

STUDENT CODE OF CONDUCT HANDBOOK
Kindergarten-12th Grade
2026-2027

Welcome to Engadine Consolidated Schools. All members of the staff are pleased to have you as a student and will do our best to make your experience as productive and successful as you wish to make it. As a student of Engadine Consolidated Schools, we expect you to exemplify the Eagle Pride that has long been a tradition of the school district. This handbook provides basic information on what is expected as a student, a parent and community member of Engadine Consolidated Schools.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

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 this handbook and keep it available for you and your parent(s) to 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 School Principal, who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 20, 2025. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025, the language in the most current policy or administrative guideline prevails.

EGADINE CONSOLIDATED SCHOOLS MISSION STATEMENT

Everyone working toward Excellence for Every Student, Every Day

ENGADINE CONSOLIDATED SCHOOLS VISION STATEMENT

Prepare. Connect. Empower. Succeed.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Heather Luoto, Superintendent
906-477-6313 ext. 2699
W13920 Melville St.
Engadine, MI 49827
hluoto@eupschools.org

Joe Brownson, K-12 Administrator
906-477-6313 ext. 2695
W13920 Melville St.
Engadine, MI 49827

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

See also Board Policy 2412 – Homebound Instruction Program

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor injury, 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 to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

See Board policies 5340-Student Accidents and 8442- Reporting Accidents

PARENT INVOLVEMENT (Policy 2112, revised December 12, 2018)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco

parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**
   1. cultivating school environments that are welcoming, supportive, and student-centered;
   2. providing professional development for school staff that helps build partnerships between families and schools; 1,2
   3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; 1,2
   4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. 2

B. **Effective Communication**
   1. providing information to families to support the proper health, safety, and well-being of their children;
   2. providing information to families about school policies, procedures, programs, and activities; 1,2
   3. promoting regular and open communication between school personnel and students' family members;
   4. communicating with families in a format and language that is understandable, to the extent practicable; 1,2
   5. providing information and involving families in monitoring student progress; 2
   6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; 1,2
   7. preparing families to be involved in meaningful discussions and meetings with school staff. 1,2

C. **Volunteer Opportunities**
   1. providing volunteer opportunities for families to support their children's school activities; 2
   2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. 2

D. **Learning at Home**
   1. offering training and resources to help families learn strategies and skills to support

at-home learning and success in school; 1,2
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.1

E. **Engaging Families in Decision Making and Advocacy**
1. engaging families as partners in the process of school review and continuous improvement planning; 2
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. 1,2

F. **Collaborating with the Community**
1. building constructive partnerships and connecting families with community-based programs and other community resources; 1,2
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community- based programs that encourage and support families' participation in their children's education, growth, and development. 1,2

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

(1) Indicates IDEA 2004 Section 650 & 644 parent involvement requirements (2) Indicates Title I Section 1118 parent involvement requirements

SCHOOL DAY

The instructional school day for the school year begins at 8:15am and runs through 3:15pm. The building will be open for students at 7:55am. Bus dismissal is at 3:20pm. No student may stay in the building after dismissal unless directly supervised by their parent/guardian once dismissal has taken place unless they are directly involved in a supervised athletic or other school sponsored activity. Also see Board Policy 8220- School Day

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Student Services Coordinator.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

(See also Board Policy 5780 – Student Rights)

STUDENT WELL-BEING

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. Should a student be aware of any dangerous situation or accident, the student 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. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

Several Board policies address student well being, which may be accessed through the district webpage under the School Board Policy section. They are:

5330- Use of Medications
5341- Emergency Medical Authorization
5530- Drug Prevention
5531- Student Assistance Program
8400- School Safety Information

SECTION I - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See Board Policy 9700.01 – Advertising and Commercial Activities, and associated Administrative Guidelines.)

ATTENDANCE, LATE ENTRY AND EARLY DISMISSAL FROM SCHOOL

All students are expected to attend school regularly and to be on time for classes. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school, as they have received the full benefits of their education and developed habits of punctuality, self-discipline, and responsibility. Attendance reporting will be run daily by the K-12 Secretary/Data Manager. Parents/Guardians will be notified of absences via an automated school messaging system and through the Skyward system.

A Parent/Guardian should notify the K-12 Secretary/Data Manager of a student absence by 8:25 am the day of the absence by phone or email. If Parent/Guardian does not notify the school, they will be marked as Unexcused Absence.

Upon returning to school after an absence, the student must present a written excuse before 8:25 am signed by the parent/guardian (if the parent did not email or call). If there is no written excuse, student will be marked as Unexcused Absence. Written verification from parent/guardian *and* doctor, therapist, juvenile court, etc. of any extenuating circumstances that require a student to exceed the attendance policy must be presented to the K-12 Secretary/Data Manager.

Excused Absences = Parental contact within 24 hours
Unexcused Absence = No parental contact within 24 hours

The K-12 Secretary/Data Manager must be notified in advance of such absences by the student's parent/guardian and shall state the reason for the tardiness or early dismissal. Students entering late must enter through the main office and sign in. Students must sign out in the main office when leaving early**.** Only legal parents/guardians may request early dismissal during the day for their child. All requests must either be in writing or called in directly to the main office by the parent or legal guardian. **Students may not request to call or text parents to leave the building early without written approval by the parent/legal guardian**.

Attendance for Elementary:
Students will be marked tardy after the 8:15am bell if they are not in class. If students arrive for morning instruction at 10am or later, they will be marked absent for the AM. Students will be marked tardy in the PM if they arrive later than 11:40am. If a student leaves early in the afternoon before 1:30pm, they will be marked absent for the PM.

Attendance for grades 7-12:

Students will be marked tardy if they arrive after the 8:15am bell or hourly period bell. They are marked tardy if they are up to 15 minutes late in a period. Students must be in class for 35 minutes (or more) to be marked present, otherwise they will be marked absent during that period.

(See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, and Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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 will only be for the contagious period as specified in the school's administrative guidelines.

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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 their 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), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), 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 blood-borne 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), 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 blood-borne 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.

(See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by:

- School Messenger system (phone, email and text)
- School Facebook page
- Local radio and television stations:

  WNBY 93.7, M123 FM, Eagle 96.7, Big Country 102.9 FM, WKHQ 105.9 FM, Lite 96.3 FM, Northern Christian Radio (The Promise FM & The Rock), WGLQ Magic 97, 9/10 WWTV, 7/4 WTOM, WJMN TV Local 3 and WZMQ/CBS

Parents and students are responsible for knowing about emergency closings and delays and should make sure contact information is updated in the Skyward system.

In the event of inclement weather, all attempts to close or delay an opening will be reported no later than 6:30am. However, if an early dismissal needs to occur during the school day, due to inclement weather, parents will be notified as soon as possible.

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

(See also Board Policy 5340 – Student Accidents, Board Policy 5341 – Emergency Medical Authorization; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Engadine Consolidated Schools will consider enrollment under the District's Schools of Choice Program (Policy 5113) for any student residing outside of the school district boundaries.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document (hospital certificates are not acceptable)
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency (driver's license, utility bill, or a rental agreement)
- student's social security card
- proof of immunizations (up to date)

Kindergarten & 1st Grade Students - certificate of hearing and vision testing (A statement, signed by a licensed eye care practitioner or medical/osteopathic physician indicating that a child's eyes have been examined at least once after age three and before initial school entry.)

Kindergarten only - oral health assessment prior to enrolling in Kindergarten (Dentist or Local Health Department)

Grades 9-12 only - school transcript with classes and grades

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The K-12 School Secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are ***encouraged*** to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools 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's schools 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.

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students and Board Policy 5113 – Schools of Choice Program)

FIRE, LOCK DOWN AND TORNADO 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 flashing strobe lights and an audible signal.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of notification through the public address system.

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 notification through the school public address system and staff radios.

Anyone within the building during a drill will be required to participate in said drills. The building will be locked down to visitors and no entry will be allowed. Students are not to use cell phones or other personal communication devices during a drill or emergency.

(See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 Superintendent.

(See also Board Policy 5320 – Immunization, Board Policy 5111.01 – Homeless Students, Board Policy 5113.03 Children and Youth in Foster Care, and associated Administrative Guidelines)

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Superintendent at 906-477-6313 ext. 2699 to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

LOST AND FOUND

The lost and found area is in the front hallway outside the Central Office/Library. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Superintendent.

The school participates in the National School Lunch Program, and provides lunches and breakfast available to all students. Currently, Michigan legislation provides free breakfast and lunches to all students. Additional Ala carte items are available for purchase. Students may also bring their own lunch to school to be eaten in the school's cafeteria, however, the school discourages meal delivery services for students. No student shall be allowed to leave school premises during the lunch period. Engadine Consolidated Schools operates a closed campus.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the Superintendent. (See also Board Policy 8531 – Free and Reduced-Price Meals and associated Administrative Guidelines.)

(See also Board Policy 8500 – Food Services, Board Policy 8510 – Wellness, and associated Administrative Guidelines.)

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* (Board Policy 8405- Environmental Health and Safety Issues)) and asbestos management plan will be made available for inspection at the Board offices upon request.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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 must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

SCHEDULING AND ASSIGNMENT

Elementary level (K-6)

The Elementary Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Elementary Principal.

Secondary level (7-12)

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services Coordinator. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Scheduled changes will be done twice per year, which is three weeks in August prior to the start of the school year and two weeks prior to the start of the second semester in January.

STUDENT FEES, FINES, AND SUPPLIES

Engadine Consolidated Schools may charge specific fees for noncurricular activities and programs, such as field trips, athletics (uniforms, equipment, pay-to-participate fees, etc.), camps and other experiences. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

(See also Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 5111.01 Homeliness Students; Board Policy 5513 - Care of District Property; and associated Administrative Guidelines.)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. These include replacement and/or repairs for Chromebooks, laptops, textbooks, library books, and other school supplies. Failure to pay fines, fees, or charges may result in the Superintendent taking the students and/or his/her parents to Small Claims Court for collection. (Refer to Board policy 6152 for exceptions that pertain to Students Experiencing Homelessness).

Fees for Chromebook Damages/Loss:

- Keyboard (individual keys cannot be replaced) - $40.00
- Camera - $40.00
- Top Cover (what you see on the top when it is closed) - $40.00
- Bottom Cover - $30.00
- Screen Bezel - $20.00
- Screen - $40.00
- Touchpad - $30.00
- Power Cord - $30

- Whole Device - $200

At $150 worth of damages, the device is considered a total loss and students will be charged for the whole device.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy – 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fund-raisers.

A. Crowdfunding activities are governed by Board Policy6605 and Associated Guidelines.
B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
C. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the group's advisor.
D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
E. Students may not engage in house-to-house canvassing for any fund-raising activity.
F. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
G. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
H. All classes, athletic, and extracurricular fundraising must be coordinated with the Superintendent or K-12 Administrator.
I. Students are prohibited from soliciting sales from staff or students during class periods. Sales may be made before or after school or during lunch/brain break.

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 (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline.). 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:

- a student's name
- major field of study
- participation in officially recognized activities and sports;
- height and weight, if member of an athletic team
- date of graduation
- awards received
- honor rolls
- scholarships
- school photographs or videos of students participating in school activities, events or programs

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.

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 Superintendent. 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, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or their parents
- mental or psychological problems of the student or their 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 their 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 building 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 in A through H 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.

Armed Forces Recruiting: The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States. Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

(See also Board Policy 8330 - Student Records and associated Administrative Guidelines.)

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Superintendent. This includes toys, cards, personal items, food, clothing, etc. Violation of this may lead to disciplinary action.

STUDENT VALUABLES

The school is not responsible for student valuables. Students should keep valuable items at home or locked in their lockers.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Superintendent at 906-477-6313 ext. 2699 to inquire about evaluation procedures and programs offered by the District.

(See also Board Policy 2260 – Non-Discrimination and Equal Access to Equal Educational Opportunity, and associated Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Engadine Consolidated Schools, the parent must notify the Principal and/or the K-12 Secretary/Data Manager. 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. Students need to complete a "check out form" and return it to the K-12 Secretary/Data Manager.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), Board Policy 6152 – Student Fees, Fines, and Charges; Board Policy 8330 Student Records; and associated Administrative Guidelines.)

USE OF MEDICATIONS

See the following Board policies: Board Policy 5330 – Use of Medications, Board Policy 5331 – Students with Special Health Care Needs; Board Policy 5500 – Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the Principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or guardian.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

See the following Board policies: Board Policy 5330 – Use of Medications, Board Policy 5331 – Students with Special Health Care Needs; Board Policy 5500 – Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.

Asthma Inhalers and Epi-pens: Students, with appropriate written permission from the physician and parent and completion of the Permission for Prescribed Medication form, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

Nonprescribed (Over-the-Counter) Medications: Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication, the student will be brought to the school office and the parents will be contacted. The medication will be confiscated and parents will be required to pick it up.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

(See also Board Policy 5330 – Use of Medications, Board Policy 5500 – Student Conduct, Board Policy 5520 – Disorderly Conduct, Board Policy 5530 – Drug Prevention, and associated Administrative Guidelines.

USE OF PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school and during their lunch break,as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in the student's locker.

Personal Communication Devices are not allowed for students in grades K-5. In grades 6-12, students must leave PCDs in locked lockers. PCDs must be turned "OFF" during instructional time.

(See Board Policy 5136 – Personal Communication Devices and associated Administrative Guidelines.)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF THE LIBRARY OR MEDIA CENTER

The library housed within Engadine Consolidated Schools is a public library and not operated by the school district. The public library is available for use by classes and individuals for reference and research work or for checking out books for outside use. Librarians are available to assist in locating materials. Current newspapers and magazines are also available. Rules of the library are as follows:

- All students must have a registration card on file to sign out library materials. Students must
- present their card each time they sign out library materials.
- No books, magazines or other materials are to be removed from the library without first being checked out by the librarian.
- Reference and reserve materials may be used in the library only. Books withdrawn from
- circulation at the request of a teacher (reserve books) are loaned for only a limited time with no

renewal privileges.

