

Engadine Consolidated Schools

Student Handbook 7th – 12th Grade

2017-2018



Go, Eagles!

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MISSION STATEMENT

The Mission of the Engadine Consolidated School District is to engage all students in a lifelong learning process to acquire knowledge, develop skills, and establish work habits to enable them to become productive members of society.

CODE OF CONDUCT (Policy 5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this district.

EQUAL EDUCATION OPPORTUNITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Angie McArthur
Superintendent/K12 Principal
(906) 477-6313

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

PARENT INVOLVEMENT (Policy 2112)

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 in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

IMPORTANT NUMBERS

SUPERINTENDENT'S OFFICE

(906) 477-6313

HIGH SCHOOL OFFICE

(906) 477-6449

FAX NUMBER

(906) 477-6643

ECS HANDBOOK-ECS BYLAWS AND POLICIES (Policy 5500)

The ECS Student Code of Conduct is revised annually. All forms of student conduct are governed by this code. Additional language governing student conduct can be located in the Engadine Consolidated School's Bylaws and Policies available **online at <https://engadine.eupschools.org/Page/767>**.

ACADEMIC EXPECTATIONS

ACADEMIC PREPAREDNESS

Students shall attend all classes prepared for instruction. **Important learning results from active participation in the classroom. Students are expected to be attentive. At all times, students should act in a manner that reflects pride in self, family, and in the school.**

JUNIOR HIGH (7th–8th Grades) PROMOTION/RETENTION CRITERIA

A. Promotion Criteria:

A student enrolled in 7th – 8th grade must pass the four core subjects with a 70% GPA or higher (Math, Language Arts, Science, Social Studies) for each semester of the school year, with classes being averaged as one grade each semester. (First semester grades are **a cumulative semester grade**. Second semester grades are **a cumulative semester grade**).

B. Retention Criteria:

Should a student not earn promotion to the next subsequent grade, he or she will 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 in order for students to be rewarded credit.

C. Summer School/Tutoring Credit Recovery Make Up Opportunities:

Based upon an individualized progress monitoring program for remediation, students may be provided the opportunity to “make-up” the core areas that they have fallen short to receive credit, which will be monitored by the afterschool tutoring in collaboration with the core content teacher and SAT team. This will start immediately after the report cards have been issued after parent/guardian consent has been attained. The duration will be no less than 6 weeks, or 12 sessions. The students will have 5 core standard areas to complete that have been determined by the core content teacher as the program of focus.

*Students with IEPs will have criteria for promotion set within their own IEP. **The Superintendent/K12 Principal will have discretion on a case by case basis if there is to be any exception.

THE SCHOOL DAY

The school day consists of seven periods with a 3- minute passing time between each class. Students may enter the building at 7:50 am. Classes dismiss at 3:20 pm. Students need to vacate the building unless in a structured activity with adult supervision.

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 also be scheduled to two periods of Work-Based Learning. Exceptions to this policy, because of extenuating circumstances, may be granted by the Superintendent/K-12 Principal.

CLOSED CAMPUS

ECS campus is closed for all junior high level students in grades 7th and 8th. Campus is open to all students grades 9-12. Any 7th or 8th grade students found leaving the campus will be subject to consequences.

ADVANCED COURSEWORK/ADVANCED PLACEMENT CLASSES

These are classes typically offered that require a prerequisite and cover advanced course content in mathematics, science, social sciences, etc., that may or may not offer college credit. A range of these courses are also offered through internet-based programs and AP classes. Student selection of an advanced class must first consider/enroll in the course if offered in-building or via ITV. 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 high school level courses. Taking and passing the AP exam can provide students with college level credit. The district does not pay for APEX examinations.

COURSE REQUIREMENTS

Most courses have special assignment or work projects such as term papers, workbooks, or research papers. When assigned as a requirement of the course, these projects must be completed before the student will be given any credit at all in the course. Please note that course requirements may be different between teachers and course.

DETERMINATION OF CLASS RANKINGS

Senior grade point averages (GPA's) will be calculated using the 4.00/5.00 grading scale. When a tie exists between two students within the 0.01 decimal place value they will be tied for that class rank. This includes the determinations for both valedictorian and salutatorian.

DUAL ENROLLMENT (DE)

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.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal.
3. Students who take Dual Enrollment courses will receive the credit assigned to that class and also have the option of including the grade in their GPA.
4. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal 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.

HIGH SCHOOL COURSE CLASSIFICATION-WEIGHTING

All students attending ECS will be graded/credited for all classes taken, grades 9-12, based on a four and five point grading scale. Student GPA and class standing will be determined by combining the two scales.

ACADEMIC GRADING

Four Point Scale will be used for classes that are categorized as mandatory or elective, include but are not limited to:

- General Education courses e.g. English 9, Biology 9/10, Current Events, Physical Science, Algebra, independent study (non-advanced study), Study Skills*, etc.
- Vocational-Technical courses including woodworking, masonry, advanced woodworking, Work-Based Learning, etc.
- ITV/Internet-based classes (non-advanced study)

Letter Grade	Percentage Range
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
F	▼ 69.5%

Five Point Scale ADVANCED CLASSES

Engadine School's Board of Education adopted a five point (5.0) scale for advanced classes to recognize the higher level of academic difficulty. Below is a list of advanced classes recommended for the 5.0 grading system.

Criteria: Each class must require at least one prerequisite.

