes. Students must be able to recognize and correct destructive behavior(s) as part of this behavioral plan. All plans will be discussed in a meeting with the student, the parent(s) or guardian(s) and the mentor teacher.

In the event a student has not been responsive to the student's behavior plan, an appointment shall be set in order that members of the faculty including the mentor teacher and an administrator may meet with the student and parent(s) or legal guardian(s). It is at this meeting that suspensions recommended by the mentor teacher will be finalized and the length of the suspension determined. An administrator must be present at this final meeting. Students will remain on behavioral absence until the meeting can be convened.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A student who becomes a behavior problem on the bus may be deprived of the privilege of riding the bus. If interested in bus transportation, please contact the Transportation Supervisor at 810-639-6131, ext. 8854.

CASUAL AND NON-CASUAL CONTACT, COMMUNICABLE DISEASES AND PESTS POLICY

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal of a student will only be for the contagious period as specified in the school's administrative guidelines or as specified by the family physician.

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, HIV (Human Immune Deficiency Virus), HAV, HBV, HCV (Hepatitis A, B, C) and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other bloodborne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CLASS SCHEDULE

- Classes are held between 7:45 a.m. – 2:50 p.m. Monday – Friday.
- There are (2) semesters in the school year.
- Students are expected to complete 3 credits worth of classes each semester.

CLOTHING AND GROOMING

Good personal hygiene is important as it makes a statement about you. Students are responsible for appropriate clothing and grooming. Individual style is encouraged but attention should be given to the health and safety of other persons. Clothing or grooming practices shall be considered unacceptable if they create a disruptive influence on the educational process. Students are asked to abide by the guidelines listed below. Students choosing not to abide by this policy will be asked to leave school for the day.

- Clothing and/or accessories, which have slogans or printed material deemed to be crude, obscene or suggestive, are not permitted.
- Clothing and/or accessories, which idealize or promote drug use (including tobacco or alcohol), are not permitted.
- Clothing and/or accessories, which have slogans or printed material deemed to be offensive or racially intolerant, are not permitted.
- Any display of gang materials on clothing, hats or bandannas is not permitted.
- Clothing that is revealing is not permitted.

COURSE CREDIT

A core curriculum is taught at *Montrose Alternative Education Center*. Students will receive individualized instruction under a flexible time schedule. Students who have met the required credit for a specific discipline will not be excused from the class being offered; they will use that credit toward an elective. Any student who may need a specific course for graduation that is not being offered will be recommended to complete that course through *independent study, correspondence courses, and/or online courses*. All online and correspondence courses must be taken through Edgenuity or the GenNET online learning portal. The *Montrose Alternative Education Center* provides students with an opportunity to fulfill the requirements needed to receive a high school diploma. Credits will be issued at the rate of one (1/2) credit per class per semester. Credits for high school completion may be earned from previous high schools, vocational schools, or online coursework. Credits will be evaluated and transferred according to the standards established by *Montrose Alternative Education Center*.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is now called "dual enrollment." The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

- Students must have earned sufficient credits to be in grade twelve (12).
- Students must qualify for state endorsement in subject areas of the Michigan Merit Examination (MME) or Michigan High School Proficiency for communication arts, mathematics, and/or science.
- Students must be enrolled at both the school district and post-secondary institution during the local school district's regular academic year.
- Students must have successfully completed the highest-level course offered in the high school curriculum, within their area of interest, for dual enrollment.
- The college courses must be academic courses (as opposed to activity courses).

A parent or legal guardian may request in writing that a student in grade ten be allowed to take the high school proficiency test. School districts are required to pay the lesser of: (a) the actual charge for tuition and

fees; or (b) the students' state school-aid foundation allowance, adjusted to the proportion of the school year they attend the district. Students are no longer eligible when all high school graduation requirements have been met.

ELIGIBILITY/ENROLLMENT

The *Montrose Alternative Education Center* is designed for students who have reached the age of fourteen (14) and are not older than twenty (20) by September 1. Exceptions may be granted at the discretion of the Principal. Students presently enrolled in regular day classes at Hill-McCloy High School will be accepted only with the permission of the High School Principal. Once a student has transferred to *Montrose Alternative Education Center*, s/he will not be allowed to re-enroll at Hill McCloy High School unless they have demonstrated a successful semester by regular attendance, 70% in each course, and good behavior. Exceptions may be granted at the discretion of the High School Principal and the *Montrose Alternative Education Center Principal*.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Students, who live outside of the Montrose Community School District, will need an official transfer from the school they are currently attending. Students eighteen (18) or nineteen (19) years of age, whose class has already graduated within the past year, may enroll in *Montrose Alternative Education Center* for an extra year (fifth year senior). Beyond that point, students are encouraged to enroll in area adult education programs.