- Books may be checked out for two weeks and are due on the latest date stamped on the date
- due slip. There is a limit of two books per student.
- Materials may be renewed twice unless they are in demand.
- A fine of five cents per school day is charged for each book overdue. Fine amounts will be stated on overdue slips.
- If a book must be replaced for any reason, the individual responsible will be charged the full replacement cost.
- Individuals will be charged the following rates for materials that are damaged beyond
- reasonable wear unless there is a price tag on it:
  Hardcover book-$15.00 Paperback books-$6.00 Children's book-$10.00
  CDs & DVDs-$20.00 Magazines-$3.00
- Student conduct in the library is governed by the school code of conduct.

*****NOTE***** Students may not use the library during lunch periods or other times during the day without a written pass from administration and/or teaching or school staff, as the library is a community organization and not run by the school district.

(See also Board Policy 2521 – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the school and must sign in (and out when leaving). Visitors may only enter during the school day through the main office doors on Park St. Any unauthorized visitor found in the building shall be reported to the Principal.

If a person wishes to confer with a member of the staff, including administrators, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. The number is 906-477-6313. Appointments may also be made by email. Students may not bring visitors to school without prior written permission from the Principal and completion of the visitor form.

(See also Board Policy 7440 – Facility Security, Board Policy 9150 – School Visitors, and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

SECTION II - ACADEMICS

COURSE OFFERINGS

A current list of courses offered for 7th-12th grades can be obtained from the secondary Principal and Student Services Coordinator with the High School Course Selection Guide. Courses may vary based on interest and availability. All elementary K-6 students will receive daily instruction in the four core subjects areas of Reading/Language, Mathematics, Science and Social Studies in addition to specialty classes of art, music and PE.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 – Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 – Search and Seizure, and associated Administrative Guidelines.)

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Each student/parent in grade 12 shall receive a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in Michigan and State scholarships, grants, or other assistance available to students in Michigan.

GRADES

Engadine Consolidated Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. 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 inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

Engadine Consolidated Schools uses the following grading system for 7th-12th grades:

All students attending ECS are graded/credited for all classes each semester. Credit is earned with a percent of 60% or higher (see Letter Grades, Percentages, and Points below). Grades are based on a four- and five-point grading scale. Student GPA and class standing will be determined by combining the two scales. The four-point scale is used for most mandatory or elective courses (i.e. English 9, Algebra II, Physical Science, Vocation Education, CTE, Band, Art, etc.) Engadine School's Board of Education adopted a five-point (5.0) scale for advanced classes to recognize the higher level of academic difficulty. The five-point scale is used for advanced classes that have at least one prerequisite course, including AP and DE classes.

Five Point Scale Advanced Classes
Below is a list of advanced classes recommended for the 5.0 grading scale:

- Trigonometry & Statistics (Prerequisite: Geometry/Algebra II)
- Pre-Calculus (Prerequisite: Algebra II/Trig./Stats.)
- Foreign Language II (Prerequisite: Foreign Language I)
- Chemistry (Prerequisite: Physical Science)
- Botany/Zoology, Anatomy/Physiology, Advanced Biology (Prerequisite: Biology)
- AP Classes, On-line Advanced Courses (Prerequisite: Introductory class in subject area)
- Dual Enrollment (Prerequisite: Introductory class in subject area)

*Recommendations for consideration of other five-point classes may be brought to the administrative team composed of the Superintendent, K-12 Administrator, and Student Services Coordinator for possible adoption.

LETTER GRADES, PERCENTAGES, AND POINTS

Letter Grade	Percentage Range	Four-Point GPA	Five-Point GPA
A	93.5-100	4.0	5.0
A-	89.5-93.4	3.67	4.67
B+	86.5-89.4	3.33	4.33
B	82.5-86.4	3.0	4.0
B-	79.5-82.4	2.67	3.67
C+	76.5-79.4	2.33	3.33
C	72.5-76.4	2.0	3.0
C-	69.5-72.4	1.67	2.67
D+	66.5-69.4	1.3	2.3
D	62.5-66.4	1.0	2.0
D-	59.5-62.4	1.0	2.0
F	59.4-0.00	-	-

Students must pass all classes with a 60% or higher to earn semester credits.

Engadine Consolidated Schools uses the following grading system for Kindergarten through 6th grades:

K-3 report cards will be based on the Common Core State (of Michigan) Standards. Report cards will be marked as follows:

4	**Exceeds Grade Level Standards**: Demonstrates understanding beyond grade level standards consistently and independently.
3	**Meets Grade Level Standards**: Demonstrates understanding of grade level standards consistently and independently.
2	**Partially Meets Grade Level Standards**: Demonstrates partial understanding of grade level standards with or without support.
1	**Does Not Meet Grade Level Standards**: Demonstrates minimal (or no) understanding and does not meet grade level standards even with support.

4th-6th report cards will be marked as follows:

Letter Grade	Percentage
A	93.5 - 100
A-	89.5 - 93.4
B+	86.5 - 89.4
B	82.5 - 86.4
B-	79.5 - 82.4
C+	76.5 - 79.4
C	72.5 - 76.4
C-	69.5 - 72.4
D+	66.5 - 69.4
D	62.5 - 66.4
D-	59.5 - 62.4
FAIL	< 59.5

(See also Board Policy 5421 – Grading and associated Administrative Guidelines.)

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Engadine School's Board of Education adopted a five-point (5.0) scale for advanced classes to recognize the higher level of academic difficulty. The five-point scale is used for advanced classes that have at least one prerequisite course, including AP and DE classes.

Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance. Parents have access to the Skyward system and should be checking their child's grades weekly, and if there are concerns, are encouraged to schedule an appointment with the teacher to discuss.

Report Cards (grades 7-12)

Report cards or progress reports are issued four times a year, twice a semester. Course credit is granted only at the end of a semester. The semester grade is calculated in our student management system using the following weights: S1 = (40% Q1 + 40% Q2 + 20% S1 Exam) S2 = (40% Q3 + 40% Q4 + 20% S2 Exam)

Note: DE and online classes will not have quarter grades on the report cards. Grades will be posted at the end of the semester only. Contact your child's mentor for updates on their progress in their online courses. DE students have privacy protection, and you will need to ask your student to show you their progress in their DE course.

GRADUATION REQUIREMENTS

Engadine Consolidated Schools is mandated to follow the Michigan Merit Curriculum (MMC)– MCL 38.1248(a)(4)(a) graduation requirements. In addition to meeting the MMC requirements all students must participate in all components of the M-STEP and SAT testing process. Students must earn at least the minimum required credits in each category, as per the table below:

Class	Credits Required
Electives	7
English Language Arts	4
Mathematics Students must have a math experience in their final year of high school. This math offering may be a CTE Board Approved option.	4
Online Learning Experience	
Physical Education & Health (0.5 credit PE and 0.5 credit Health)	1
Science *1 credit may be substituted with a formal CTE program	3 *
Social Studies	3
Visual, Performing & Applied Arts	1
World Language *One credit may be substituted with a formal CTE program or an additional visual, performing, and applied arts.	2*
Total	**25**

Note: Students with an approved Personal Curriculum (PC) developed by their PC Team may modify the district graduation requirements as allowed by the Michigan Department of Education. The MMC requirements are subject to change when legislation is passed and must be followed by the school district. Students who started 8th grade in the fall of 2023 will have a Personal Finance graduation requirement. PA 388 of 2016 requires CPR and AED instruction as a requirement of graduation. CPR/AED instruction may occur any time during grades 7-12.

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State-mandated test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Board Policy 5460 – Graduation Requirements, a copy of which is accessible either electronically at engadine.eupschools.org or in the Central Office office.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. (See also Board Policy 2330 – Homework and associated Administrative Guidelines.)

ON-LINE/BLENDED LEARNING PROGRAM

The District shall offer a program for students in K through 12. The District may offer a full-time or part-time program for grades 9 through 12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs. Additional information can be found in Board Policy 2370.01 – Online/Blended Learning Program and associated Administrative Guidelines.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAMS

Any student in 9th, 10th, 11th, or 12th grade may enroll in an eligible postsecondary (dual) enrollment program, providing the student meets the requirements established by law and by the District. Any interested student should contact the Student Services Coordinator to obtain the necessary information. The following requirements apply to such courses of instruction:

- Application and admission to the postsecondary institution are the responsibility of the student. The high school Student Services Coordinator will provide assistance/guidance.
- To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the K-12 Administrator or Student Services Coordinator.
- Students who take Dual Enrollment courses will receive the credit assigned to that class and have the option of including the grade in their GPA.
- The student is responsible to have the postsecondary institution report the student's grade and credit to the K-12 Administrator or student services coordinator in a timely fashion.
- Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

(See also Board Policy 2271 – Postsecondary (Dual) Enrollment Options Programs and associated Administrative Guidelines.)

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 – Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement, and retention decisions.

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

- A student will be promoted to the succeeding grade level when s/he has:completed the course requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- Following sound principles of child guidance, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- require the recommendation of the relevant staff members for promotion, placement, or retention;
- require that parents are informed in advance of the possibility of retention of a student at a grade level;
- assure that efforts are made to remediate the student's difficulties before s/he is retained;
- assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

Elementary - Middle School

Promotion to the next grade (or level) is based on the following criteria:

A student enrolled in grades kindergarten through 3 is assessed for promotion if they either partially meet, meets or exceeds the standards. Students that do not meet standards will be considered for retention.

Students in grades 4-6 must pass with a 60% or higher on core classes. Students that do not pass a core class may, if available, have the opportunity to attend some form of summer school and/or tutoring to learn the core standards not demonstrated during the school year. Proficiency must be demonstrated for students to be awarded credit and move to the next grade.

A student enrolled in grades 7 and 8 must pass all core classes with a 60% or higher for each semester of the school year. Students that do not pass a core class may, if available, have the opportunity to attend some form of summer school and/or tutoring to learn the core standards not demonstrated during the

school year. Proficiency must be demonstrated for students to be awarded credit and move to the next grade.

*Students with IEPs will have criteria for promotion set within their own IEP.

**The Superintendent and K-12 Administrator have the authority to make exceptions on a case-by-cases basis.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

Freshman (grade 9) = 0 to 5.5 Credits
Sophomore (grade 10) = 6 Credits to 11.5 Credits
Junior (grade 11) = 12 Credits to 17.5 Credits
Senior (grade 12) = 18 or more Credits, with 25 credits required for graduation

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Superintendent. (See also Board Policy 5451 – Student Recognition and associated Administrative Guidelines.)

Honor Roll(s): Students who have displayed exceptional achievement will be recognized as honor roll students if they receive a 3.0 GPA or higher. Honor roll students will be publicly recognized each semester.

(See also Board Policy 5451 – Student Recognition and associated Administrative Guidelines.)

Athletic Awards: Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

(See also Board Policy 5451 – Student Recognition and associated Administrative Guidelines.)

Special Awards: Special awards are given at the end of each year for students in grades kindergarten through 12. These may include awards for attendance, citizenship, academic growth, etc.

(See also Board Policy 5451 – Student Recognition and associated Administrative Guidelines.)

STUDENT ASSESSMENT

All Kindergarten through 12th grade students are required to take state and district assessments. Students are expected to try their very best and demonstrate what they know and are able to do, so that Engadine Consolidated Schools get accurate data. These assessments are very important! Assessments given include the NWEA, SAT, PSAT, WIN, and M-STEP. The NWEA assessment is given three times a year to track student growth in grades kindergarten through 12. Assessment data is also used to determine intervention strategies, place students in appropriate courses, adjust instruction/curriculum, and is used for teacher evaluations. 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 in grades kindergarten through 12. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Semester Assessments (grades 7-12): Students in grades 7-12 will have semester assessments. All students are required to take the semester assessments/exams. There will be no exemptions. Teachers will provide study guides or reviews no later than the Friday prior to semester exams. Online, dual enrollment, and CTE courses may have a different assessment schedule and/or requirements.

Make-up of semester assessments due to excused absence must be done within one week after the quarter ends. Students failing to make-up assessments will receive an 'F' for the assessment. Students with extenuating circumstances must contact the Superintendent or K-12 Administrator with documentation of their circumstance (i.e. letter from a doctor confirming hospitalization, letter from a probation officer confirming court proceedings, etc.) prior to the end of the quarter.

Any high school student who wishes to test-out of a course in which the student is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment, collection of assessments, and/or projects.. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA. A "CR" will be placed on the transcript and not a letter grade.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

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. Engadine Consolidated Schools**]** will not violate the rights of consent and privacy of a student participating in any form of evaluation.

(See also Board Policy 2623 – Student Assessment, Board Policy 5460 Graduation Requirements, and associated Administrative Guidelines.)

College Entrance Testing: High school students can obtain college entrance testing information from the Guidance Office.

Engadine Consolidated Schools Assessment Calendar

Color Key: **F**all, **W**inter, **S**pring

**See end of document for acronyms.*

Note: In accordance with Individualized Education Plan timelines, the Special Education department will conduct testing and progress monitoring.