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

Scale	4pt	5pt
A	4.0	5.0
A-	3.67	4.67
B+	3.33	4.33
B	3.0	4.0
B-	2.67	3.67
C+	2.33	3.33
C	2.0	3.0
C-	1.67	2.67

GRADE EXPECTATIONS

ECS is mandated to follow the Michigan Merit Curriculum– MCL 38.1248(a)(4)(a). Students must pass all classes with a 70% for semester credit. If students score below 70% they will be entered in a Credit Recovery Program.

GRADUATION REQUIREMENTS

All students must participate in all components of the M-Step and SAT testing process.

All Engadine Schools

Seniors.....25 credits

HONOR ROLL

The honor roll will be calculated on a semester basis using the 4/5 point scale for all students.

Class	Credits Required
Electives	6
English Language Arts	4
Math	4
On-Line Learning Experience	1
Physical Education/Health	1
Science	3
Social Studies	3
Visual, Performing & Applied Arts	1
Foreign Language	2*

*1 year can be substituted

LATE ASSIGNMENT POLICY/MAKE-UP WORK TIME LIMITS

All students need to turn in assignments on time. All assignments will have a due date of which no student may receive credit past this 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 he or she returns. 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.

*Late assignments are only accepted at the discretion of the teacher where the student is found to have special extenuating circumstances.

QUARTERLY ASSESSMENTS

All students are required to take quarterly assessments, except students with zero referrals and an “A” average in the course. Make-up of assessments must be done within one week after the nine weeks. Students failing to make-up assessments will receive an “F” for the assessment.

REPORT CARDS

Report cards or progress reports are issued four times a year, twice a semester. A report card is a parents' official record of a child's progress in school, and it is the student’s responsibility to see that his or her parents receive it. Semester grades will be computed on a cumulative basis. At .5, the grade will be rounded to the higher grade.

TESTING OUT

A student may test out of a class with parent permission, to show mastery of content with 70% or higher prior to the beginning of course. It must be approved by the Superintendent/Principal and counselor.

ACADEMIC CHEATING/PLAGERISM

Academic dishonesty will result in a teacher assigned consequence with Superintendent/Principal notification. Serious or repeated infractions may result in loss of credit for a course/other consequences.

PHYSICAL EDUCATION COURSE CREDIT

When a student has a doctor's note limiting participation in a PE course, the student will receive alternate assignments. The student would then receive a grade and credit for the course.

STUDY SKILLS

Student credit earned for Study Skills will be counted towards graduation (.50 credit per semester). Students will receive a grade (A-F) for this course.

ODYSSEYWARE

Students who meet the criteria may be enrolled in a credit recovery program. Participation in this program must be authorized/created by the counselor and superintendent.

HIGH SCHOOL CREDIT: EXTERNAL STRUCTURED EDUCATIONAL EXPERIENCE

High school students who participate in military basic training may receive academic credit as Work-Based Learning experiences. A maximum of 1.0 academic credit may be earned through successful completion of basic training. For 45 hours of basic training a student may earn a 0.25 credit, for 90 hours of basic training a student may receive a 0.5, and for 180 hours (or more) a student may earn a 1.0 credit toward high school graduation. The student will receive a Pass (P)/Fail (F) grade instead of a letter grade on their transcript.

GRANTING CREDIT FOR FOREIGN EXCHANGE EXPERIENCES

Engadine Schools 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 difference in content and skill level. The Superintendent/ Principal 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/Principal and the high school guidance counselor, and credit may be granted for all classes that are similar to 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 Engadine Schools 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 or other U.S. high school the student has attended.
5. Engadine Schools Students who attend a foreign/overseas school will continue to be considered students of Engadine Schools for that duration.
6. Engadine Schools students who attend foreign/overseas schools will be eligible for valedictorian or salutatorian awards.

INTERNET-BASED/INDEPENDENT STUDY/CORRESPONDENCE CLASSES

Students who choose to take an Internet-based course will be assigned a period in the computer lab. Students taking zero period classes will be allowed to depart school at the end of 6th period, as they have met the state minimum instructional minutes criteria.

POLICY FOR TAKING ON-LINE (INTERNET-BASED) COURSES

Juniors and seniors may qualify to take on-line classes (i.e. APEX, MVHS, DE, and MVU) by maintaining an overall grade point average of at least 3.3 (B+). Seniors may also qualify to take on-line courses given they have successfully passed all MME tests with a score of 1 or 2 in the subject area that corresponds to the on-line class they wish to enroll in. Foreign language courses are included under this criteria. Sophomores may take an internet-based class(es), but require the Superintendent/Principal's/parent approval for this exception. The school counselor and/or the Superintendent/Principal can make exceptions

to these rules under special circumstances. A student must regularly provide the mentor, school counselor and/or Superintendent/Principal with a class progress report from their internet-based teacher(s).

TUTORING/MAKE UP FOR FAILING CLASSES/CREDIT RECOVERY

Make-up work for classes which a student has failed must be completed in accordance with the district policy and arranged through the counselor's office. If no summer school program or tutoring is available through the school, then arrangements must be made by the student and his/her parents with the counselor. A contract must be signed which stipulates certified tutors, cost, requirements, and completion date. Students may take credit recovery classes through MVHS or other accredited programs for classes they have failed, but at their own expense. Students will receive course credit and their recovery grade included in their GPA. The credit recovery class content must generally align with the class previously failed.