Students must obtain an enrollment packet from the *Montrose Alternative Education Center* office and return the completed forms with required documentation. ***The district reserves the right to refuse any student who would not be appropriate for***

an alternative education program.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will send out a school message to students and parents. **Parents and students are responsible for knowing about emergency closings and delays.**

FINES

Fines are determined by the damage to school property, textbooks, and/or equipment. Failure to pay fines may result in the withholding of the high school diploma. The school and staff do not make a profit. Fines may be waived in situations where there is financial hardship. **Any student transferring from Hill McCloy High School to the alternative building must have all fines paid and up to date, and all materials turned into the office to enroll at the Montrose Alternative Education Center. Enrollment applications will be held until final clearance from the high school is granted.**

FIRE, TORNADO, AND SAFETY 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. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Safety drills will be conducted to practice responding to unsafe situations. Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of two times each year.

GRADING SYSTEM

The purpose of grades in a school is to inform students and their parents (if applicable) of the relative work accomplished within a class, the quality of the work, and the progress made toward completion of student academic requirements

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

Students will not receive credit for a course if they do not meet the minimum (60%) academic standard.

Report cards will be issued to the student after each **semester** and grades will be recorded on student's permanent record (transcript). All "Incompletes" must be completed and turned into the teacher within two (2) weeks after the end of that marking period with an exception to online courses (See *On-line Classes* Section.)

GRADUATION

Montrose Alternative Education Center students who are eligible for graduation will be invited to participate in commencement exercises held in early June.

- All potential graduates will receive an audit midway through their second semester to verify eligibility to graduate.
- Students must complete their EDP and Senior Exit Presentation in order to graduate.
- The graduation ceremony for all *Montrose Alternative Education Center* graduates will be held at the end of the second semester.
- Students, who complete course requirements mid-year, may obtain a letter of completion from the Principal stating that all requirements have been met. A diploma is granted at the commencement ceremony at the end of the second semester.
- The cost of the cap and gown are the responsibility of the student.

Educational Audit:

Educational services are available for every student enrolled at *Montrose Alternative Education Center*. These services include assistance with educational planning, interpretation of test scores, occupational and career information, assistance with problems, or any questions the student feels s/he would like to discuss. Appointments with staff need to be scheduled in advance.

HOMEBOUND INSTRUCTION

Opportunities for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability can be scheduled through emails, phone calls, ZOOM meetings. Parents should contact the school administration.

HONOR ROLL

Students with a Grade Point Average (GPA) of at least 3.0 in their combined classes will be placed on the honor roll for each marking period.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about

immunizations or waivers should be directed to the school nurse.

Immunization Requirements (Unless given a waiver):

- **Diphtheria.** Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **Tetanus.** Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **Pertussis.** Four (4) doses of any appropriate Pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **Polio:** Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **Measles:** Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- **Rubella:** Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- **Mumps:** Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

INDEPENDENT STUDIES

Independent study classes are available to students, under the following conditions and requirements:

- No class is offered to fill the needed requirement.
- Time constraints or obligations prohibit participation in regular classes.
- The best interests and educational needs of the student are met through an independent study.
- Students participating in an independent study course are bound by the same rules and regulations regarding attendance and conduct as listed in this handbook.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the school. It is, therefore the policy of this district that those students identified as having limited English proficiency be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered. Parents should contact the Principal to inquire about evaluation procedures and programs offered.

LUNCH TIME CONDUCT

Montrose Community Schools provides students with a lunch program that is nutritionally based and economical. Students may also bring their own sack lunch. A refrigerator is available for student use. *All students who leave the school campus, at any time and for any reason, accept the personal risk and responsibility.* All school rules and policies remain in effect during breaks.

MEDICATION POLICY

Definition: "Medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies (i.e., Acetaminophen (Tylenol™), Ibuprofen (Motrin™), Antibiotic Cream (Neosporin™).