F, W, S	Date	Assessment	Students	Responsible Staff
	August - September	**FALL District Benchmark Testing** NWEA MAP Testing (See Master List of NWEA Tests per Class, K-12 for tests required per grade.)	K - 11 *12th graders take specific department assessments determined by department teachers.	**Technology Readiness & Updates:** Technology Manager Administration **NWEA Rostering:** Office Data/Information Secretary EUPISD Rostering Department **Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Intervention Teacher Special Education Teacher **Assistance, Monitoring, & Data Analysis:** Administration NWEA Data Coordinator Interventionist
		FALL 12th Grade Testing - specific to each department to replace NWEA assessment for growth data	12th grade only	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher

F, W, S	Date	Assessment	Students	Responsible Staff
	September-October	**Baseline Skill Testing (Classroom Level)** K-1: **Fountas & Pinnell Optional Testing:** Letter Sound & ID, Initial Sound ID & Matching, Blending, Segmenting, Rhyming **AVMR Math Recovery:** Number Words & Numerals 2nd: **LETRS Phonics & Word Reading** **LETRS Spelling Survey** **AVMR Math Recovery:** Number Words & Numerals, Structuring Numbers 3-6: **Fountas & Pinnell Reading Benchmark Test (Fluency & Comprehension)**	K - 2 3-6	**Proctoring & Data Analysis:** Classroom Teachers Intervention Teachers Special Education Teacher
		Other Classroom Beginning of the Year Assessments - any subject, any department Could include, but not limited to: ● Curriculum or Instructional series placement or skills tests (any subject) ● Pre-tests (unit, chapter, skill) ● Spelling inventories ● Sight or High-Frequency Word Reading Inventory ● Vocabulary Inventory ● Math Skills Assessments ● Phonics, Grammar, Structure, and/or Morphology Assessments ● Writing Assessments ● SEL Assessments/Pre-Tests ● Physical Fitness Assessments ● Art, Band, Music Assessments ● Woodworking Safety Assessments ● Other assessments of skill or knowledge	K-12	**Proctoring & Data Analysis** Classroom & Department Teachers 1-on-1 & Instructional Aides
		Diagnostic Testing (Intervention Level)	K-6	**Proctoring & Data Analysis:** Intervention Teacher

F, W, S	Date	Assessment	Students	Responsible Staff
		(For students underperforming in any of these areas: in the classroom, on District Testing, and/or on Baseline Skill Testing, the test(s) will be determined by the intervention teacher.) Can include, but not limited to: ● AVMR Math Recovery Assessments ● LETRS Phonics & Word Reading Survey ● LETRS Spelling Survey ● Heggerty ● Fountas & Pinnell Reading Benchmark or Optional Assessments ● Reading Simplified Placement Test ● Learn Math Fast Placement Test ● PAST (Phonological Awareness Screening Test) ● QPS (Quick Phonics Screener) ● Other		
	November	**ASVAB (Armed Services Vocational Aptitude Battery)**	11	Student Services Coordinator
	January	**WINTER District Benchmark Testing** NWEA MAP Testing (See Master List of NWEA Tests per Class, K-12 for tests required per grade.)	K - 11 *12th graders take specific department assessments determined by department teachers.	**Technology Readiness & Updates:** Technology Manager Administration **NWEA Rostering:** Office Data/Information Secretary EUPISD Rostering Department **Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Intervention Teacher Special Education Teacher **Assistance, Monitoring, & Data Analysis:** Administration NWEA Data Coordinator Interventionist

F, W, S	Date	Assessment	Students	Responsible Staff
		Mid-year 12th Grade Testing - specific to each department to replace NWEA assessment for growth data	12th grade only	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher
		Semester Exams	7-12	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher **Assistance, Monitoring, & Data Analysis:** Administration Student Services Coordinator Data Manager
		Progress Monitoring (Classroom & Intervention) K-1: **Fountas & Pinnell Optional Testing:** Letter Sound & ID, Initial Sound ID & Matching, Blending, Segmenting, Rhyming, High-Frequency or Grade-Level word reading **AVMR Math Recovery:** Number Words & Numerals Structuring Numbers 2nd: **LETRS Phonics & Word Reading** **LETRS Spelling Survey** **AVMR Math Recovery:** Number Words & Numerals, Structuring Numbers, & Addition & Subtraction 3-6: **Fountas & Pinnell Reading Benchmark Test (Fluency & Comprehension)**	K - 2 3-6	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher
	March	**Progress Monitoring where applicable or students At-Risk for retention (Classroom & Intervention)**	K - 2 3-6	**Proctoring & Data Analysis:** Classroom Teachers Intervention Teachers Special Education Teacher

F, W, S	Date	Assessment	Students	Responsible Staff
		K-1: **Fountas & Pinnell Optional Testing**: Letter Sound & ID, Initial Sound ID & Matching, Blending, Segmenting, Rhyming, High-Frequency or Grade-Level word reading **AVMR Math Recovery:** Number Words & Numerals Structuring Numbers 2nd: **LETRS Phonics & Word Reading LETRS Spelling Survey** **AVMR Math Recovery:** Number Words & Numerals, Structuring Numbers, & Addition & Subtraction 3-6: **Fountas & Pinnell Reading Benchmark Test (Fluency & Comprehension)**		
	April - May	**12th Grade Testing -** specific to each department to replace NWEA assessment for growth data	12th grade only	Department/Classroom Teachers
		PSAT 8/9 **PSAT 10** **SAT** **WIN (Work Readiness Assessment)** **M-STEP**	8 & 9 10 11 11 (opt-out option) 3 - Math, English 4 - Math, English 5- Math, English, Social Studies, Science 6- Math, English 7 - Math, English 8 - Social Studies, Science 11 -Social Studies, Science	**Proctoring & Data Analysis:** Test Coordinator Assistant **Assistance, Monitoring, & Data Analysis:** Classroom Teachers Administration
	April - May - June	**Progress Monitoring for all and those At-Risk for retention (Classroom & Intervention)** K-1: **Fountas & Pinnell Optional Testing:** Letter Sound & ID, Initial	K - 2 3-6	**Proctoring & Data Analysis:** Classroom Teachers Intervention Teachers

F, W, S	Date	Assessment	Students	Responsible Staff
		Sound ID & Matching, Blending, Segmenting, Rhyming, High-Frequency or Grade-Level word reading **AVMR Math Recovery:** Number Words & Numerals Structuring Numbers 2nd: **LETRS Phonics & Word Reading** **LETRS Spelling Survey** **AVMR Math Recovery:** Number Words & Numerals, Structuring Numbers, & Addition & Subtraction 3-6: **Fountas & Pinnell Reading Benchmark Test (Fluency & Comprehension)**		
		SPRING District Benchmark Testing NWEA MAP Testing (See Master List of NWEA Tests per Class, K-12 for tests required per grade.)	K - 11 *12th graders take specific department assessments determined by department teachers.	**Technology Readiness & Updates:** Technology Manager Administration **NWEA Rostering:** Office Data/Information Secretary EUPISD Rostering Department **Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Intervention Teacher Special Education Teacher **Assistance, Monitoring, & Data Analysis:** Administration NWEA Data Coordinator Interventionist
		12th Grade Testing - specific to each department to replace NWEA assessment for growth data	12th grade only	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher

F, W, S	Date	Assessment	Students	Responsible Staff
		Other Classroom End of the Year Assessments - any subject, any department Could include, but not limited to: ● Curriculum or Instructional series placement or skills tests (any subject) ● Post-tests (unit, chapter, skill) ● Spelling inventories ● Sight or High-Frequency Word Reading Inventory ● Vocabulary Inventory ● Math Skills Assessments ● Phonics, Grammar, Structure, and/or Morphology Assessments ● Writing Assessments ● SEL Assessments/Pre-Tests ● Physical Fitness Assessments ● Art, Band, Music Assessments ● Woodworking Safety Assessments ● Other assessments of skill or knowledge	K-12	**Proctoring & Data Analysis** Classroom & Department Teachers 1-on-1 & Instructional Aides
	June	**Semester Exams**	7-12	**Proctoring, Monitoring, & Data Analysis:** Classroom Teachers 1-on-1 & Instructional Aides Special Education Teacher **Assistance, Monitoring, & Data Analysis:** Administration Student Services Coordinator Data Manager

** Acronyms:*

NWEA MAP	*Northwest Evaluation Association Measures of Academic Progress*
LETRS	*Language Essentials for Teachers of Reading and Spelling*
AVMR	*Add+Vantage Math Recovery*
ASVAB	*Armed Services Vocational Aptitude Battery*
SEL	*social-emotional learning*
PSAT	*Preliminary SAT (or Preliminary Scholastic Aptitude Test)*
SAT	*Scholastic Aptitude Test*

WIN	*Work Readiness Assessment, as of 1/7/2026, as stated in Public Act 57 of 2025, students may opt out*
M-STEP	*Michigan Student Test of Educational Progress*

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed to each student at the beginning of the year or when the student enrolls..

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

(See also Board Policy 7540.03 – Student Technology Acceptable Use and Safety and associated Administrative Guidelines.

SECTION III - STUDENT ACTIVITIES

ATHLETICS

Engadine Consolidated Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Directors, Megan and Gregg Franckowiak, at 906-477-6313 ext. 2660 or by email at mfranckowiak-ecs@eupschools.org.

To minimize the risk of heat-related illness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Association's (MHSAA) model policy.

All athletic programs of the District shall comply with the concussion protocols of the MHSAA, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Engadine Consolidated Schools Athletic Code (Revised 7/12/2022):

I. GOALS OF INTERSCHOLASTIC ATHLETES

Interscholastic athletics provide opportunities for learning experiences difficult to duplicate in other school activities. Athletics allow students to excel individually within a team setting. Interscholastic athletics promote the following objectives:

A. To provide opportunities for interscholastic competition.

B. To provide activities that promote a positive school environment.
C. To assist athletes to develop positive health habits, proper hygiene, and safety.
D. To encourage friendships between teammates and opponents.
E. To provide opportunities to develop good sportsmanship.
F. To develop positive attitudes regarding teamwork, discipline, cooperation, and having fun.
G. To help athletes realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.
H. To provide activities through sports that will build self-discipline, loyalty, team play, personal pride, respect for others, and the desire to perform to one's maximum ability.

II. EXPECTATIONS AND RESPONSIBILITIES FOR ATHLETES

A. **Participation in interscholastic athletics is a privilege, not a right**. It is extended to all student athletes who are willing to assume certain responsibilities. All provisions of this athletic code govern those students who participate in interscholastic athletics, twenty-four (24) hours a day, twelve months per year. With the privilege of wearing the Engadine Schools' uniform comes with added responsibility. Behavior in all settings is expected to be appropriate. Inappropriate behaviors or actions, and/or excessive absences will result in loss of playing time.
B. Definition of a student athlete: An athlete enrolled in Engadine Junior or Senior high school becomes an athlete on the first day that he/she begins practice and signs the Athletic Code for any sport offered by the district. From this day forward the student will be considered an athlete until that student graduates from our high school.
C. Expectations of an Engadine Athlete
    1. Display appropriate decision-making skills by not using alcohol, drugs, tobacco, vaping, and other illegal substances.
    2. Demonstrate good sportsmanship.
    3. Show respect/empathy for others
    4. All athletes, when practicing for sports, must wear appropriate garments to cover their bodies.
    5. Meet all MHSAA and Engadine Consolidated Schools eligibility requirements.
    6. Be responsible for school-issued equipment or the replacement cost of damaged, stolen, and/or lost equipment. Uniforms from the previous season must be returned in order to participate in future seasons.
    7. Use socially acceptable language.
    8. Abide by all school rules and regulations, regardless of age or legal status.

III. REQUIREMENTS FOR ALL STUDENT ATHLETES

A. Every student athlete must pass a physical examination and have the examination form on file in the high school office before that student can participate in any athletic contest,
B. scrimmage, or practice.
C. Medical insurance is a requirement to participate in any sport provided by Engadine Consolidated Schools (or parents may sign a waiver stating financial responsibility).
D. To participate in an athletic contest a student athlete must have a minimum 60% grade in all classes.

Student Academic Eligibility: All student athletes must submit to a weekly eligibility check. If a student is not passing all classes when checked, the following will occur:

- Step One: Warning to improve grade
- Step Two: Ineligible to play/may practice/may attend tutoring
- Step Three: Ineligible to play or practice/must attend tutoring

- Step Four: Off Team
  Students can only move up or down one step per week.

Eligibility for probationary student athletes will be determined weekly (every Monday). Once a student athlete has been determined ineligible, it will be the responsibility of that athlete and his/her coach to monitor their academic performance and bring them back up to the minimum requirement**.**

A student athlete must pass five of six classes in a semester or they will be declared ineligible for the following semester. (A student athlete must pass six of seven classes in a semester beginning with Semester 2 of the 2022-23 school year or they will be declared ineligible for the following semester.) This includes no play, practice, or travel. Eligibility will be run two weeks after the start of each semester.

A student entering the ninth grade for the first time, except for those whose eligibility advanced, may compete without reference to his or her record in the eighth grade. See MHSAA Regulation 3, Section 2 (C)

Attendance- A student must be in attendance at least a half a game day, which is at least 3 of the seven periods during the day. Students must attend school to attend practice sessions. Exceptions to this rule will require prior notification to the AD, and/or Superintendent, and/or K-12 Administrator. An unexcused absence of any amount of time will render a student ineligible for that day.

Should a student be assigned disciplinary consequences, including ISS, Saturday School, STS, or LTS, for game day they will not be allowed to practice, participate, dress or travel with the team. Students assigned a half day ISS, Saturday School, or STS, excused half day absence, or absent for a half day for extenuating circumstances will be allowed to practice, play, and travel to all games home and away. Students assigned half day ISS or STS for serious misconduct i.e. fighting, multiple infractions, threats against students and staff, drug/alcohol infractions etc., after consultation with the AD, will not be allowed to participate, practice, travel or play.

All disciplinary penalties impacting student eligibility must be carried out at the next available athletic contest or practice.

IV. TRAINING RULES

A. Multi-school meets or tournaments count as one contest when on one day.
B. Suspension will carry over into the next participating sport, if necessary. Note: Section VII guidelines will be used to determine the duration of the student athlete's suspension**.**
C. Coaches reserve the right to establish additional rules and regulations deemed appropriate by the Athletic Director.
D. The school reserves the right to test for drugs/alcohol.
E. The school reserves the right to require medical authorization/approval as a condition for continued athlete participation.
F. Student athletes and their parents/guardians are expected to sign a form signifying that they understand and will comply with all athletic rules and regulations. Failure to do so will prevent their student athlete from participating in interscholastic sports.
G. An athlete must at all times refrain from any conduct that would reflect unfavorably on themselves, team, or school. Conduct which would reflect unfavorably on an athlete, team, or school includes but is not limited to any violation of state laws, local ordinances, or district policies or procedures, such as:
    1. Disrespect of staff or students.
    2. Vandalism

3. Theft
4. Physical violence
5. Harassment/coercion
6. Profanity/obscenity (verbal/gesture)
7. Insubordination
8. Illegal use, possession/distribution/sale of a controlled substance. Controlled substances are defined but not limited to alcohol, steroids, prescription drugs, inhalant, or any narcotic drug
9. Possession of drug paraphernalia: pipes, rolling papers, etc.
10. Possession/use/distribution and/or sale of cigarettes/tobacco products, or vaping devices.