EIGHT-SEMESTER POLICY/FIVE SEMESTER CLASS RANKING

The high school program at Engadine Consolidated Schools 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. Incoming high school students must have attended ECS for five consecutive semesters to be considered for Valedictorian or Salutatorian status (See Class Rank-Policy Guidelines #5430)

AUDITING A CLASS

Students attending ECS cannot audit classes during the regular instructional day. "Audit" is defined as taking a class without receiving a high school level grade or credit. Dual enrollment classes are the only exception to this rule. Since these classes earn post-secondary credit, the credit and grades are not required in a student's high school credits and GPA. The student does have the option to include them in their credit total/GPA, if they choose, prior to taking the class.

WORK-BASED LEARNING PROGRAM (WBL)

Students who participate in this program must meet the general criteria below:

- Attend school/WBL program regularly.
- Not be absent in excess of nine days
- Act appropriately at all times when at the job site.
- Communicate to your program coordinator and "employer" when you are going to be absent/tardy.

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

Students who choose to take an internet-based class during the summer or beyond the regular school day may do so at their own cost. They will receive academic credit for the course, but their grade will not be included in their overall GPA. Grades for credit recovery will be included in their GPA. Credit recovery is defined as a general class a student has failed during the school, but needs to be made up to meet graduation requirements.

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 guidance counselor and summer school teacher. No student can take a higher level course through summer school unless the counselor/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 counselor.

Students with accrued excess absences may use summer school hours to make up their time given they remain in class(es) for the full duration of that course. Should a student exit the summer school class after they have made up their excess absences, and before the class has ended, they will lose academic credit for the particular class(es). It is recommended that students with excess absences make up their time by other means before they consider summer school for credit/hours recovery. Students attending summer school are governed by this code of conduct.

TEXTBOOKS AND WORKBOOKS

Engadine School furnishes the necessary textbooks required in each class. Students are responsible for the condition of these books.

1. Students should print names clearly and neatly in ink on the inside cover of their books.
2. They should keep their books clean. They should always use their own books.
3. If a student is able to return all books in reasonably good condition at the end of the school year, there will be no additional charge for the use of textbooks. *If, however, there has been any damage done to the books, there will be a charge for the damage. Any charges owed by the student for lost or damaged books must be paid before the start of the next semester or before graduation.*
4. It is highly recommended that students not lend/share their textbooks to other students.

OUTSTANDING BILLS

All bills should be paid before students sign up for the start of a semester. Students will also be held accountable for books withdrawn from the Engadine Library related to their school work assignments.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her 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 up to and including suspension from school or referral to law enforcement authorities.

STUDENT COMPUTER USE

The expanded guidelines address student computer use in the classroom, computer lab, and school/community library.

1. Computers can only be used for academic purposes e.g. research, word processing, etc. Chat/e-mail are only allowed if they are a part of an Internet-based class.
2. Computers can only be used when teacher/technology coordinator/administrative permission is granted.
3. Electronic communication between students and staff are only to occur through district email accounts or district websites. (Policy 7545)
4. Students are not allowed to use the Internet for any other purposes, including but not limited to, chat lines, email, and forwarding inappropriate content to other students including self at home, as well as searching the web for non-academic content/recreational activities (card games, sexual content, and other subject matter deemed inappropriate/disruptive to the educational process).
5. Students who violate the above rules will:
 - 1st Offense-Loss of computer privileges for a designated period of time.
 - 2nd Offense-Loss of computer access for the remainder of semester. Parent contacted by Superintendent/Principal.
 - 3rd Offense - Loss of computer use for full school year + additional consequences as assigned by Superintendent/Principal. Letter sent to parent/conference requested.

6. Any student found to leave their device unattended is viewed as neglect which could lead to either damaged or stolen devices will be subject to an automatic lunch detention.

Note: Students who are denied access to the computer due to misconduct will need to utilize other means to complete their assignments e.g. books, video, encyclopedia, etc. for the duration of their consequence. Modification of this rule may be necessary under certain situations.

Students are responsible for all school-supplied instructional/technological items including lap top computers, calculators, and other technical items. Replacement cost and other restrictions will be placed on those students who lose or damage this equipment. If this equipment has been intentionally damaged, destroyed, or stolen, district discipline consequences will be assigned and local law enforcement may be involved.

STUDENT TRANSPORTATION TO AND FROM SCHOOL

1. Only students enrolled at Engadine Consolidated Schools and living on a scheduled bus route are permitted to ride the bus.
2. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops.
3. Students will not be permitted to ride unassigned buses except as approved by the Superintendent/Principal. Parent note is required.
4. Students may be suspended from riding the school bus for engaging in misconduct.

ATTENDANCE

ATTENDANCE POLICY (Policy 5200)

All students are expected to attend school regularly and to be on time for classes in order to benefit the most from their education, and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between good attendance and class achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

1. Upon returning to school after an absence the student must present a written excuse signed by the parent/guardian, doctor or other, explaining the reason for the absence. This shall be done before 8:12 in the morning. **Student absences not excused within two (2) school days will be considered unexcused and potentially truant.**
2. A student will lose credit if absences exceed nine (9) (excused or unexcused) per class per semester. Attendance reporting will be run once per week by the HS office. At the point that a given student has reached 5 absences, the respective family will receive a letter of communication regarding the total accounted days out. At the point any student goes over 9 days out, an additional letter will be sent out. From that time, the student will then be on an attendance probation which will require the student to immediately have a set plan to make up the absences. This will be as follows and will be immediately implemented until all absences are made up at which time a student is then said to no longer be on attendance probation:
 - a. Each and every lunch period will be occupied for a 1 hour to 1 hour make up exchange until complete
 - b. After school as arranged with Superintendent/Principal
 - c. Saturday school as arranged with Superintendent/Principal
 - d. Lastly, all absences must be made up within 2 weeks after semester ends, or no credit will be awarded for any classes affected

*All students will be expected to comply within reason to the above sequence. Any student who elects not to comply will have a parent conference and may receive additional consequences and points per the school's disciplinary system in place under the category of nonconformance. .