Montrose Community School Policy is very specific regarding non-prescribed or over-the-counter (OTC) medications, this includes any type of nutritional or food supplement. Policy states:

"A student in grades 5-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330-F1a-Authorization for non-prescribed Medication and Treatment and submit it to the school office for filing in the student's records. If a student is found with medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the Principal for

disciplinary action."

PARKING/DRIVING POLICY

In an attempt to keep unauthorized vehicles off the school campus and to identify students who are driving in an unsafe manner, vehicles are required to be registered with the *Montrose Alternative Education Center Office*. Adequate on-campus parking is available. Students are permitted to park on school premises as a matter of privilege not of right. The school retains the authority to conduct routine patrols of student parking lot and inspections of the student automobiles on school property. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Parking regulations:

- Students are not permitted to park in handicapped spaces without authorization.
- Students are not to park in any area designated as "reserved" and must park in an appropriately marked parking space.
- Students must drive no more than 10 MPH and may not "spin out," "burn rubber," or otherwise drive improperly.

Violations of these parking lot regulations may be subject to disciplinary action.

PREPAREDNESS FOR 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. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the District Central Office upon request.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal before coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHOOL PROPERTY AND ACTIVITIES

Students who are enrolled in *Montrose Alternative Education Center* are not allowed on other school property *at any time during the school day* without

prior permission from that school's principal. *Montrose Alternative Education Center* students may not attend Hill-McCloy High School activities such as dances and prom without the permission of the High School Principal. *Montrose Alternative Education Center* students **are not eligible to participate in extra-curricular activities such as: athletics, clubs, etc. at Hill-McCloy High School.**

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may review such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

SKILL CENTER

Montrose Alternative Education Center works cooperatively with the Genesee Area Skill Center to provide various types of vocational, off-campus programs for Montrose students. Generally, a student must be a third-year student to enroll in Skill Center. The *Montrose Alternative Education Center* students should have accumulated twelve (12) credits before applying to attend Skill Center.

SPECIAL EDUCATION

Montrose Alternative Education Center provides a full inclusion program for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A certified special education teacher will co-teach with a general education teacher to implement and monitor the IEP accommodations for each special education student on his/her caseload. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at 639-6131.

A person who has been evaluated according to the IDEA and MARSE, and is determined to be an individualized education program team (IEP), an individualized family service plan team, or an administrative law judge to have 1 or more of the impairments specified in the IDEA and MARSE that necessitate special education or related services, or both, who is not more than 25 years of age as of September 1 of the school year of enrollment, and who has not graduated from high school. A student who reaches the age of 26 years after September 1 is a student with a disability and entitled to continue a special education program or service until the end of that school year. (R 340.1702) Special education students after 26 years old will have accommodations met by a 504 or by the Americans with Disabilities Act.

STUDENT AND PARENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. When concerns, suggestions, or grievances arise, the best way to resolve the issue is through communication. If at any time students or parents have a concern please contact the immediate teacher involved. After meeting with the teacher, a student or parent may consult the administration in regards to an issue.

No student will be harassed by any staff member or need fear reprisal for the proper expression of a

legitimate concern. A student has the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT ASSESSMENT

State Testing for High School Juniors: The Michigan Merit Exam (MME), which for high school juniors will include: the Scholastic Aptitude Test (SAT), the American College Test WorkKeys (ACT WorkKeys), and the Michigan Student Test of Educational Progress (MSTEP).

This means that all 11th graders will take this state assessment tests in April of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and ACT Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and Michigan Social Studies and Science (MSTEP) tests will be administered on a later day.

State Testing for 8th, 9th, and 10th grade students:

In April, 8th and 9th grade students will take the Preliminary-SAT 8/9 (PSAT 8/9), 10th grade students will take the PSAT 10. In addition, 8th-grade students will take MSTEP assessments in April.

Preliminary-Scholastic Aptitude Tests (PSAT 8/9 and PSAT 10) score report that they can use to apply to a college or a university. PSAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any *Montrose Alternative Education Center* student who wishes to test-out of a course in which s/he is not

enrolled may do so by taking the final examination for the course and receiving a grade of at least 90% or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement

Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the school] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

STUDENT DISCIPLINE

To make teaching and learning enjoyable for everyone involved with *Montrose Alternative Education Center*, it is mandatory to exhibit responsible behavior. It is essential that school rules are followed and that a due respect is given to classmates and staff. If a student chooses to leave school or is sent home for a discipline matter (see list below), that student must vacate the premises immediately or the Montrose Township Police might be contacted. Students may not step foot on any Montrose School District property.