Note: The Superintendent and/or K-12 Administrator will communicate to the Athletic Director and/or coaches all student athlete misconduct infractions that result in ISS, Saturday School, STS, or LTS in a timely fashion.

V. DUAL SPORT PARTICIPATION

Students may participate in two sports in the same season. Participating in dual sports is an opportunity and a privilege. To participate, a student must have passed all classes the previous semester. The student athlete must be in communication with both coaches of the sports involved always to manage scheduling conflicts for both practices and contests.

VI. HANDLING ATHLETIC TRAINING RULE VIOLATIONS

Any student athlete reported for a violation will meet with the AD as soon as possible and have his or her parents/guardians notified. A meeting will then be scheduled with that student, their parent, the coach, and the Athletic Director or designee. At this meeting the student will be notified of the infraction, allowed to explain their side of the story (including supportive witnesses), be informed of what administrative consequences are to be assigned, and informed of the appeal process. The appeal process can be found in Section VIII. of this document under Due Process Hearing.

Social Media

Playing and competing for Engadine Schools is a privilege. Student athletes are held in high regard and are role models in the community. As student leaders, they have a responsibility to portray the team, school and themselves in a positive manner always. Athletes are expected to conduct themselves on social media in an appropriate manner. With the popularity of social media, athletes should be aware that their accounts can be easily accessed by other people. Inappropriate materials can cause harm to the athlete and others and can result in the loss of playing time or games. Inappropriate material can include:

- Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco
- Photos, videos, and comments that are of a sexual nature
- Photos, videos, comments or posts that condone drug-related activity.
- Unsportsmanlike activity including threats and taunts against other schools, coaches or teammates
-

VII. CONSEQUENCES OF ATHLETIC HANDBOOK VIOLATIONS

Inappropriate social media content, behavior unbecoming of an athlete (Section IV.G), and possession/use/distribution/sale of controlled substances/tobacco products as it applies to controlled substances (Section IV) Training Rules, subgroup A, constitutes a violation.

1. First Violation

a) Loss of ten percent (10%) of scheduled contests for that sport/season.
b) Loss of any conference, regional, or state awards voted on by the conference,

coaches, Athletic Directors, etc., and includes media-related awards, for the sport that student is presently participating in or, if not involved in a sport, will be subject to these conditions in the next sport he/she participates in.

c) The student athlete agrees to participate in drug/alcohol assessment and participate in a community-based drug/alcohol awareness class program at that student's expense. Failure to comply with the above conditions will eliminate that student from further athletic participation for the remainder of the school year.

d) The student athlete shall participate in try-outs with permission from the AD and coach.

e) The student athlete will be allowed to participate in any exhibition (scrimmage) contest at the discretion of the coach/AD.

f) Throughout the duration of the suspension the athlete may be required to accompany the team to all scheduled contests and will be located on the team bench. The athlete will not be suited for any of the games.

g) A student athlete who has distributed/sold drugs, alcohol, or other controlled substances will be removed from the team for one (athletic) school year, pending appeal to the superintendent.

2. <u>Second Violation</u>

a) Loss of 50% of all scheduled games.

b) b-f above

3.<u>Third Violation</u>

a) The loss of twelve (12) months of scheduled contests

b) Loss of any awards for the sport of participation

c) Student athletes may practice or participate in try-outs with permission from the Athletic Director and coach.

d) Student athletes shall not participate in any exhibition (scrimmage included) contest.

e) During the duration of the violation the student athlete will not be able to attend any of the scheduled contests.

4. <u>Fourth Violation</u>

a) Loss of participation privileges for the remainder of that student athletes high school eligibility.

Note: For all of Section VI Suspensions they shall be rounded to the nearest whole number. In the case where the suspension rounds down to the nearest whole number the athlete cannot be a starter for the first contest after that suspension.

VIII. <u>DUE PROCESS HEARING</u>

All student athletes are entitled to a due process hearing. A due process hearing allows an athlete to appeal a discipline decision. Five coaches and the athletic director chair a due process hearing. The head coach of the sport that student is participating in is not one the coaches on the panel. A due process hearing must be requested within ten calendar days of the infraction date. If that day falls on a weekend, the appeal process will be extended to the next business day. The opinion of the panel will be final, pending appeal to the Superintendent.

IX. <u>SELF-DISCLOSURE</u>

Definition: Self-disclosure involves a student athlete voluntarily disclosing to **a** coach, teacher or staff

person their personal problem with drug, alcohol, or other substance use and/or abuse (dependency). It is an effort on the part of the student athlete to seek assistance in dealing with a personal problem. Admitting to drug, alcohol, or substance use or abuse (dependency) after being confronted or investigated by school or law enforcement is not considered self-disclosure.
Requirement: Self-Disclosure requires a response on the part of the athlete to remediate their personal problem by seeking assessment and treatment through a licensed drug/alcohol counselor or agency and participating in a treatment plan. Successful adherence to the treatment plan is a necessary precondition to athletic participation. Monitoring of the plan will be a joint effort between the athlete, coach, counselor, parent, and Athletic Director.

X. TRANSPORTATION TO AND FROM OUT-OF-TOWN ATHLETIC EVENTS

Transportation will be provided by Engadine Schools when possible. In the event the district does not provide transportation to contests, it is the responsibility of parents to provide transportation to/from the contest. If transportation is provided by Engadine Schools, students must ride to the contest on school transportation. A parent/guardian may sign students off on the way home to ride with a parent/guardian. There are four (4) designated areas where students may be picked up or dropped off when the proper paperwork is completed and on file in the main office. Failure to comply with the athletic transportation policy will result in student suspension from 10% of athletic contests. **No student is allowed to drive themselves or other students to any district-sponsored event.** An exception may be made by the Superintendent or K-12 Administrator on an individual basis provided the student has written parental permission. When students need to leave school early for an athletic event, a parent must sign the student out in the main office. If a student is riding with a parent of another student, a transportation form needs to be completed in advance. The transportation forms can be obtained from the K-12 Secretary/Athletic Secretary or from the school website under the Athletics tab. The transporting parent should sign students out in the main office. When a bus or other school transportation is provided, students will not be required to sign out.
(See also Board Policy 2431 – Interscholastic Athletics and associated Administrative Guidelines, Board Policy 2431.01 – Managing Heat and Humidity in Interscholastic Athletic Programs, Board Policy 5340.01 – Concussions and Athletic Activities, and associated Administrative Guidelines, including associated Athletic Handbook.)

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot.

(See also Board Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Engadine Consolidated Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular

course, and/or contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

7-12 Class Officers.

At the start of each school year, each class advisor will solicit nominations for class officers during homeroom. Elections will begin with President, next will be Vice President, and then Secretary/Treasurer. Students not elected to the higher office may run for the next office. Students elected to office agree to carry out their duties. If the student is unwilling or unable to carry out the duties, the advisor in consultation with the K-12 Administrator will appoint a new officer.

President	- create agenda for class meetings
	- lead class meetings
Vice President	- assist president
	- lead class meetings if president is unavailable
	- attend student council meetings
Secretary/Treasurer	- take attendance and notes from each meeting
	- collect materials needed for each meeting
	- collect receipts from items bought for activities

CLASS REPRESENTATIVES and COURT ELIGIBILITY for SPECIAL EVENTS

Each class will solicit nominees during a class meeting. Representatives will be elected using a paper ballot. The representative names will be provided to the K-12 Administrator by the class advisor no later than one week prior to the event. In the event that a representative drops out, the class advisor and principal will take into consideration the results of the paper ballot and appoint a new representative.

Homecoming and Courtwarming (Grades 9-11)

Each class in grades 9-11 will elect two class representatives (recommended: one male and one female) for Homecoming and Courtwarming. Students may serve as a class representative only once as an underclassman for Homecoming or Courtwarming. Serving as a representative does not affect a student's eligibility to run for King or Queen in future events.

Junior Prom

The junior class will elect up to eight (8) candidates for the prom court (recommended: four (4) Queen candidates and four (4) King candidates).

Senior Homecoming, Senior Courtwarming and Snowball

The senior class will elect up to eight candidates for each court (recommended four (4) Queen candidates and four (4) King candidates).

King and Queen Eligibility

Once a student is elected King or Queen at Junior prom, Senior Homecoming, Senior Courtwarming or Snowball, they may not run for King or Queen at any future school event. A former King or Queen may serve as an escort (class representative) only if no other eligible student from the class wishes to participate on the court.

Student Council

Those students selected for Student Council (and as role models) have an obligation to maintain good grades, be responsible, and consistently engage in appropriate conduct. All students who are appointed to the ECS Student Council must:

- Maintain a C average or better throughout the school year.
- Have not received disciplinary consequences greater then After-School Detention (ASD)
- Have not received a Minor in Possession (MIP) during the school year.
- Show consistent interest, motivation, and participation while in the student council.

Note: Students who do not meet or maintain the above criteria are ineligible for Student Council. Students interested in applying to serve on student council should contact the advisor during the first week of school for an application.

Key Club, Robotics Club, Musical, Green and Gold Revue and Other Clubs/Activities

Students will have opportunities to participate in clubs and school and non-school sponsored activities to enrich their learning environment and promote the Engadine Eagle culture. This will extend from Kindergarten through grade 12 for anyone interested who meets the established criteria.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Students may be held to the same academic standards as student athletes (see the Athletic Code).

(See also Board Policy 2430 – District-Sponsored Clubs and Activities and associated Administrative Guidelines.)

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with the student services coordinator to discuss any legal requirements and contact the central office secretary to obtain any needed documents.

(See also Board Policy 5895 – Student Employment and associated Administrative Guidelines.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

All students are expected to attend school regularly and to be on time for classes. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school, as they have received the full benefits of their education and developed habits of punctuality, self-discipline, and responsibility. Attendance reporting will be run daily by the K-12 Secretary/Data Manager. Parents/Guardians will be notified of absences via an automated school messaging system.

A Parent/Guardian should notify the K-12 Secretary/Data Manager of a student absence by 8:25 am the day of the absence by phone or email. If Parent/Guardian does not notify the school, they will be marked as Unexcused Absence.

Upon returning to school after an absence, the student must present a written excuse before 8:25 am signed by the parent/guardian (if the parent did not email or call). If there is no written excuse, student will be marked as Unexcused Absence.

Written verification from parent/guardian *and* doctor, therapist, juvenile court, etc. of any extenuating circumstances that require a student to exceed the attendance policy must be presented to the K-12 Secretary/Data Manager.

Excused Absences = Parental contact within 24 hours
Unexcused Absence = No parental contact within 24 hours

Consequences for unexcused absences may include law enforcement involvement for excessive absences.

Truancy

Unexcused absence from school (truancy) is not acceptable. After 9 days of truancy in a semester, a student will be considered an "habitual truant" which can result in:

- loss of participation in school activities and events;
- becoming a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.
- And other interventions, as appropriate

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Illness
- Recovery from an accident
- Professional appointments (eg. doctor, etc.)
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent or designee

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Students who are excusably absent for more than 5 days in a grading period (quarter), regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on the student's file concerning the student's frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the Central Office beginning with the first day of a suspension, at parent request. Parents are responsible for picking up and returning assignments and for contacting the teacher (s) for any missing work. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Vacations During the School Year

Parents are strongly encouraged NOT to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It "may" be possible for the student to receive certain assignments that are to be completed during the trip.

Excusable, Nonapproved Absence

If a student is absent from school because of suspension, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

<u>High School:</u>

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, the student will be considered a "habitual" truant and will be reported to the proper authorities.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 906-477-6313 option 2, or by email to Lesa Baker at lbaker@eupschools.org by 8:25am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 24 hours of the absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. This includes being absent from part or all of a class period, leaving school early, wandering hallways during instructional periods, extended periods in bathrooms during instructional periods to avoid instruction, and willfully pretending to go to school but actually taking part in other non-educational activities. The school reserves the right to discipline students caught skipping for any reason, including having permission from parents/legal guardians, if it is in conflict to the student's academic learning and school rules.

Tardiness

Elementary Level K-6:

A student who is not in their assigned location by 8:15am shall be considered tardy. Any student arriving late to school is to report to the Central Office before proceeding to class.

Secondary Level 7-12:

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, the student is to report to the school office before proceeding to their first assigned location. Students will be marked tardy if they arrive after the 8:15am bell or hourly period bell. They are marked tardy if they are up to 15 minutes late in a period. Students must be in class for 35 minutes (or more) to be marked present, otherwise they will be marked absent during that period. Students who are chronically tardy are subject to disciplinary measures.

(See also Board Policy 5200 – Attendance and associated Administrative Guidelines.)

CODE OF CONDUCT

A major component of the educational program at Engadine Consolidated Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, 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.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, and associated Administrative Guidelines.)

Dress and Grooming

While fashion changes, the reason for being in school does not. 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. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are expectations of Engadine Consolidated Schools:

- Clothing must cover areas from one armpit to the other armpit, not show midriff and cover down to approximately mid-thigh length of the legs. Tops must have shoulder straps. Rips or tears in clothing must be below the upper thighs.
- Shoes must be worn at all times and should be safe for the school environment.
- Pajamas, pajama pants, slippers, and blankets shall not be worn, except for school activities that are approved by the Principal.
- Clothing may not state or imply profanity, obscenity, and vulgar language (symbolic, direct or indirect).
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing may not depict, imply, or advertise, or advocate illegal, violent, or lewd conduct,

weapons, or use of alcohol, tobacco, marijuana or other controlled substance.

- Hoods are prohibited during school hours for all k-12 students. Hats may only be worn by 7-12 students but must be appropriate and meet guidelines for dress and grooming standards. No student in K-6 will be allowed to wear hats during the school day.

Students who are representing Engadine Consolidated Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

(See also Board Policy 5511 – Dress and Grooming and associated Administrative Guidelines.)

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables and students are encouraged to lock their lockers. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

(See also Board Policy 5513 – Care of District Property; Board Policy 6152 – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may includes a teacher or staff member assigning a Navigate 360 intervention lesson, behavior reflection, a writing assignment, change of seating or location, lunch or after school detention, recess detention, in-school restriction, restorative practice or other decision may by teacher or staff that can be handled internally.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year.