**Any alteration or modification to the above plan is at the administrator's discretion.

3. Written verification (from parent *and* doctor, therapist, juvenile court, etc.) of any extenuating circumstances that require a student to exceed the attendance policy shall be presented to the Superintendent.
4. Any student who has knowledge of an expected absence shall request an "advance make-up" from the office. This must be completed and returned to the office prior (as early as possible) to the absence. In case of an emergency a phone call by the parent/guardian to the Superintendent/Principal (477-6449) will be accepted as notification.
5. The Superintendent/Principal can assign make-up time for excessive absences and/or truancy. Failure to make up this assigned time within the designated period will result in a loss of academic credit(s).
 - A. Examples of excused absences include:
 - 1) Doctor and dentist appointments
 - 2) Family emergencies
 - 3) Extended illness, hospitalizations, and out-of-home placements (consecutive/non-consecutive) with doctor, hospital, court, or social workers note.
 - B. Unexcused absences include:
 - 1) Skipping school (periods and/or days).
 - 2) Leaving school without permission.
 - 3) Missing school without parent permission.
 - C. Possible results of unexcused absences
 - 1) Loss of credit for the work missed.
 - 2) Additional assignments
 - 3) After school detention or In School Suspension
 - 4) Saturday School
 - 5) Make-up times assigned if absence exceeds nine (two weeks after end of semester)
 - 6) Law enforcement involvement.

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.

SICK LOG SIGN-IN

All students who report ill to the high school office at any time during the school/instructional day must sign in and out of the sick log. If a student remains sick more than one period they must contact their parent/guardian and be retrieved from school or they will be sent back to their class. Should a student repeat this absence pattern due to illness on consecutive school days their parent will be contacted to retrieve their student or authorize their return to class.

HEAD LICE

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school secretary or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

TARDINESS

Tardiness interferes with learning and instruction. It is the student’s responsibility to be on time to school, classes, and school activities. The expectation is that all students will be prepared for class at the sound of the bell.

****Students who maintain “no tardies” will be rewarded throughout the school year****

<u>Tardies</u>	<u>Consequence</u>
3	Call made by student to home
5	Call made by student to home and Lunch Detention
7	Call made by student to home and After School Detention
Beyond 7	Student Contract/Meeting with Parent

Note: Students who fail to honor consequences will be assigned the next level of consequences. Example: Failure to do lunch detention will result in being assigned ASD. When students are late to ASD they will move to the next level. Consequences do not erase the number of tardies a student has accrued.

Students assigned ASD must do it when assigned. It is the student’s responsibility to inform their parent/guardian they are assigned consequences. Those students who choose to not follow the tardy policy will be dealt with through administrative interventions. A building tardy/attendance committee will review individual cases of student tardiness, as necessary.

ADULT STUDENT LEGAL STATUS

All students enrolled in Engadine Consolidated Schools are bound by the ECS Student Code of Conduct. If an enrolled student has a legal parent/guardian they will be considered that student’s legal parent/guardian until they graduate from our school, regardless of whether the student resides with the parent/guardian or not. Students who are eighteen, although legally an adult, will still require their parent/guardian of record to sign for release of confidential information, bus sign-off, self-administration of medication, etc. When no parent is available or the student is legally emancipated, the student will be considered legally responsible for themselves.

Adult students who are emancipated by the court (with emancipation order on district file) or are eighteen years or older and residing on their own are bound, like all other students, by the rules found in the student code of conduct. The Superintendent/Principal will have discretion in dealing with special circumstances that arise with student legal status.

SCHOOL DISCIPLINE

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 suspension accordingly.

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, attending school, 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 of Engadine Consolidated Schools is delegated the authority to temporarily separate or suspend (in-school and out of school) a student from school. Suspension of more than ten days is to be considered only after lesser

interventions have been utilized and were unsatisfactory.

DISCIPLINARY INTERVENTION OPTIONS

The teacher is expected to provide an initial discipline intervention as per their classroom management prior to referring the student to the administration (for most student misconduct).

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/Principal has the authority to assign one or more of these interventions.

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/Principal 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.

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.

AFTER-SCHOOL DETENTION (ASD)

Assignments of students to the detention room will be made by the Superintendent/Principal or her designee. Superintendent will designate time. 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 the student will be suspended out of school. If a student

purposely avoids ASD they will be assigned Saturday School.

Note: Students may attend tutoring for ASD credit if allowed by the Superintendent/Principal.

LUNCH DETENTION (LD)

This consequence is assigned for minor infractions. Students will report to the H.S. 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 teacher running LD.

SATURDAY SCHOOL

Students are expected to bring homework, a book, or other appropriate work. Saturday School will run from 9:00am-12:00pm every Saturday as needed. Students who are assigned Saturday School and do not appear will be assigned a greater consequence.

RULES:

- Failure to attend Saturday School -Parent meeting/Saturday School consequence doubled
- Failure to attend doubled Saturday School a student will be assigned STS (1-3 days).
- Students assigned Saturday School must come prepared with school work or reading material
- No electronic devices (Game Boys, MP3's, iPods, Black Berries, and cell phones) are allowed.
- All school rules apply to students attending Saturday School.
- Students are responsible for transportation to and from Saturday School.