We expect the alternative students to be:

**Responsible
Respectful
Punctual
Safe**

Discipline infractions may result in a student suspension or expulsion. Violations include but are not limited to:

- 1 Abuse of lunchtime privileges
- 2 Any display or use of gang related material (i.e., clothing, writing, drawings, hand signals, hats, or bandanas.
- 3 Arson
- 4 Assault and/or battery

- 5 Bullying
- 6 Criminal Sexual Conduct
- 7 Disrespect to a staff member
- 8 Distribution of unauthorized or offensive material
- 9 Extortion
- 10 Failure to work/participate as assigned
- 11 Fighting
- 12 Food fights
- 13 Forgery/Giving false information
- 14 Gambling
- 15 Harassment - any unwanted verbal communications, gestures, or physical contact
- 16 Hazing
- 17 High speed or reckless driving or loud music in the parking lot
- 18 Inappropriate behavior while a substitute is in the classroom
- 19 Loitering on campus
- 20 On any district property at any time without prior permission from the school's principal
- 21 Plagiarism
- 22 Possession of a weapon or look alike weapon
- 23 Possession of drugs or alcohol on school property
- 24 Public display of affection (PDA) this is kissing or body contact beyond handholding
- 25 Refusal to leave school property after being asked by a staff member
- 26 Smoking within the smoking boundaries - this includes in a vehicle
- 27 Snowball throwing
- 28 Theft
- 29 Threat of physical violence to staff or student
- 30 Under the influence of drugs and/or alcohol ***
- 31 Vandalism
- 32 Wandering during class time
- 33 Wearing revealing or otherwise inappropriate clothing

***** Students suspected of being under the influence of alcohol or drugs by two or more staff members will be immediately suspended. If a student believes s/he was wrongfully accused, s/he may take a drug/alcohol test within the next 24 hours at a walk-in clinic or other health provider at the student's expense. If the test(s) is negative, the absences will be excused.**

The school reserves the right to at any time amend the above list without prior warning.

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and during off-campus lunch. In all cases, the school shall attempt to make discipline

prompt and equitable and to have the consequence match the severity of the incident. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

Use of Drugs: 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 sale, use, distribution, or use of drugs (including over-the-counter medication), alcohol, steroids, inhalants, or lookalike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. ***Students suspected of being under the influence of alcohol or drugs by two or more staff members will be immediately suspended. If a student believes s/he was wrongfully accused, s/he may take a drug/alcohol test within the next 24 hours at a walk-in clinic or other health provider at the student's expense. If the test(s) is negative, the absences will be excused.***

Use of Breath-Test Instruments: The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

Use of Tobacco: 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, e-cig, vapes, 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 or tobacco products on one's person is also prohibited by this policy. *Montrose Alternative Education Center* believes in aiding students in making the choice to cease the use of tobacco or tobacco products. Programs will be offered to students who desire to "Quit Smoking." Contact the office for more information.

Student Disorder/Demonstration: Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon: A weapon includes conventional objects like guns, pellet guns, air guns, explosive devices, knives, daggers, dirks, brass knuckles, stilettos, or club like implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be expelled from school for a period of one (1) year if they bring onto or have in their possession on school property or at a school-related activity any of the following: Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use of an Object as a Weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence: Because the Board believes that students,

staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Purposely Setting a Fire: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Physically Assaulting a Staff Member, Student, or other Person Associated with the District: Physical assault at school against a district employee, volunteer or contractor, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempt to cause physical harm to another through force or violence"

Verbally Threatening a Staff Member, Student, or Person Associated with the District: Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling: Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of Schoolwork, Identification, and Forgery: Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. (See section on Plagiarism)

False Alarms, False Reports, and Bomb Threats: A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may

seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives: Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing: Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed suspended or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft: When a student is caught stealing school or someone's property they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal/teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience/Disrespect: School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Any student acting, saying or writing disrespectful comments to or about a staff member may be suspended. This includes written comments in student journals. Chronic disobedience or disrespect can result in expulsion.

Insubordination: Failure to follow any reasonable request or direction of a teacher or administrator or adult employee of the district. Violation could result in suspension or expulsion.

Damaging Property: Vandalism and disregard for school property will not be tolerated. Restitution may be required to repair the damage. Violations could result in suspension or expulsion.

Persistent Absence or Tardiness: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to petitioning the Family Court for truancy court proceedings.