When a student is being considered for expulsion, a formal hearing in front of the Board of Education is scheduled and the parents will be given written notice of the hearing and will be expected to attend. Please refer to Board Policy 5610 for additional information.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

For information about due process rights, please refer to Board Policy 5611

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified of the reason for and the length of the suspension. During a suspension, a student may not participate in any school sponsored function or be on any school property.

When a student is suspended, they may make-up work missed after the return to school or during the suspension.Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
  the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
  a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

(See also Board Policy 5605 Suspension/Expulsion of Students with Disabilities, Board Policy 5610 Emergency Removal, Suspension, and Expulsion of Students, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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 may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal 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 (1) 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.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

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 or electronic cigarettes or similar devices, such as vapes during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and 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, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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, the student 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, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 makes 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 the student's 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 permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has 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 (e.g. air gun, blow-gun, toy gun, etc.)

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/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 attempting to cause physical harm to another through force or violence."

Verbally threatening a staff member/student/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 school work, identification, forgery

Forgery of hall/restroom 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.

False alarms, false reports, and bomb threats

A false emergency alarm**,** report or bomb threat endangers the safety forces that are responding, the citizens of the community, and 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, pipe bombs, bottle 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. This includes entering any

school facility to participate in a prank (eg. senior prank, etc.) whether through use of a key, scan card or other device. Violations of this rule could result in suspension or expulsion, and involvement of law enforcement.

Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, 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. Chronic disobedience can result in expulsion.

Damaging property

Vandalism and disregard for school property will not be tolerated. 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 suspension from school.

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 this includes use of the elevator if permission was not granted. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. 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 possibly expulsion.

Possession of Personal Communication Devices (PCDs)

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

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 may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and may be suspended.

Having a cell phone/personal electronic device at school is a privilege and not a right!

Personal Communication Device use during instructional time is against the law. Phone use is permissible for students in grades 7-12 during lunch time, and before and after school hours. Students in grades K-6 may not use a phone or personal communication device during the instructional day. Students must place phones and other communication devices into locked lockers and not bring them to class. Students may not use phones during any class time, such as going to their lockers to access them while they have a hall pass. Failure to comply with device storage will result in the loss of device privileges at school.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an

impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. (Refer to Policy 5136).

Students are expected to turn over PCDs to staff if in violation of any rule set forth and requested by any staff member.

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 transportation and bus rules

Please refer to bus rules, as previously stated in the handbook.

Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

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 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 is the victim of harassment should immediately report the situation to the teacher, the Principal, or may report it directly to the Superintendent at 906-477-6313 ext.

2699, or by email at hluoto@eupschools.org. Complaints will be investigated in accordance with Board Policy 5517.

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 includes, but is not limited to:

- 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, or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, 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. 722.621 et. seq.]

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 and Other Aggressive Behavior

The Board of Education of the Engadine Consolidated Schools School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

For the complete definition, see Board Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students]

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification: Notice of this policy will be annually circulated to and posted in conspicuous locations in 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 will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation: The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure: Any student who believes they have been or they are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the

appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit..

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions: The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

"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. Such behavior may include, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation,

physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.]

For further definition and instances that could possibly be construed as:

Harassment, see Board Policy 5517;

Hazing, see Board Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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 shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants,

trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is required that elementary (K-6) and middle school (7-8) students be accompanied by a parent or adult chaperone when they attend the event and. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are **participants** in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location. Engadine students are expected to act appropriately. Engadine students and visitors are expected to obey the student code of conduct at all events. The staff member(s) supervising the event will be in charge of implementing the code of conduct at the event.

Engadine students are expected to act appropriately. The following regulations apply:

- All forms of behavior designed to disrupt an activity will not be allowed.
- Only water is allowed in the gym. (Coaches, players, and referees are allowed Gator-Aide type drinks.)
- All spectators are required to be in the gym during game time, except for bathroom use or for emergency purposes.
- Students found outside the gym during game time will be requested to return to the gym or to leave the building.
- Students/spectators who engage in inappropriate or disrespectful behavior will be asked leave the building.
- Admission to an event does not give that person the right to verbally abuse anyone.
- Personal Displays of Affection: Students/visitors are only allowed to hold hands.
- Students who leave the building during an event will not be allowed to re-enter the event

unless they have received permission from a coach, AD, or other staff person performing Game or event supervision.

- All student behavior at athletic events/extra-curricular activities, both home and away, is governed by our student code of conduct. Repeated misconduct will result in consequences and/or loss of game attendance privilege.

Note: The staff person(s), Athletic Director or designee, performing game or event supervision will be the authority in charge of the event and responsible for implementation of the above rules. He or she will be responsible for determining the inappropriateness of student/visitor conduct and assigning consequences. Rules governing student conduct at athletic/extracurricular events may be updated throughout the school year as needed.

(See also Board Policy 5855 – Student Attendance at School Events and associated Administrative Guidelines.)

STUDENT DISCIPLINE CODE

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.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted by the school code and authorizes suspensions and expulsions accordingly. Board Policy 5610 addresses Emergency Removal, Suspension and Expulsion of Students.

The Superintendent or designee shall be responsible for documenting evidence to support any action of assigning a student discipline as well as any efforts made to solve the problem. Such documentation shall be in writing. Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct (while a student is under the jurisdiction of the school) as those which may result in temporary separation, suspension, or expulsion from Engadine Consolidated Schools. These categories are general in nature and are not deemed to be all inclusive.

A. Matters relating to private and public property.
   1. Theft
   2. Misuse of books, materials and equipment-school/private.
   3. Defacing /vandalism of school/personal property
   4. Trespassing (in a building/campus)

B. Matters pertaining to citizenship.
   1. Violation of state laws, local ordinance, approved safety and fire codes; laws pertaining to civil disobedience.
   2. Use of profane/obscene language, including gestures.
   3. Wearing unacceptable clothing/other forms of personal appearance that interferes with the learning process

4. Engaging in unsafe/inappropriate behavior.
5. Violation of specific court orders. (e.g. no contact order, no trespass, etc.)

C. Matters pertaining to attendance/punctuality.
1. Violation of compulsory attendance laws.
2. Persistent tardiness (See tardy policy/procedures)
3. Skipping school (truancy) includes period and/or full day(s)
4. Accumulation of one or more unexcused absences (period or day).

D. Matters pertaining to the safety of others.
1. Physical aggression/assault directed at students, school employees or other adults in school/campus.
2. Engaging in behavior that is potentially unsafe e.g. running in hallways, excessive horseplay, etc.
3. Extortion/coercion/verbal threats (direct or indirect)
4. Sexual/malicious harassment.
5. Weapon possession/use-directed at student, staff, or adult in school/campus.

E. Persistent/repetitive disobedience and/or breaking of school rules and regulations.

F. General misconduct
Student behavior detrimental to the normal school functioning/educational process.

Note: Based on present state law and district policies/procedures, the Superintendent and K-12 Administrator of Engadine Consolidated Schools is delegated the authority to temporarily separate or suspend (in-school and out of school) a student from school, up to 10 days at a time. Suspension of more than ten days is to be considered only after lesser interventions have been utilized and were unsatisfactory.

7 Factors In Determining Discipline and Restorative Practices
The Revised School Code of the State of Michigan provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of "gross misdemeanor or persistent disobedience" after considering the 7 Factors, including lesser interventions.

These 7 Factors are:

- Student Age
- Disciplinary History
- Disability
- Seriousness of Behavior
- Safety Risk
- Use of Restorative Practices
- Level of Intervention

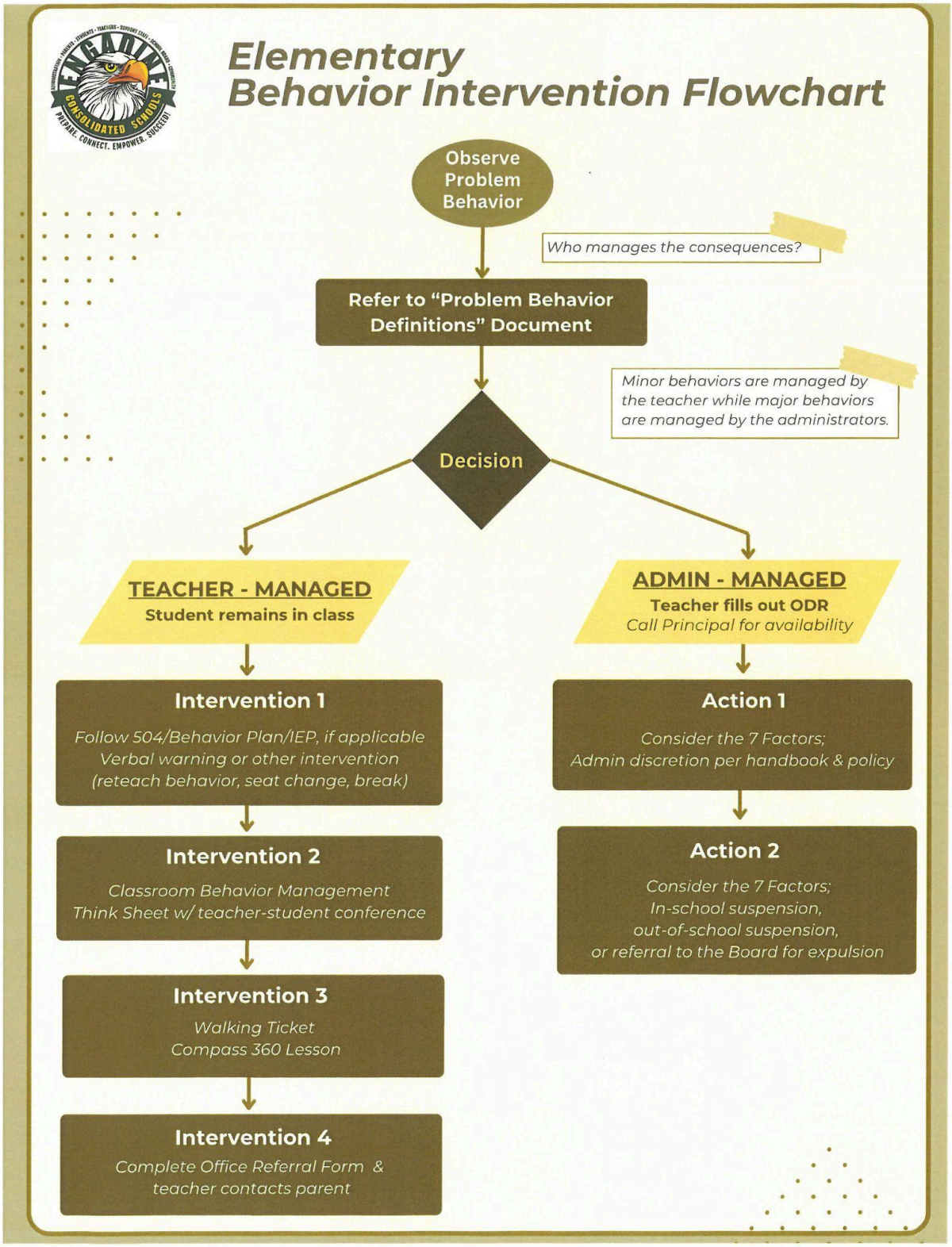
Students with disabilities are afforded specific due process protection in cases of suspension or expulsion under state and federal law. Restorative Practices shall be considered as an alternative to suspension or expulsion and will be the first consideration to remediate offenses such as interpersonal conflict, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying. Before suspending or expelling a student, the 7 Factors will be considered.

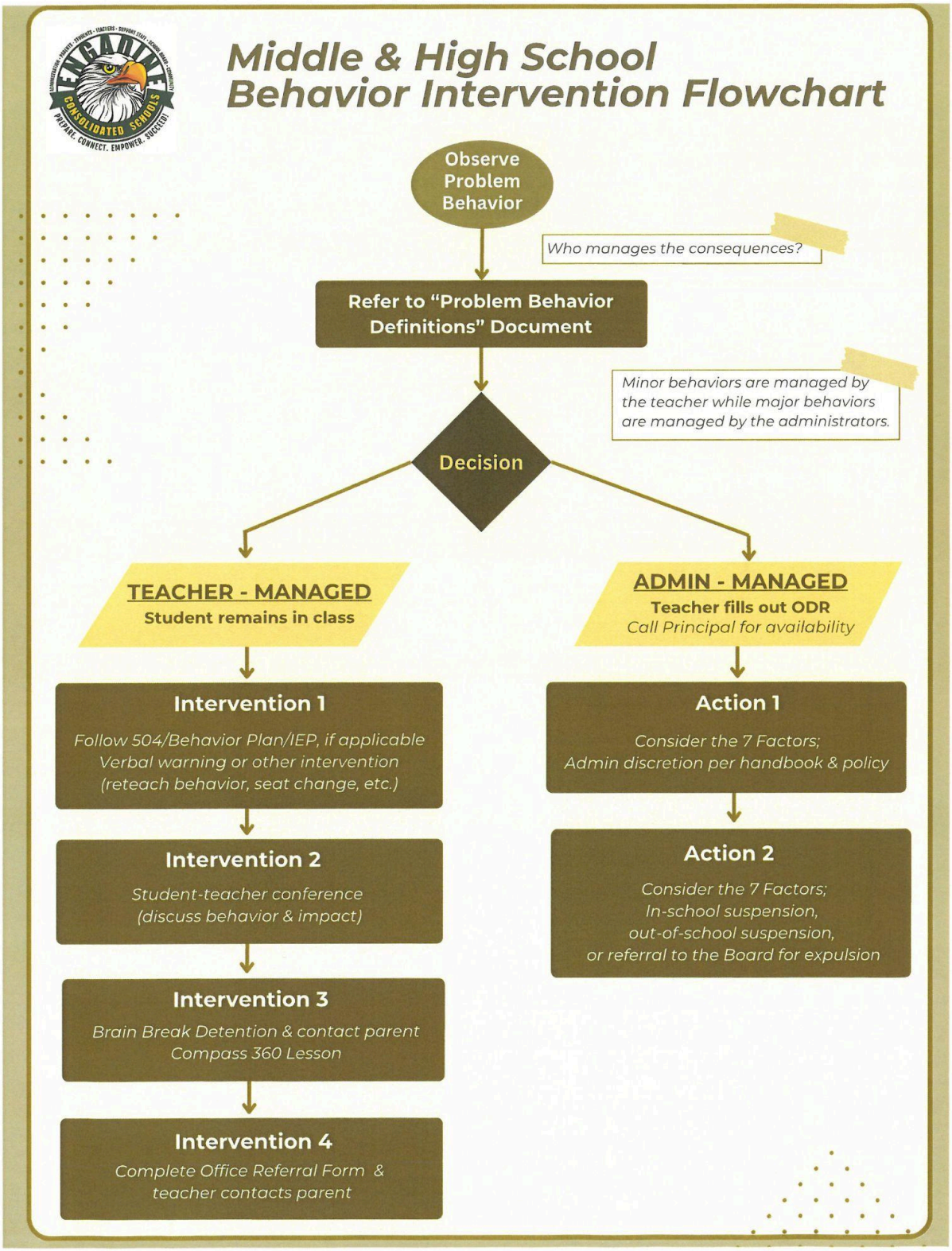
Disciplinary Intervention Options

Engadine Consolidated Schools recognizes the importance of Restorative Justice as a component to discipline and intervention, and utilizes the Compass Navigate 360 program as a tool to assist children in making good choices. The teacher is expected to provide an initial discipline intervention as per their classroom management policy prior to referring the student to the Superintendent or K-12 Administrators.