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.

LONG-TERM SUSPENSION (LTS)/EXPULSION (10+ Days)

Students assigned long-term suspension or expulsion will require Superintendent/Board of Education approval.

STUDENT TRANSPORTATION DISCIPLINE

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

1. Student reports to Superintendent/designee. **Parent notified**/conference held/student warned.

Second Referral

1. Student reports to Superintendent /designee. Conference held/possible in-school consequences assigned.
2. Parent is notified/student conference held. Student suspended from riding the bus 1-2 days.

Third Referral

1. Student report to Superintendent /designee.

2. Parent is notified.
3. Student is suspended from riding the bus for three school days.

Fourth Referral

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 or guardian 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/Principal 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 Engadine Schools under Schools of Choice. They can, however, be transported to/from school from existing school bus stops.

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/ Principal and specify the reason for their suspension. As soon as possible the teacher will schedule a parent teacher conference regarding the suspension

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.

DISCIPLINE CATEGORIES

ARSON

Arson is defined as starting or attempting to start a fire with or without the intention of causing damage or interruption to the educational process. This behavior is profoundly unsafe and prohibited. Consequences for this type of misconduct are expulsion and involvement of local law enforcement. Cigarette lighters are prohibited (see smoking policy)

BULLYING, INTIMIDATION & HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived

characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the superintendent, principal, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the superintendent, principal or any staff member. Anonymous reports are also accepted in writing or by the electronic report of bullying.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

LASER PENS/POINTERS

Laser pens/pointers are distracting and potentially unsafe when directed at a person's eyes. They are

prohibited for student use.

PERSONAL DISPLAYS OF AFFECTION (PDA)

Students are limited to hand holding. Other forms of affection i.e. hugging, kissing, etc. are not allowed.

PHYSICAL AGGRESSION-FIGHTING

Fighting is prohibited, as it is unsafe, disruptive, and creates a non-conducive learning environment. Fighting will result in suspension and other consequences. Local law enforcement may be involved depending on the nature/severity of the physical aggression-fighting incident.

POSSESSION OF A WEAPON

No weapons of any kind or objects purported to be weapons are allowed in school or on campus. Students bringing weapons to school will be expelled. Local law enforcement will automatically be involved.

In compliance with State law, the Board shall permanently expel any student who possesses a weapon in a weapon-free school zone or commits either arson or rape in a district building or on District property, including school buses and other school transportation.

For purposes of this policy, 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. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

PROFANITY, OBSCENITY, AND VULGARITY

Inappropriate student verbal behavior can reflect poorly on that student and the school as a whole. Profanity, obscenity, and vulgarity in any form are prohibited and will be handled on an individual basis.

SEXUAL HARASSMENT

Sexual harassment of students 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 on the basis of 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 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, assistant building principal, dean of students, or a complaint manager. 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.

USE/POSSESSION/DISTRIBUTION AND/OR SALE OF ALCOHOL, MARIJUANA, AND OTHER ILLEGAL DRUGS

The use, possession, distribution, and/or sale of alcohol, marijuana, and illegal drugs are unlawful and prohibited on school campus or within the 1000 ft. Drug Free Zone. Prohibition also applies to inhalants, "designer drugs", prescription/non-prescription, and Naturopathic drugs being used, distributed, sold, or in possession. In addition, any student while attending school or any school-sponsored activity will be in violation of this policy if that student carries, consumes, or is under the influence of alcohol or any other drug. Any controlled substance found on or in the possession of a student will be confiscated and the student will be assigned consequences highlighted in this code of conduct. Local law enforcement will also be involved.

USE OF BREATH-TEST INSTRUMENTS-The Superintendent/Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage. This language also applies to school-related extra-curricular activities e. g. dances, homecoming, etc. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed alcoholic beverage(s).

USE OF TOBACCO PRODUCTS (MCL 722.64 (2))

1. The use of tobacco or tobacco products at any time, at any event on school property, is prohibited and may result in a 3-day suspension.
2. Students will not be allowed to carry tobacco or tobacco products during the school day or at school sponsored activities. Disciplinary referrals will be issued for those who do.
3. Students who participate with others who are violating these rules are also subject to discipline.
4. Possession, distribution, and sale of tobacco products on school grounds is prohibited

There is a DRUG FREE ZONE 1000 feet in all directions around the school. This also includes the athletic field, parking lots, etc. Anyone caught with any type of controlled substance in these areas

will be prosecuted by the law. Penalties are much more serious when a person is caught breaking the law in these areas.

VANDALISM

Vandalism will be handled on the same basis as theft. All staff members have the authority and responsibility for reporting and assisting in the execution of this policy. Local law enforcement will be contacted and legal charges pursued.

HIGH SCHOOL DISCIPLINE PROGRESSION SYSTEM FOR MINOR & MAJOR OFFENSES

All teaching staff will promote a code of positive behavior reinforcement. Based upon the offense, students may be assigned a greater consequence. All consequence modifications are subject to administrator discretion. All **minor** offenses reset at end of each quarter. All **major** offenses will carry throughout the year.