Unauthorized Use of School or Private Property:

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

Refusing to Accept Discipline: The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules: If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection: Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possible expulsion.

Possession of Electronic Equipment: Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, laser pens, and the like without the permission of the Principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and possible recommended for expulsion. Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Violation of Individual School/Classroom Rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.

Violation of bus rules: Please refer to Bus Conduct section for rules.

Disruption of the Educational Process: Any actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

Fighting: Fighting is any action that results in aggressive physical contact between students. Which includes but is not limited to hitting, pushing, kicking, slapping etc. Violations of this rule could result in suspension or expulsion.

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 school 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 well-being. 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, personal digital assistant (PDA), computer or wireless hand-held 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.

Any student that believes they have been or are the victim of harassment should immediately report the situation to the teacher or Principal. 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 those identified above. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial

action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. 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, they should report it and allow the administration to determine the appropriate course of action.

Harassment

- submission to such unwelcomed 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
- submission to, or rejection of, the unwelcomed 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
- the unwelcomed 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:

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

The harassment by a student of a staff member, fellow student of this district, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be

subject to discipline in accordance with law and the Code of Conduct.

Hazing: The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing initiates.

Bullying: The Board 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 or athletic events 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: threatened or actual physical harm; unwelcomed physical contact; threatening or taunting verbal, written or electronic communications; taking or extorting money or property; damaging or destroying property; blocking or impeding student movement; electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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. Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the teacher, Principal, or the Superintendent.

Confidentiality: Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification: Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Possession of a Firearm, Arson and Criminal Sexual Conduct: In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Principal's office.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social

security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. A copy of the policy and the accompanying guidelines are available at the Superintendent's office and at all school offices. There will also be a person available to answer any questions concerning the policy guidelines.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "Directory information" upon written notification to the Board. For further information about the items included within the category of Directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Superintendent's office. Other than Directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing

and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT RIGHTS AND RESPONSIBILITIES

Students of *Montrose Alternative Education Center* are entitled to the following “Rights”:

Freedom of Speech and Assembly

- Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks are prohibited
- All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the Principal.
- Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

Freedom to Publish

- Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The author(s) must sign such written expressions.
- Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
- Libel, obscenity and personal attacks are prohibited in all publications.
- Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and places designated by the school authorities.

Students of *Montrose Alternative Education Center* are expected to abide by the following

“Responsibilities”:

Freedom of Expression:

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, and banners; and audio and video materials. All items must meet the following school guidelines. Material cannot be displayed if it:

- Is obscene to minors, libelous, indecent, or vulgar.
- Advertises any product or service not permitted to minors by law.
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Intends to be insulting or harassing.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four hours before being displayed.

Student Expectations:

- Be prompt and prepared
- Respect authority
- Respect yourself and the rights of others
- Respect your property and the property of others
- Display an interest in learning
- Display appropriate social skills
- Be an active participant in your education

The Montrose Community Schools recognize the rights of students as citizens of the United States. Therefore, a student will be accorded due process. The due process procedure will be according to the provisions of the Constitution and established law. Commensurate with these rights is the responsibility of students as citizens. Students who feel that they have been treated unfairly have the right to appeal the decision of the Teacher(s) to the Principal and the decision of the Principal to the Superintendent.

TECHNOLOGY POLICY

Computers and other technologies provide opportunities for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's facilities. This policy will serve as a guideline for the use of the computer

systems and networks belonging to the Montrose Community Schools. This policy is necessary to ensure that all students and staff have maximum access to ways of generating, storing, and transmitting information.

This policy includes the authorized use of **all** technology and telecommunication resources owned by the Montrose Community Schools. Authorized users are those who have been given specific permission to use the district's telecommunication network resources. This includes, but is not limited to personal computers, servers, electronic mail, Internet, and other technology and peripherals.

Purpose of Telecommunications:

Telecommunications extend the classroom beyond the school building by providing access to informational resources on local, state, national, and international electronic networks such as the Internet. For students and teachers, telecommunications use in the Montrose Community Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are literacy skills that support student achievement and success in the 21st century. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. While student will be able to move beyond those resources to others that have not be previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Telecommunications Safety: Precautions will be taken to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Software that attempts to block access to objectionable material will be accessible on computer networks used by the students and staff.

Privacy: Electronic and other technology methods must not be used to infringe upon privacy. It is the responsibility of the user to maintain the privacy of personal name, address, phone number, password, and respect the same privacy of others.