Interventions contained in the code of conduct are designed to provide the administration with a range of progressive discipline steps to deal with student misconduct, excessive tardies, and truancies. The Superintendent and K-12 Administrators, or their designee in their absences, has the authority to assign one or more of these interventions.

The district has developed a Behavior Intervention Flowchart, highlighting the course of action.


Elementary
Behavior Intervention Flowchart
Observe Problem Behavior
Who manages the consequences?
Refer to "Problem Behavior Definitions" Document
Minor behaviors are managed by the teacher while major behaviors are managed by the administrators.
Decision
TEACHER - MANAGED
Student remains in class
ADMIN - MANAGED
Teacher fills out ODR
Call Principal for availability
Intervention 1
Follow 504/Behavior Plan/IEP, if applicable
Verbal warning or other intervention
(reteach behavior, seat change, break)
Intervention 2
Classroom Behavior Management
Think Sheet w/ teacher-student conference
Intervention 3
Walking Ticket
Compass 360 Lesson
Intervention 4
Complete Office Referral Form &
teacher contacts parent
Action 1
Consider the 7 Factors;
Admin discretion per handbook & policy
Action 2
Consider the 7 Factors;
In-school suspension,
out-of-school suspension,
or referral to the Board for expulsion


Middle & High School
Behavior Intervention Flowchart
Observe Problem Behavior
Who manages the consequences?
Refer to "Problem Behavior Definitions" Document
Minor behaviors are managed by the teacher while major behaviors are managed by the administrators.
Decision
TEACHER - MANAGED
Student remains in class
ADMIN - MANAGED
Teacher fills out ODR
Call Principal for availability
Intervention 1
Follow 504/Behavior Plan/IEP, if applicable
Verbal warning or other intervention
(reteach behavior, seat change, etc.)
Intervention 2
Student-teacher conference
(discuss behavior & impact)
Intervention 3
Brain Break Detention & contact parent
Compass 360 Lesson
Intervention 4
Complete Office Referral Form &
teacher contacts parent
Action 1
Consider the 7 Factors;
Admin discretion per handbook & policy
Action 2
Consider the 7 Factors;
In-school suspension,
out-of-school suspension,
or referral to the Board for expulsion

Problem Behavior Definitions

TEACHER - MANAGED		ADMINISTRATOR - MANAGED	
Behavior	**Definition**	**Behavior**	**Definition**
		Aggression/ Fighting	Higher-intensity physical actions with intent to cause harm or inflict pain (ex: punching, kicking, ect.)
		Alcohol	Possession or consumption of alcohol
		Arson	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (ex: matches, lighters, firecrackers, gasoline, lighter fluid)
Cell Phone Violation	Student has cell phone out but not using it.	Cell Phone Violation	Student is using a cell phone, and/or refuses to put the cell phone in the classroom's pocket and/or continues to use it.
Disrespect	Refusal to follow directions, talking back and/or socially rude interactions (ex: sass)	Disrespect	Continued refusal to follow directions, talking back, blatant defiance/non-compliance, insubordination
Disruption	Behavior that causes an interruption in a class or activity, includes loud talk, yelling, or screaming; noise with materials; and/or out-of-seat behavior	Disruption	Behavior with intent that causes an interruption in a class or activity; includes sustained loud talk, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines	Dress Code	Student wears clothing that does not fit within the dress code guidelines and refuses to change
		Harassment/ Bullying	Student delivers higher-intensity disrespectful messages to another person that may include negative comments, obscene gestures, pictures, or written notes including those transmitted electronically; repeated teasing/taunting; repeated intentional hurtful behaviors (ex: the student continues even after they see that the other student is upset and/or they are told to stop) *Disrespectful messages include negative comments based on ethnicity, race, religion, gender, gender identity, sexual orientation, disability, age, national origin or other personal matters
Inappropriate Display of Affection	Lower-intensity inappropriate but consensual verbal and/or physical gestures/contact of romantic or sexual nature (ex: cuddling, a peck, lingering hug)	Inappropriate Display of Affection	Higher-intensity inappropriate, but consensual verbal and/or physical gestures/contact of romantic sexual nature (ex: groping, making out)
Inappropriate Language	Student engages in lower-intensity instance of inappropriate language (ex: cursing after stubbing toe)	Abusive Language	Verbal messages that include swearing, name calling or use of words in an inappropriate way
Lying/ Cheating	Student engages in lower-intensity levels of not telling the truth or copying someone else's work	Lying/ Cheating	Student engages in higher-intensity levels of not telling the truth or copying someone else's work that have more intense/serious consequences for their own or others' well-being (ex: plagiarism)
Physical Contact	Lower-intensity physical contact without intent to cause harm or inflict pain in a nonsexual manner (ex: rough housing, shoving, jumping on someone)	Physical Violence	Higher-intensity inappropriate physical contact with intent to cause physical harm, injury, or death (ex: beating, using weapons)

Problem Behavior Definitions

TEACHER - MANAGED		ADMINISTRATOR - MANAGED	
Behavior	**Definition**	**Behavior**	**Definition**
Property Damage	Student breaks or makes a lower-cost item unusable (item valued under $20)	Property Damage	Student breaks or makes a higher-cost item unusable, caused or attempted to cause damage to school property or private property (item valued over $20)
Property Misuse	Student engages in misuse of property that may cause permanent damage	Property Misuse	Student engages in high-intensity misuse of property that may cause permanent damage or continues despite previous warning or direction to stop
Tardy	Student is late to class or the start of the school day without permission	Tardy	Student is late more than 6 times total in a marking period
Teasing/ Taunt	Student delivers lower-intensity disrespectful messages to another person that may include negative comments, obscene gestures, pictures, or written notes; one-time incident	*See Harassment	
Technology Misuse	Use of smart watch, camera, computer, and/or other electronic devices in violation of district policy (ex: playing games, on wrong site)	Technology Misuse	Use of smart watch, camera, computer, and/or other electronic device in violation of district policy (ex: searching/posting/sharing inappropriate content, recording without consent)
Theft	Student is in possession of, has passed along, or is reasonable for removing someone else's property (ex: snacks, class supplies)		
		Threat	Makes false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition; verbal or written threat against another student and/or staff member
		Tobacco/ Vape/ Marijuana/ Illicit Drugs	In possession of or use of any product containing, made of, or derived from tobacco, nicotine, marijuana, or other illicit drugs (including synthetic nicotine) that is intended for or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means (ex: cigarette, cigar, pipe tobacco, chewing tobacco, snuff, snus, vape, paraphernalia, edibles)
		Truancy/ Skipping	Student leaves school or misses class without permission
Unauthorized Area	Student is found in area where they are not supposed to be at the time	Unauthorized Area	Student is in an area that is off-limits to students (ex: roof, basement, chemical room)
		Weapons/ Look-alike Items	any object which is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. (ex: firearms, guns of any kind, knives, razors, clubs, electric weapons, brass knuckles, martial arts weapons, ammunition, explosives, etc.)

Disciplinary Procedures
If a student has not responded to the teacher's in-class system he/she may be excluded from class/school and dealt with by the Superintendent or K-12 Administrator using a progressive discipline process that may start with lunch detentions, After-School Detention (ASD) or the following:

A. In-School-Suspension (ISS) the student is removed from class for a designated period of time (hours or days) but is not out of the school building. The student is placed in the high school office or a designated room under adult supervision.

B. Suspension is defined as exclusion of a student from school for a specific period of time. Suspension from school up to ten days is considered short term suspension (STS). Long term suspension (LTS) for periods of time beyond ten days will be considered only after other interventions have been utilized. LTS can be appealed to the superintendent. Long term suspensions also require action by the Board of Education.

C. Expulsion is defined as permanent exclusion of a student from school including school grounds (contiguous or non-contiguous) for up to 180 school days. Expulsion is recommended by the superintendent who in turn will recommend this course of action to the Board of Education. Expulsion is appealed directly to the Board of Education. Expellable offenses include, but are not limited to, drug possession/distribution, verbal/physical assault, arson, weapons, repeated disruption of the educational process, etc. See Intervention options on page 16. A student's parents/guardian will be informed verbally and/or in writing of their student's misconduct and reason(s) for recommendation of expulsion. The student and their parents/guardians will also be informed of their due process rights.

<u>After School Detention (ASD)</u>
Assignments of students to after school detention will be made by the Superintendent or K-12 Administrator or their designee. The Superintendent or K-12 Administrator will designate the time and place. Teachers may, as part of their classroom management system, assign students ASD. ASD may be assigned for a range of student infractions and students must do this consequence when mandated or be assigned greater consequences. When students are assigned ASD, it is their responsibility to inform their parents and get the infraction slip signed/returned. The district does not provide transportation home from ASD.

After School Detention Rules:
- Additional ASD or greater consequences can be assigned if a student is non-compliant or problematic.
- Students must bring an academic assignment or book to read.
- No electronic devices are allowed in ASD.
- No talking/eating
- Students must remain in their seats and not sleep.

If a student violates these rules they will be verbally warned once, at the second warning will be assigned additional ASD time. If misbehavior persists or the students purposely avoids ASD the student will be suspended out of school.

Note: Students may attend tutoring for ASD credit if allowed by the Superintendent or K-12 Administrator.

Lunch Detention (LD)
This consequence is assigned for minor infractions. Students will report to the school office as soon as their class dismisses for lunch. Lunch detention will be scheduled as needed, and a lunch provided to the student charged to the student's lunch account. If a student is a no-show, they will be assigned the next consequence (ASD). Students must bring homework. If not, work will be assigned by the staff member running LD. Teachers may, as part of their classroom management system, assign students LD to be served with them in their classroom.

Short-Term Suspension (1-10 Days)
Students can be separated or suspended out of school for periods of time ranging from one to ten days depending on the nature and seriousness of their misconduct. Prior to a student's suspension their parent/guardian will be contacted, and a meeting requested, when feasible. Again, the 7 factors will be utilized in determining suspensions.

Long-Term Suspension /Expulsion(10+ Days)
Students assigned long-term suspension or expulsion will require Superintendent/Board of Education approval. Again, the 7 factors will be utilized in determining suspensions.

Teacher Initiated Suspension (Policy 5610)
A teacher may suspend a student from class, subject, or activity for one day for certain misconduct as specified in the code of student conduct. The teacher shall immediately send the student to the Superintendent or K-12 Administrator and specify the reason for their suspension. As soon as possible the teacher will schedule a conference with the parent regarding the suspension. Teachers assigning a teacher-initiated suspension must notify parent/guardian of such action.

Note: Teachers can assign discipline consequences to their students as per their in-class management system or to any student outside of their classroom violating school rules.

Student Transportation Discipline
Only students enrolled at Engadine Consolidated Schools and living on a scheduled bus route are permitted to ride the bus. Students may only ride the school bus to which they have been assigned, and must board and depart from the bus at assigned bus stops. Students may not ride unassigned buses except as approved by the Superintendent/Principal and a parent note is required. Students may be suspended from riding the school bus for engaging in misconduct.

Student conduct on the bus is the responsibility of each individual student. The driver is in complete charge of his/her bus at all times. Referrals of misconduct will be made in writing to the school Superintendent by the driver.

First Referral by Bus Driver
1. Student reports to Superintendent/designee. Parent notified/conference held/student warned.

Second Referral by Bus Driver
1. Student reports to Superintendent/designee.
2. Parents are notified.
3. Student is suspended from riding the bus for three school days.

Third Referral by Bus Driver

1. Parent notified/conference held. Student is suspended from riding the bus for an indefinite period of time.
2. If the suspension exceeds 10 days, the student's parent may request a hearing before the school board.

Insubordination, fighting, or any other behavior that is detrimental to the safety and well-being of passengers may result in an immediate suspension of riding privileges for a designated period of time. Students will be charged restitution for any damages done to a bus and may be referred to local law enforcement.

The Superintendent or K-12 Administrator has the right to assign consequences greater than those identified in the above intervention sequence depending on the student's bus misconduct.

Note: District transportation from/to home is not available for students who choose to attend ECS under Schools of Choice. They can, however, be transported to/from school from existing school bus stops. (See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, Board Policy – 5610.02 – In-School Discipline, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

JUNIOR HIGH / SENIOR HIGH DISCIPLINE GUIDE

All students are expected to follow school rules, procedures and directives from teachers and staff. Failure to do so could result in disciplinary referrals for MINOR and MAJOR issues. In addition to or in lieu of the consequences listed below, the administrator may utilize interventions and restorative justice, which may require students to complete lessons.

Minor Behaviors

Minor behaviors, such as cell phone violation, disrespect, disruption, dress code, inappropriate display of affection, inappropriate language, lying/cheating, physical contact, property damage, property misuse, tardiness, teasing/taunting, technology misuse, theft and unauthorized area are teacher managed and/or staff managed discipline that will be handled through intervention such as following a 504 plan or IEP, a student-teacher conference, a brain break, detention or parent contact or the use of a Restorative Justice approach through the school's Compass Navigate 360 program. If a minor behavior facilitates the need for intervention from administration, the student will receive an Office Referral Form and the teacher/staff member contacts the parents.