Engadine Schools Junior High – Senior High Discipline Guide

	Behaviors	1st Offense	2nd Offense	3rd Offense	4th Offense
Minor	Inappropriate Language	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Physical Contact	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Defiance/Disrespect/Non-compliance	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Disruption	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Dress Code	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Technology Violation	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Property Misuse	Student Call Home and conference	Lunch detention and student call home	After school detention and call home	Saturday School/Next offense goes to Major
	Tardy	3 total will result in a phone call home	5 total will result in a phone call home and lunch detention	7 total will result in after school detention	Student Contract and meeting with parent
	Cell Phone in classroom	Student pick phone up in the office at the end of the day	Parent pick phone up in the office	Parent pick phone up in the office	Loss of privilege
Behaviors	1st Offense	2nd Offense	3rd Offense	4th Offense	

Major	Abusive lang./ Inappropriate lang.	Two days of After School Detention	Saturday School	1 Day out of School Suspension/Individual behavior plan.	3 days out of School Suspension/every instance after as well
	Fighting	In School Suspension	Out of School Suspension	Individual behavior plan	School Board hearing regarding Expulsion
	Physical aggression	Two days of After School Detention	Saturday School	Out of School Suspension (1-3 days)/Individual behavior plan	School Board hearing regarding Expulsion
	Defiance/Disrespect/ insubordination/non- compliance	In or Out of school suspension 1 Day	In or Out of school suspension 2 Days	In or Out of school suspension 3 Days	School Board hearing regarding Expulsion
	Harassment/ Intimidation/Bullying	Detention up to 1-3 days In or Out of school suspension	Detention up to 5 days In or Out of school suspension	Detention up to 10 days In or Out of school suspension/Individual behavior plan	School Board hearing regarding Expulsion
	Disruption	Two days after school detention	Saturday School	Out of School Suspension (1-3 days)/Individual behavior plan	School Board hearing regarding Expulsion
	Inappropriate Display of Affection	Lunch Detention	After School Detention	Saturday School/ Individual Behavior Plan	Out of School Suspension (1-3 days)
	Technology Violation	Saturday School	Loss of technology for the remainder of the quarter	Loss of technology for the remainder of the year	
	Skip Class	After School Detention & Phone call home	Saturday School & Phone call home	Phone call home and 2 Saturday Schools/Individual Behavior Plan	Phone call home and 3 Saturday Schools
	Forgery/Theft	Saturday School and return or replacement along with a written apology	2 Saturday Schools and or return/replacement along with a written apology	Out of School Detention/Individual behavior plan	School Board hearing regarding Expulsion
Dress code violation	In school suspension	Saturday School	Suspension		
Behaviors	1st Offense	2nd Offense	3rd Offense	4th Offense	

Lying/cheating/ Plagiarism	Receive a zero and after school detention; phone call home	Receive a zero and Saturday school/Behavior Plan implemented	Out of School Suspension	School Board hearing regarding Expulsion
Tobacco	See student handbook/board policy			
Alcohol/drugs	See student handbook/board policy			
Combustibles	See student handbook/board policy			
Vandalism	Pay for damages and or perform clean up	Pay for damages and or perform clean up and Saturday school	Pay for damages and or perform clean up and Out of School Suspension/Individual behavior plan	School Board hearing regarding Expulsion
Property damage	Pay for damages	Pay for damages and Saturday School	Pay for damages and or perform clean up and Out of School Suspension/Individual behavior plan	School Board hearing regarding Expulsion
Bomb Threat	School Board hearing regarding Expulsion			
Arson	School Board hearing regarding Expulsion			
Weapons	School Board hearing regarding Expulsion			

Revision Date: August 9, 2017

STUDENT ACTIVITIES

APPEARANCE: DRESS AND GROOMING

Students are expected to attend school, school sports activities and extracurricular activities dressed appropriately. Inappropriate dress and appearance can interfere with student learning, instruction, and, in some cases, may pose a safety or health hazard. Prohibited student dress (male/female) includes, but is not limited to, the below examples:

- * Tank tops with straps less than two inches in width.
- * Shirts/tops that expose excess upper chest area (males and females), including excess
- * cleavage.
- * Bathing suits, see-through clothing, or spandex clothing.
- * Clothing that over-exposes a student's midriff area-front or back.
- * Spaghetti straps or strapless tops (tube/halter)/shoulder-riding shirts/tops
- * Jeans, shorts or skirts that do not cover a majority of the thigh area and are no higher than four inches from the top of the knee when seated.
- * Clothing with profanity, obscenity, and vulgar language (symbolic, direct or indirect).
- * Clothing with advertisements for alcohol, drugs, or cigarettes
- * Clothing with gang-related language or symbols.
- * Hats, visors, hoods, or other items that cover the head (May wear only when entering/exiting the school building).

Note: Students who violate the dress code will be: 1) Sent to the high school office-student conference-phone call home; 2) made to change into more appropriate attire; 3) if the student has no alternate attire the office will provide them with appropriate clothing. If the student is unreceptive to wearing clothing provided by the school, the parent/guardian will be contacted and requested to come to school with a new set of appropriate clothing. The building administrator will be the person making the determinations on the appropriateness of student dress.

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 concerts, graduating seniors, and other such groups.

BAND INSTRUMENTS

School-owned instruments may be available for student use during the school year. There is a maintenance fee of these instruments of \$50 per semester. Students are expected to respect the instrument and return it in good condition. Failure to do so will result in repair charges to the student.

There are a few instruments available through a rent-to-own program. Students in this program must have previously demonstrated the ability to treat their instrument with respect & care.