Plagiarism and Copyright: Plagiarism is taking ideas or writings from another person and offering them as original ideas. This policy requires that all users of the network resources owned by the Montrose Community Schools will comply with local, state, and federal laws for guidelines. Only the owner of a copyright can copy, modify, distribute, display/transmit, and perform the work. Transferring a work in the form of digital data from one computer

system to another is copying and distributing that work. A creative work (text, movies, pictures, etc.) is automatically protected by copyright from the moment it is created. No copyright notice or registration is required. This policy prohibits the illegal use of the data, music, movies and picture, etc. without permission from the owner.

Individual Responsibilities: Just as certain privileges are given to each person using the district telecommunication network, there are expectations that all users will develop the skills necessary to use this system appropriately and to report any improper usage and/or abuse to the network system and equipment.

Common Courtesy and Respect for Rights of Other: Be fair to other users. Do not remain on the network for excessive periods of time. Do not use the network in a way that would disrupt other users on the network. Comply with all legal restrictions regarding the use of information that is the property of others. Users are responsible for recognizing (i.e. attributing) and honoring the intellectual property rights of others.

Responsible Use of Resources: The computer network has been installed to enhance the delivery of instruction. Acceptable activities for students are class assignments and career development. Professional development and community activities are acceptable for employees.

Control of Access to Information: Montrose Community Schools may control access to its information and the devices on which it is stored, manipulated, and transmitted.

Responding to Security and Abuse Incidents and Impositions of Sanctions: All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Montrose Community School's computers and networks or other telecommunications equipment. The user must take immediate steps to insure the safety and wellbeing of information resources. Once the Principal of Technology has been notified, corrective action will be taken.

Montrose Community Schools may impose sanctions and punishments on anyone who violates the district policies or laws applicable to computer and network usage. Persons in violation of this policy are subject to the full range of sanctions, such as the loss of computer or network access privileges, disciplinary action, including, but not limited to, dismissal from the Montrose Community Schools and/or legal action. Some violations may constitute criminal offenses, under local state and federal laws. Montrose Community Schools will carry out its responsibility to report such violations to the appropriate authorities.

System Administration Access: A system administrator may access others files or accounts for

the maintenance of networks and computer storage systems. He/She may access others' files or accounts to investigate allegations of misconduct, violations of district policy or procedure, or violation of local, state, or federal law. In all cases individual's privileges and rights of privacy are to be preserved to the greatest extent possible.

Monitoring of Usage, Inspection of Files: The system administrator may, without prior notice to the user, routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for evidence of violation of law or policy.

Suspension of Individual Privileges: The district may suspend computer and network privileges of an individual for reasons relating to the safety and well being of students or other staff members or Montrose Community School's property. Access may be restored when safety and well-being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Board of Education or District Administrator(s).

Enforcement of the Appropriate Use Policy: Any request from an external organization conducting an investigation of an alleged violation involving the Montrose Community Schools district computing and networking resources must go through the Superintendent.

Educational Objectives: In making decisions regarding access to the Internet, the Montrose Community School District considers its own stated educational mission, goals, and objectives. The school district has a limited educational purpose, which includes the use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. Limited recreational game playing may be tolerated only with permission of the teacher.

Use of Computer System: All users are responsible for the security and integrity of the information stored on the Montrose Community School's network. This can be accomplished by making regular backups of the information and controlling physical and network access to the machines.

Sharing of Access: Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. Users are responsible for any use of their accounts. Users may not run or otherwise configure hardware or software to intentionally allow access by unauthorized users.

Termination of Access: When a user is no longer a student or an employee of the district, network privileges are terminated. Formal authorization must be obtained to use the facilities, accounts, access codes, privileges, or information.

Harassment: All district policies and procedures

regarding harassment, discrimination, publicity, hazing, and non-academic student conduct pertain to the use of network resources. No user shall intentionally disrupt or damage academic, research, and administrative data. Nor shall they invade or threaten to invade another person's privacy, academic or otherwise.

Academic Dishonesty: Users should always use the high ethical standards outlined in the district policy manual when using computer resources. Academic dishonesty (plagiarism and cheating) is a violation of these standards.

Denial of Service: Deliberate attempts to degrade the performance of any computer system/network or to deprive others of resources or access to any district computer system is prohibited.