Major Behaviors

Abusive Language/Inappropriate Language:

1st Offense	2 days after school detention
2nd Offense	1 day Out of School Suspension/ Individual Behavior Plan
3rd Offense	2 days Out of School Suspension/Individual Behavior Plan
4th offense	3 days Out of School Suspension/ Every instance after as well

Fighting:

1st Offense	In School Suspension (1-3 days depending on severity)
2nd Offense	Out of School Suspension (1-3 days depending on severity)
3rd Offense	Out of School Suspension (3 days and Individual Behavior Plan)
4th Offense	School Board hearing regarding Expulsion

Physical Aggression:

1st Offense	2 days After School Detention
2nd Offense	1 day Out of School Suspension
3rd Offense	Out of School Suspension (1-3 days) and Individual Behavior Plan
4th offense	School Board hearing regarding Expulsion

Defiance/Disrespect/Insubordination/Non-Compliance:

1st Offense	In or Out of School Suspension- 1 day
2nd Offense	Out of School Suspension- 2 days
3rd Offense	Out of School Suspension- 3 days
4th offense	School Board hearing regarding Expulsion

Harassment/Intimidation/Bullying **Consequence depends on severity*:

1st Offense	After School Detention OR Lunch Detention up to 1-3 days OR Out of School Suspension 1-3 days
2nd Offense	After School Detention OR Lunch Detention up to 5 days OR Out of School Suspension up to 5 days
3rd Offense	After School Detention OR Lunch Detention up to 10 days OR Out of School Suspension up to 10 days AND Individual Behavior Plan
4th offense	School Board hearing regarding Expulsion

Disruption:

1st Offense	2 days After School Detention
2nd Offense	3 days After School Detention
3rd Offense	Out of School Suspension (1-3 days) and Individual Behavior Plan
4th offense	School Board hearing regarding Expulsion

Inappropriate Display of Affection:

1st Offense	1 day Lunch Detention
2nd Offense	2 days Lunch Detention
3rd Offense	1 day After School Detention and Individual Behavior Plan
4th offense	Out of School Suspension (1-3 days)

Technology Violation:

1st Offense	1 day Lunch Detention
2nd Offense	1 day After School Detention
3rd Offense	Loss of technology for the remainder of the quarter
4th offense	Loss of technology for the remainder of the year

Skipping Class:

1st Offense	1 day In School Suspension and phone call home
2nd Offense	2 days In School Suspension and phone call home
3rd Offense	1 day Out of School Suspension, Parent Meeting and Individual Behavior Plan
4th offense	2 days Out of School Suspension and Parent Meeting

Forgery/Theft:

1st Offense	1 day In School Suspension and return or replacement along with written apology letter
2nd Offense	1 day Out of School Suspension and return or replacement along with written apology letter
3rd Offense	2 day Out of School Suspension, Parent Meeting and Individual Behavior Plan
4th offense	School Board hearing regarding Expulsion

Dress Code Violation:

1st Offense	1 day Lunch Detention
2nd Offense	1 day In School Suspension
3rd Offense	2 days In School Suspension
4th offense	1 day Out of School Suspension

Lying/Cheating/Plagiarism:

1st Offense	Receive a Zero and After School Detention, Phone Call Home
2nd Offense	Receive a Zero and 1 day In School Suspension and Behavior Plan
3rd Offense	Receive a Zero and 1 day Out of School Suspension
4th offense	School Board hearing regarding Expulsion

Vandalism:

1st Offense	Pay for damages and/or perform clean up
2nd Offense	Pay for damages and/or perform clean up AND 1 day Out of School Suspension
3rd Offense	Pay for damages and/or perform clean up AND 2 day Out of School Suspension AND Individual Behavior Plan
4th offense	School Board hearing regarding Expulsion

Property Damage:

1st Offense	Pay for damages
2nd Offense	Pay for damages AND 1 day Out of School School Suspension
3rd Offense	Pay for damages AND 2 day Out of School Suspension AND Individual Behavior Plan
4th Offense	School Board hearing regarding Expulsion

Tobacco (including vapes): See Student Handbook/Board Policy 5530

1st Offense	3 day Out of School Suspension
2nd Offense	5 day Out of School Suspension
3rd Offense	10 day Out of School Suspension
4th Offense	School Board hearing regarding Expulsion

Alcohol/Drugs: See Student Handbook/Board Policy 5530 and 5610

1st Offense	Automatic 10 day Out of School Suspension, including and/or up to, School Board hearing regarding Long Term Suspension and/or Expulsion and possibility of Referral to Law Enforcement for Prosecution
2nd Offense	Automatic 10 day Out of School Suspension and School Board hearing regarding Long Term Suspension and/or Expulsion and Referral to Law Enforcement for Prosecution
3rd Offense	School Board hearing regarding Expulsion and Referral to Law Enforcement for Prosecution
4th Offense	School Board hearing regarding Expulsion and Referral to Law Enforcement for Prosecution

Bomb Threat: See Student Handbook/ Board Policy 5610 and 8430

1st Offense	School Board hearing regarding Expulsion

Arson: See Student Handbook/ Board Policy 5610

1st Offense	School Board hearing regarding Expulsion

Weapons: **See Student Handbook/ Board Policy 5610 and 5772**

1st Offense	School Board hearing regarding Expulsion

Criminal Sexual Conduct:**See Student Handbook/ Board Policy 5610**

1st Offense	School Board hearing regarding Expulsion

Physical Assault of Student/School Employee/Volunteer/School Contractor: **See Student Handbook/ Board Policy 5610**

1st Offense	School Board hearing regarding Expulsion

ELEMENTARY DISCIPLINE GUIDE

All students are expected to follow school rules, procedures and directives from teachers and staff. Failure to do so could result in disciplinary referrals for MINOR and MAJOR issues. In addition to or in lieu of the consequences listed below, the administrator may utilize interventions and restorative justice, which may require students to complete lessons.

Minor Behaviors

Minor behaviors, such as cell phone violation, disrespect, disruption, dress code, inappropriate display of affection, inappropriate language, lying/cheating, physical contact, property damage, property misuse, tardiness, teasing/taunting, technology misuse, theft and unauthorized area are teacher managed and/or staff managed discipline that will be handled through intervention such as following a 504 plan or IEP, a verbal warning or other intervention (e.g. reteach behavior, seat change, break), a classroom behavior management plan, a Think Sheet with a teacher and student conference, a Walking Ticket or a Restorative Justice approach through the school's Compass Navigate 360 program. If a minor behavior facilitates the need for intervention from administration, the student will receive an Office Referral Form and the teacher/staff member contacts the parents.

Major Behaviors

If a student receives an office referral, the administrator will first consider the 7 Factors before determining discipline, which may include an in-school suspension, out-of-school suspension. Discipline for elementary students will also consider age of the student and severity of the concern that an office referral was written for and will include an opportunity for a Restorative Justice lesson through the district's Compass Navigate 360 program.

SEARCH AND SEIZURE

Search of a student and the student's 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 which 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.

Review of such information may be done by the District with or without the student's knowledge or permission. 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.

(See also Board Policy 5771 – Search and Seizure and associated Administrative Guidelines.)

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have 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.

(See also Board Policy 5710 – Student Grievance.)

STUDENT RIGHTS 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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

- is obscene to minors, libelous, indecent and pervasively or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- 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 or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Engadine Consolidated Schools School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities provides a detailed description of Title IX Sexual Harassment and actions taken as a result.

Sexual harassment of students (and staff) is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed based on sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    A. Substantially interfering with a student's educational environment
    B. Creating an intimidating, hostile, or offensive educational environment;
    C. Depriving a student of educational aid, benefits, services, or treatment; or
    D. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, student services coordinator, or any other district staff member. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

All 6th-12th grade students attending Engadine Consolidated Schools will be provided a Sexual Harassment and Sexual Assault Information Guide (attached at the end of this handbook). This guide addresses the following:

1. What is Sexual Harassment? (verbal, physical and visual)
2. What is Sexual Assault? (and information about Consent)
3. What if This is Happening to Me?
4. What if This is Happening to Someone I Know?
5. Resources for Help
6. Information about District Title IX Coordinator
7. District Policies Related to Sexual Harassment and Sexual Assault

Sexual Harassment and Sexual Assault are illegal and all students and staff are protected under District Policies and Federal laws!

SECTION V - TRANSPORTATION

BUS CONDUCT

Students who are riding to and from school, or any extra-curricular trip (eg. athletics, field trip, etc.) on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following safety rules:

- be on time at the designated loading zone ;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.
- No food or drink is permitted on the bus
- No throwing of items
- Students must stay in seats and out of aisles
- no vandalizing or poking holes into seats
- hats and belongings stay within the bus and out of aisle
- listen to the driver and keep voice level low
- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.
- 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.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time. The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students, which is a privilege and not a right. The district is not required to provide bus transportation, except for students with disabilities. The transportation schedule and routes are available by contacting the Transportation Director at 906-477-6313.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form and provide evidence of driver's license, insurance certificate and vehicle registration. Students must obtain a permit from Mrs. Baker in the Central Office prior to being allowed the privilege to drive to school. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the Principal. Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the Principal. See Board Policy 5514.01

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

(See Board Policy 7440.01 – Video Surveillance and Electronic Monitoring.)

SECTION VI- MISCELLANEOUS INFORMATION

ACADEMIC PREPAREDNESS

Punctuality, preparedness, and engagement are vital skills necessary to the success of all people. As such, students are expected to arrive on time to class with all necessary supplies ready to learn and actively participate in all learning activities from bell to bell. Teachers may choose to award points for punctuality, preparedness and engagement at their discretion.

Example:
On time to class – two points
Prepared with necessary supplies – two points
Engaged in learning – two points

ADVANCED COURSEWORK/ADVANCED PLACEMENT CLASSES

Students who take an advanced placement (APEX) class (with or without the AP test) will have their grade included in their high school GPA/credit total. APEX classes are considered a high school level course. Taking and passing the AP exam may provide students with college level credit. The district does not pay for APEX examinations**.**

CLOSED CAMPUS

The ECS campus is closed for all students in grades 7-12. Students that need to leave the building due to an appointment or extenuating circumstance must be signed out by a parent/guardian in the central office (no exceptions). Any student found leaving the campus without following sign out procedures will be subject to consequences.

COURSE REQUIREMENTS

Courses may have required cumulative assignments or projects, like research papers, that need to be completed before students will be assigned any credit in a course. Please refer to your course syllabi for requirements, as these will differ from teacher to teacher and course to course. If you are enrolled in an online or DE course, make sure you read your course syllabus carefully and adhere to due dates to ensure that you receive credit.

DANCE REGULATIONS

1. Dances must be scheduled through the Superintendent or K-12 Administrator, no later than Wednesday of the week of the dance. (Minimum 3 school day notice required.)
2. All dances will be held on either Friday or Saturday night, unless special permission is obtained from the Superintendent or K-12 Administrator.
3. Dances will run from 8:00 P.M. until 11:00 P.M., except on game nights, dances will not start until after the gym floor has been cleared of people, and both locker rooms have been cleared and locked. With prior permission of the Superintendent or K-12 Administrator, a dance may be extended until 11:30 P.M.
4. Junior high-level students may attend high school dances, IF invited by the sponsoring high school group. However, only students in grades 9-12 may attend prom. Only 7th and 8thgrade students may attend junior high dances.
5. Guests in good standing, from other high schools (grades 9-12) may attend Engadine high school dances, with prior written permission from the Superintendent or K-12 Administrator. All guests must be under the age of 21 years. Guests forms must be turned in to the Superintendent or K-12 Administrator by the Wednesday before the dance. Administrators will call/email the guest's

school to verify enrollment and that there are no discipline issues. Graduates and drop-outs of Engadine Schools, or any other high school graduates/drop-outs are specifically excluded from all dances unless they have permission from the Superintendent or K-12 Administrator three days before the dance. **Students/ex-students/others with no-trespass orders are excluded from all school**
dances/other functions. Guests must conform to all Engadine Schools rules, and in the event of any problem, any student who brings a guest will be held responsible for the guest's behavior.

6. There must be at least one teacher and four parents present (2 males and 2 females) as chaperones, or the dance is automatically canceled.
7. Students may be subject to a "breathalyzer" test upon entering, and any student found to have been drinking/under the influence of drugs will be subject to penalties under school, state and federal laws.
8. Any student leaving the building for any reason at any time after the scheduled beginning of a dance, without permission from a chaperone, may not return. An effort on the part of the a school staff chaperone will be made to contact this student's parent/guardian.
9. All doors to the building will be closed and locked one hour after the dance is scheduled to begin, and no one may enter the dance after that time, without prior permission.
10. No shoes of any kind may be worn while dancing on the gym floor.
11. Instructions from a chaperone must be followed.
12. Dance music is to be reviewed/approved by the sponsoring group's advisor. Inappropriate music played at the dance will result in disciplinary consequences assigned by the Superintendent or K-12 Administrator to the DJ and/or sponsoring class or group.
13. Students who leave the dance more than 30 minutes prior to the scheduled end of a dance must sign out. The student's name must be legible, and a parent or guardian's phone number must be provided. Students must call their parents/guardian in the presence of a staff chaperone to inform them of their early departure.
14. The sponsoring group will be responsible for cleaning up after the dance. Clean-up must include dust mopping the entire gym floor, sweeping both halls, returning any used furniture to its proper place and putting away the audio equipment. Chaperones are not required to participate in clean-up activities. If the gym is not cleaned, the custodians will be hired at their hourly rate and the sponsoring group/class will be billed.

DETERMINATION OF CLASS RANKINGS

Senior grade point averages (GPA's) will be calculated using the 4.00/5.00 grading scale. Ranking will be determined to the 0.01 place value. When a tie exists between two students, to the 0.01 decimal place value, they will be tied for that class rank. This includes the determinations for both valedictorian and salutatorian. Final determination of class rank will be at the discretion of school administration. The Spring semester of senior year will not be included when determining class rank.