- 1) This program shall consist of monthly payments to ECS in the amount of 1/10th the instrument purchase price.
- 2) A refundable \$50 damage deposit will be required.
- 3) The 1st and 10th payments shall be made to ECS no later than the first Monday after Labor Day. The eight remaining payments are due no later than the first Monday that school is in session of the month.

Failure to make monthly payment, or care for the instrument appropriately will result in a termination of the agreement. For full agreement guidelines, see the band director.

BAND TRIP-FUNDRAISING LANGUAGE

1. All band trips will be in Michigan and the contiguous states.
2. All band trips must be relevant to their performing art.
3. The band will be allowed two fundraisers per school year.
4. The band will present their recommendation for the trip to the policy committee in February.
5. The band must attend all state festivals for the trip to be approved.
6. The policy committee will recommend the trip to the total board.
7. All band trips must be approved by the superintendent.

Note: Band Trip is for Seniors only who have met the point/performance requirements and have a cumulative 2.0 gpa.

CELL PHONES/ELECTRONIC DEVICES

Having a cell phone at school is a privilege, not a right.

Students may not use cell phones in the classroom without permission from the teacher. *Phone use is only permissible during passing and lunch time.* Phones taken from students will be kept in the high school office and returned to parents if retained from students more than once. Referral is given.

DANCE REGULATIONS

1. Dances must be scheduled through the Superintendent/Principal's office, 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/Principal.
3. Dances will run from 7:30 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/Principal, 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 7th and 8th grade students may attend junior high dances.
5. All guests must be under the age of 21 years. Guests from other high schools may attend Engadine school dances, with prior permission from the Superintendent/Principal. Guests must be approved by the Superintendent/Principal by the Wednesday before the dance. 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/Principal 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 cancelled.
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 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 Superintendent/Principal prior to the event. Inappropriate music played at the dance will result in disciplinary consequences assigned by the Superintendent/Principal 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. Parents/guardians will be contacted by the school staff chaperone and informed of their student's 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, vacuuming the carpet in 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.

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 as a whole 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 a volunteer. 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.

LOCKERS

Each student will be assigned the use of a locker. Some lockers may have to be shared by two students. The locker remains the property of the school and is subject to inspection by school personnel. *Students must provide their own locks.*

MOTOR VEHICLE RULES AND REGULATIONS

Driving to school 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. Rules listed below must be followed.

1. Only **licensed** drivers may drive to school.
2. A car must be maintained under safe control at all times. Students will be reported to the local law enforcement and may lose the privilege if they do not follow all school and civil laws.
3. Pedestrians will have the right of way at all times.
4. There will be no purposeful spinning of wheels or throwing of gravel or other displays of recklessness

- on the school property.
5. All students are to park their cars in the south (behind main gym) and the southwest corner of the school campus area.
 6. All cars will be locked during the day and students will not be allowed in the cars at any time during the school day unless they have permission from the building administration or K12 secretary.
 7. Students must ask permission to drive during the school day. Failure to do so will result in disciplinary actions from the Superintendent/Principal.
 8. **A parking permit is required for all student vehicles.**

SENIOR GRADUATION COLORS

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

STUDENT COUNCIL QUALIFICATIONS/CONDITIONS

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 than 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.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members of the community in accordance with school guidelines. The following general rules apply to all fundraisers.

1. Students involved in a fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not member without the approval of the student's advisor.
3. No student may participate in fund-raising activities off school property without approval from the Superintendent/Principal and written parental consent.
4. No house-to-house canvassing is allowed by any student for any fund-raising activity.
5. Any fund-raisers that require students 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.
6. No student may participate in fund-raising activity funded by a parent group, sports booster, or community organization on school property without the approval of the Superintendent/Principal.
7. All classes, athletic, and extra-curricular fundraising must be coordinated with the Superintendent/Principal.

MISCELLANEOUS

CONDUCT AT ASSEMBLIES AND ATHLETIC CONTESTS

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

1. All forms of behavior designed to disrupt an activity will not be allowed.
2. Only water is allowed in the gym. (Coaches, players, and referees are allowed Gator-Aide-like

- drinks.)
3. All spectators are required to be in the gym during game time, except for bathroom use or for emergency purposes.
 4. Students found outside the gym during game time will be requested to return to the gym or to leave building.
 5. Students/spectators who engage in inappropriate or disrespectful behavior will be asked to leave the building.
 6. Admission to an event does not give that person the right to verbally abuse anyone.
 7. Personal Displays of Affection: Students/visitors are only allowed to hold hands.
 8. Students who leave the building during an event will be required to pay to re-enter the event unless they have received permission from a coach, AD, or other staff person performing game supervision
 9. 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) (AD or designee) performing game 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/extra-curricular events may be updated throughout the school year as needed.

ENGADINE SCHOOLS AND THE PUBLIC LIBRARY

The Library is to be used 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. Regulations of the Library are as follows:

1. 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.
2. No books, magazines or other materials are to be removed from the Library without first being checked out by the librarian.
3. 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 privilege.
4. 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.
5. Materials may be renewed twice unless they are in demand.
6. A fine of five cents per school day is charged for each book overdue. Fine amounts will be stated on overdue slips.
7. If a book has to be replaced for any reason, the individual responsible will be charged the full replacement cost
8. 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	

9. Student conduct in the library is governed by the school code of conduct.

DRILLS

During the year, the following drills are required: Five fire drills, two tornado drills and three lockdowns. Students and staff need to follow emergency instructions.

Upon entering a room for the first time, students should note which exit is to be used during an emergency or fire drill.