Use of Licensed Software: No software may be installed, copied, or used on the district resources except as approved by the Principal of Technology.

Commercial Advertising, Personal Business, and Campaigning Activities: The district does not permit the use of district owned equipment or network resources for political campaigning or commercial advertising activities without the express permission of the Superintendent. Incidental personal use that has negligible effect on the use of the system may be permitted. Teachers may also use the system for activities supporting scholarly pursuits.

Network Installations: Users may not connect any network equipment to the Montrose Community School's network without the authorization of the Principal of Technology. Network equipment includes, but is not limited to, computers, printers, hubs, routers, firewall, bridges, and switches or any devices that provide network connectivity.

Unacceptable Use for Student Users: Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks. Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited. Users shall not use or try to discover another user's password. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer virus, bus, worm or other similar name onto the district technology networks or equipment. Users will not modify any settings on the computers including, but not limited to, the desktop or screensavers. Users will not download or install anything on the district's computers. Users will not participate in any chat rooms, IRC, ICQ, or instant messages. Users shall not participate in playing computer games without the direct permission of the teacher. All games should have an educational purpose in line with the district's curriculum and

instructional purpose.

TELEPHONE USAGE

The **office and classroom telephones** are not to be used for personal calls. A student may be given permission to use the office/classroom telephone for a very good reason. Only for an emergency, will students be called to the office to receive a telephone call. According to school district policy, students are allowed to possess cell phones while at school; however, **during school hours, cell phones are to be shut off and put away.** Students, who choose to use a cell phone during school hours, will have the phone confiscated. Students who continue to violate the cell phone use policy may be subject to disciplinary action.

CHROMEBOOKS

The school district provides Chromebooks for every student at no cost. Students are expected to give their chromebooks the best of care. The school is not responsible for lost, stolen, or damaged chromebooks. Fines will be levied for lost chromebooks or undue damages. **Fines must be paid before a replacement chromebook is issued.**

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from *Montrose Alternative Education Center*, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details. School officials are required to transmit disciplinary records including suspension and expulsion actions against the student when transferring student records.

No student under the age of 18 will be allowed to withdraw from school without the written consent of their parents.

VISITORS

Parent visitors are welcome at the School. If a person wishes to confer with a member of the *Montrose Alternative Education Center* staff, s/he should call for an appointment before coming to the School. ***Students may not bring visitors to school.***

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, it is important that the student notify the *Montrose Alternative Education Center* staff immediately. Remember, when you withdraw, all books and other materials must be returned. **Any persons not returning school-owned materials will be charged for their replacement.**

WORK PERMITS

If a student is under 18 years old, it is necessary to obtain a work permit if they wish to have a job. The State of Michigan requires these permits. They outline the times and number of hours a minor student may work in a given week. Work Permits are obtained through the high school office. Please contact the high school secretary to arrange a time to complete.

UNDERSTANDING CONCUSSION

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very

serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

Alcohol, Tobacco and Other Drugs (ATOD) Local Resources List

Alcohol and Drug Abuse

Al-Anon and Alateen	(810) 234-1460
Alcoholics Anonymous (Durand)	(989) 288-5268
Alcoholics Anonymous (Flint)	(810) 234-0815
Alcoholics Anonymous (Owosso)	(989) 723-5711
Alcoholics Anonymous (Saginaw)	(989) 776-1241
Genesee County Commission on Substance Abuse	(810) 257-3201
Insight Recovery Center	(810) 733-0900
Intake, Assessment & Referral Center	(810) 235-9555
Narcotics Anonymous (Hotline)	(810) 238-3636
National Council on Alcoholism & Addictions	(810) 767-0350

Abuse and Neglect

Protective Services	(810) 760-2222
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Family Help in Michigan www.focusas.com/Michigan.html

Health Services

American Lung Association	(810) 955-3950
Genesee County Health Department	(810) 257-3612
Mott Children's Health Center	(810) 237-7572

Legal Services

Legal Aid (Legal Services of Eastern Michigan)	(800) 322-4512
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Poison Information

Poison Control Center	(800)-222-1222
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Runaway Help-Emergency Shelter

REACH Crisis Intervention (Flint)	(810)-233-8700
REACH Crisis Intervention (Owosso)	(989) 725-9511
Runaway Hotline	(800) RUNAWAY or (800) 786-2929

Sexual Assault and Rape

YWCA/Crisis Line (Safehouse)	(810) 238-7233
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