DUAL ENROLLMENT (DE)

Students who meet criteria may enroll in taking college courses at an eligible postsecondary institution through the Dual Enrollment (DE) program. Interested students may inquire with the student services coordinator. Before enrolling in the course, students must select whether the course will be taken for both high school credit and postsecondary credit or postsecondary credit only. High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student. The high school Student Services Coordinator will provide assistance/guidance.

2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the K-12 Administrator or student services coordinator.

3. Students who take Dual Enrollment courses will receive the credit assigned to that class and have the option of including the grade in their GPA if they elect that option upon enrolling in the course (student may not change their selection after the grades are posted).

4. The student is responsible to have the postsecondary institution report the student's grade and credit to the K-12 Administrator or student services coordinator in a timely fashion.

5. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

6. A student that does not receive college credit for a course under the Dual Enrollment legislation is required to repay the school district any funds that were expended for the course that were not already refunded by the eligible postsendary institution. If the student does not repay the funds as described in MCL 388.514, the district may impose sanctions as determined by school policy. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid and if they still meet all other eligibility requirements.

EAGLE SERVICE AWARD

The Board of Education believes that actively participating in community service will enhance students' interpersonal skills and self-esteem, enable them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Board further believes that devoting time during a student's school years to serve others or the community may engender a life-long commitment to service, and thereby make this community or any community where our graduates eventually live, a better place. Students in 8th - 12th grade are encouraged to serve as volunteers. Hours should be recorded, approved and submitted at the end of each school year. Students who serve 150 hours by the end of their senior year will be recognized at graduation.

EARBUDS/HEADPHONES

Earbuds/headphones may not be worn/used during class except as authorized by a teacher, administrator or IEP team. It is expected that all students are active listeners during class. Online, dual enrollment, and foreign language classes may require the use of earbuds/headphones, in which case students will be responsible for bringing them to class each day. Violation of the earbuds/headphones policy will result in confiscation and notification to parents/guardians.

EIGHT-SEMESTER POLICY/FIVE SEMESTER CLASS RANKING

The high school program at ECS is based on an eight-semester program. All students must attend ECS on a full-time basis for eight semesters in order to graduate. Exceptions to this policy can be granted on recommendation to the school board from the school administration. Students transferring from another district must have attended ECS for five consecutive semesters to be considered for Valedictorian or Salutatorian status (See Class Rank-Policy Guidelines #5430 on the school website)

FOOD

During breakfast and lunch hours, food may only be consumed in the cafeteria, whether purchased from the cafeteria or brought in by the student, unless approved by Food Service Director and/or Building Principal. Students serving lunch detention or In-School Suspension will eat in the designated area.

Students may consume snacks in the 7-12 halls during passing time only. Food is not permitted in classrooms unless it is for a special activity with teacher permission. Students may bring a water bottle to class (with water only), but may lose the privilege if it is misused. Students are discouraged from bringing energy drinks and unhealthy food to school.

FULL TIME STUDENT ENROLLMENT

All students, grades 7-12, shall be enrolled as full-time students and shall be assigned to seven (7) classes during the school day. Seniors may be scheduled up to two periods of Work-Based Learning. Exceptions to this policy, because of extenuating circumstances, may be granted by a committee composed of the Superintendent, K-12 Administrator, and Student Services Coordinator.

GYM FLOOR FOOTWEAR

To preserve our refinished gym floor, only clean athletic shoes may be worn on the gym floor. Street shoes, work boots, dress shoes, etc. should not be worn on the floor. Students that do not have appropriate footwear may wear socks during the lunch period. Clean athletic shoes should be worn for all gym classes and athletic practices and events.

GRANTING CREDIT FOR FOREIGN EXCHANGE EXPERIENCES

ECS students who participate in a foreign exchange school program may earn credits toward graduation based on the following conditions:

1. Required English classes need to be taken here in the U.S. due to differences in content and skill level. The Superintendent, K-12 Administrator and high school guidance counselor may make an exception based upon review of the foreign school's English/Language Arts curricula.
2. A student's transcript from the foreign high school will be reviewed by the high school, Superintendent, K-12 Administrator and the student services coordinator, and credit may be granted for all classes that are like those offered in U.S. public high schools, either to fulfill required or elective credit.
3. If credit cannot be granted for all course work, then credit may instead be granted for experience from living in a different culture (not to exceed two (2.0) credits).
4. Grades from foreign schools will not be included in the student's GPA because there is no way to directly compare them to our grading system. Class rankings will be based solely on grades earned at ECS and other U.S. high schools the student has attended.
5. ECS students who attend foreign schools will continue to be considered students of ECS for that duration.
6. ECS students who attend foreign schools will be eligible for valedictorian or salutatorian awards.

INDEPENDENT STUDY

Qualifying students in grade 12 who wish to explore an area of particular interest may work with the Student Services Coordinator and appropriate staff to set personal learning goals and aligned curriculum and learning experiences to achieve the goals. The Student Services Coordinator consulting with the Superintendent will prepare guidelines for implementing such programs including criteria for approval, guidelines for staff to plan and supervise such study program, and determination of the amount of credit awarded.

LATE ASSIGNMENT POLICY/MAKE-UP WORK TIME LIMITS

All students need to turn in assignments on time. Late assignments may be submitted for half credit up to one day after the original due date. Students will be allowed one day to make up work for every day of excused absences. If a test was scheduled prior to the absences, the student must take the test the day

they return. It is the *student's responsibility* to contact the teacher before or after an absence, regarding make-up work.

When absent from school - one day to make up assignments –
Example: If a student was absent on Monday and returns on Tuesday, assignment from Monday would be due on Wednesday.

*If there are extenuating circumstances teachers *may* accept late assignments for full or reduced credit at their discretion.

LOCKERS (grades 6-12)
Each student will be assigned the use of a locker. The locker remains the property of the school and is subject to inspection by school personnel. Locks are strongly encouraged. Students may provide their own lock or rent one from the K-12 Secretary for $1.00. Students are discouraged from keeping food items in their lockers, as it attracts pests, such as ants. Students are discouraged from sharing lockers and need to use the locker assigned to them.

LUNCH PERIOD/BRAIN BREAK
Students should remain in the cafeteria during their designated lunch time until they are dismissed by staff. Food should not be removed from the cafeteria unless students are eating with a teacher or serving a lunch detention.

During the lunch period students will be provided with a designated "brain break" time. Students may participate in physical activity in the gym or quiet activities in the hallway by the high school office. Students should not leave these areas until they are dismissed by supervising staff.

Students need the permission of the supervising staff to use the restrooms and need a pass to go to other parts of the building (i.e. meeting with a teacher, going to the library, etc.) during this time.

MILITARY BASIC TRAINING
High school students who participate in military basic training may receive academic credit as Work-Based Learning experiences. Interested students may inquire with the student services coordinator.

NEXT DAY ATTENDANCE POLICY FOR ATHLETES/NON-ATHLETES
Students participating in away athletic events, extracurricular activities, or school-sponsored functions who return to the school building after 12:00 am midnight will be excused for periods one and two the following school day. (H.S. office must be notified by the teacher, coach, A.D. or Superintendent to make late return official.) Students/athletes are to report to the high school office prior to 3rd period for attendance purposes. Exceptions to this policy will be made for extenuating circumstances e.g. bus breakdown, weather, and emergencies.

ONLINE COURSES AND CREDIT RECOVERY
Participation in a credit recovery program must be authorized by the student services coordinator or a K-12 Administrator. Credit recovery may be offered to students who have failed a semester as an online class, in person during the school day, part of a summer school program, or in after school tutoring when available. Options may vary semester to semester or year to year. In cases where students have multiple credits to recover special arrangements may need to be made with the student, parent, and administrative team. Some online courses are self-directed and include pacing guides while others have firm due dates. Students should make sure they understand the course requirements. Students who choose to take an

online course will be assigned a class period with a mentor, however the student is the one responsible for making sure that they keep on pace in their online classes and finish on time.

PASSES

Students must have permission from a teacher or staff member to leave the classroom during instructional time. Students must sign out/in and have a pass in their possession when they leave a classroom. To avoid the loss of instructional time, students are expected to come to class with all needed materials and use the restroom and drinking fountains during passing times when possible. No passes will be given during the first or last 10 minutes of a class period. Students that do not follow this procedure are subject to discipline consequences. Students with IEPs or BIPs may have special passes that will be used as directed by their teams.

PHYSICAL EDUCATION COURSE CREDIT

When a student has a doctor's note limiting participation in a PE course, the student may earn a grade and credit for the course through alternate assignments.

POLICY FOR INTERNET-BASED COURSES DURING SUMMER /OFF REGULAR SCHEDULE

Students who choose to take an online class during the summer or beyond the regular school day may do so at their own cost. They will may receive academic credit for the course, but their grade will not be included in their overall GPA. A grade of 'CR' will be entered on the transcript. Grades for credit recovery will be included in their GPA. (Credit recovery is defined as a Michigan Merit Curriculum required course a student has failed during the school year, but needs to be made up to meet graduation requirements.)

SCHOOL GROUNDS

School grounds are defined to include the school campus (elementary and senior high school areas), playgrounds, athletic fields, library, bus loading areas, and other non-contiguous school areas e.g. school forests, etc.

SENIOR EXCUSAL FROM FINAL EXAMS (Semester 2 Only)

Seniors with good attendance, meaning 7 or less absences for the year, will be excused from all final semester 2 exams and released from school the Friday before graduation. Seniors must also be passing all their classes in order for this to occur. If a senior is failing a class, this exception is void and they will be required to take the semester 2 exam and attend the last week of school.

SENIOR GRADUATION COLORS

The school colors are green and gold. Graduation gowns may be either green, gold, or black.

SPIRIT ITEMS/DECORATING

Students are encouraged to show school spirit and pride as an Engadine Eagle, which may include decorating lockers and hallways. It is the expectation that all spirit items will be removed from lockers and hallways at the end of the season and that decorations do not violate fire codes.

STUDENT PHOTOGRAPHS

Student pictures to be used in school publications must meet those conditions highlighted in the school dress code. The Superintendent/Principal will have discretion at determining the appropriateness of a student's dress or pose, and whether it will be published.

SUMMER SCHOOL

Summer school class offerings, when offered through the school, are designated as general/remedial in nature e.g. general mathematics, general English, remedial written language, etc. High school credit is based on the overall instructional hours within a given summer school program. Students may take independent/guided study classes only with the approval of the student services coordinator and summer school teacher. No student can take a higher-level course through summer school unless the student services coordinator and summer school teacher approves and is willing to provide specific instruction in that content/skill area. Example: No student can take a .25 credit in Algebra I unless the summer school teacher approves it. Conversely, no student can take a .25 general/remedial mathematics class/credit and count it toward Algebra or other higher-level mathematics course. Students choosing to take credit recovery course will need to arrange them via the school services coordinator (see Online Courses and Credit Recovery above). Students attending summer school are governed by this code of conduct.

VENDING MACHINE

A vending machine is available for student use in the cafeteria during the breakfast and lunch periods to purchase healthy snacks and drinks. The vending machine is not accessible during instructional time. Use of the vending machine is restricted to grades 7-12 only.

WATER BOTTLES

Students may carry a water bottle with them during school hours and may only contain water. Misuse will result in loss of the privilege.

WORK-BASED LEARNING PROGRAM (WBL)

Students in grades 11 and 12 may earn credit through work-based learning experiences. WBL may be paid or unpaid and placements must meet proper credentials and have appropriate insurance. Students must select a WBL experience that matches their Education Development Plan (EDP). Students in WBL are responsible for daily transportation to/from their work site. To qualify, students must have good attendance in school and in the WBL program (no more than 9 absences). Students may enroll in WBL for 2-3 periods per day. Students must exhibit appropriate behavior at the job site, and communicate promptly with the WBL program coordinator and "employer" regarding any absence or late arrival to the job site including those due to school activities and extracurriculars. Students in WBL are responsible for signing in/out of the Central Office with Mrs. Baker for attendance. Students must also log their work in the App. For additional information and requirements, please contact the Student Services Coordinator, Deb DeWyse.

SECTION VII DISCLOSURE STATEMENT

The Engadine Consolidated Schools Board of Education reserves the right to change and modify the Student Code of Conduct in accordance with Board NEOLA Policy updates. The Board designates the Superintendent to make adjustments to the Student Code of Conduct Handbook to reflect such changes.

Access to Engadine Consolidated Schools Board Policies are accessible on the district webpage at: **https://engadine.eupschools.org**

From the main webpage, go to **District Information**, then **Administration**, then to **District Policies** and click the hyperlink **District Policies.** In the **Search Active Policies**, type in the subject area you are looking for, and all district policies pertaining to your search will show up. Click the appropriate policy you are seeking.

The Student Code of Conduct Handbook will be made available in an electronic version for all families and posted to the district's webpage. If you desire a hard copy of the handbook, please notify the Superintendent's Office at 906-477-6313 ext. 2699.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.



Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

Engadine Consolidated Schools

District Title IX Coordinator
Heather Luoto
Superintendent
W 13920 Melville St.
Engadine, MI 49827
906-477-6313 ext 2699
hluoto@eupschools.org

District Title IX Co-Coordinator
Joe Brownson (Pending training)
K-12 Administrator
W 13920 Melville St.
Engadine, MI 49827
906-477-6313 ext 2695
jbrownson@eupschools.org

District Policies Related to Sexual Harassment and Sexual Assault

Policy 0145 Discriminatory Harassment

Policy 1662 Anti-Harassment

Policy 2266 Non-discrimination on Basis of Sex in Education Programs or Activities

Policy 4362 Anti-Harassment

Policy 5517 Anti-Harassment

For the complete policies listed above, visit the District's Non-Discrimination/Title IX policies at: engadine.eupschools.org

From the main webpage, go to **District Information**, then **Administration**, then to **District Policies** and click the hyperlink **District Policies.** In the **Search Active Policies**, type in **Sexual Harassment** or **Sexual Assault** or **Title IX**. All district policies pertaining to Sexual Harassment and Sexual Assault will show up. Click the appropriate policy you are searching for.