MEDICATION: STAFF AND STUDENT-SELF ADMINISTERED

Parents are encouraged to have their students take their medication(s) at home whenever possible. Students are authorized to take medications in school with parent/guardian permission slip and doctor authorization form. Both slip and form must be on file and the medication(s) being given must be in their original prescription/non-prescription container. The medication(s) must be administered by a school nurse or designated staff person. *All medications (prescriptive and non-prescriptive) must be delivered and picked-up in the high school office by a parent or guardian.* Medication (s) taken by students in school must be noted in the medication log.

Certain medication(s) can be self-administered by the student, but must follow the conditions highlighted above. Asthma and Epi-Pens may be carried by the student on their person, but must have parent/guardian permission and doctor authorization permitting student self-administration.

Should a student have a negative reaction to his/her medication(s), regardless of how it was administered, the school administration will attempt to contact the parent/guardian and, if unsuccessful, will contact EMS.

Students found in possession of prescriptive/non-prescriptive medication(s) who do not have parent/guardian permission or doctor authorization are subject to consequences as per district drug/alcohol policy.

NOTIFICATION ON DIRECTORY INFORMATION: THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with Federal regulations, the Engadine Consolidated School District has recently updated its policy and established the following guidelines concerning student records:

- A. Mrs. Angie McArthur, Superintendent, is the Records Control Official for the district and is responsible for the processing and maintenance of all students records. Address: W13920 Melville St., Engadine, MI 49827, Phone: 477-6313
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U. S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within twenty (20) days from the date of this notification that she/he will not permit distribution of any or all of such information. A students' name, photograph in officially recognized activities and sports,

height and weight, if a member of an athletic team, date of graduation, awards received, honor roll, scholarships, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office.

MCKINNEY-VENTO (HOMELESS CHILDREN ACT)

Homeless children are entitled to special consideration by their school as specified in this federal act and Title 1 provisions. Parents or guardians of homeless children should contact the high school counselor for more information. Under this act children are considered homeless if:

- A. He or she lacks a fixed, regular, and adequate nighttime residence and includes:
1. Children and youth who are sharing the housing of other persons due to the loss of their housing, economic hardship, or for a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodation; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
 2. Children or youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodations for human beings.
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; etc...
 4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in the above listed criteria.

Note: The complete McKinney-Vento (Homeless Children) Act is available upon request from our superintendent, Mrs. McArthur.

NO-TRESPASS ORDERS

Students suspended or expelled, non-attending students, and adults who have received a no-trespass order from the school administration are not allowed on school grounds for the duration of the no-trespass order. This includes, but is not limited to, all school-related activities and non-school-related activities.

POLICY REGARDING 18 YEAR OLD STUDENTS

The state, local boards of education, teachers, and Superintendent/Principal may make rules and regulations for the discipline and control of pupils. These may be reasonably enforced against all who are in the school setting, regardless of age. (Michigan School Laws, Section 340.614, M.S.A. 15.3614). These rules may be relative to anything necessary for the proper establishment, maintenance, management, and regulations relative to conduct of pupils. All students will be expected to comply with these rules. Students who are 18 years of age, whether residing with their parents/ guardians, or not are still subject to the rules/regulations contained in this code of conduct.

SCHOOL CANCELLATIONS DUE TO INCLEMENT WEATHER

If bad weather, snow, ice, or another natural disaster occurs and makes it impossible to have school, TV and radio stations will be contacted to announce the closing. The closing will also be listed on the school website **and notice sent out via the school messaging system.**

SCHOOL GROUNDS

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

SCHOOL PRAYER PROVISION

“The establishment clause of the 1st Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussions during the school day as they do in other comparable activity. For example students may read the bible or other scriptures, say grace before meals, and pray before tests to the same extent they may engage in comparable non-disruptive activities. Generally, students may pray in a non-disruptive manner when not engaged in school activities or instruction and subject to the rules that normally pertain in the applicable setting. Specifically, students, in informal settings, such as cafeteria or hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech”. For additional specific policy information on school prayer see Policy 8800 of the Engadine Consolidated School District By-laws and Policies manual.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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.

STUDENT VALUABLES

Students are encouraged to leave items of value at home. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. It is recommended that students who choose to bring these items to school place their name on them and make sure their locker is locked.

VISITORS

All visitors are required to report to the office for a visitor's permit upon entering the building. Students who have guests visiting classes must get a permission slip from the office signed by all teachers and the Superintendent/Principal 24 hours before the guest will be visiting. Visitors are not allowed on exam days. Visitors are expected to abide by the same rules as the students. The student sponsoring a visitor will be responsible for the guest's behavior. Visitors during lunch, who remain in the building, must remain in the gym or front hallway. The Superintendent/Principal has discretion in deciding whether a visitor is allowed or not.

ENGADINE SCHOOLS ATHLETIC CODE

I. GOALS OF INTERSCHOLASTIC ATHLETES

Interscholastic athletics provide opportunities for learning experiences difficult to duplicate in other school activities. Athletics allows 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 promotes 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 added responsibility. Behavior in all settings is expected to be appropriate. Inappropriate behaviors or actions, and/or excessive absences could 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 Engadine Athlete:
 - 1. Display appropriate decision-making skills by not using alcohol, drugs, tobacco, 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.
 - 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 and emergency form and card on file in the high school office before that student can participate in any athletic contest, scrimmage, or practice.

- B. Medical insurance is a requirement to participate in any sport provided by Engadine Consolidated Schools.
- C. To participate in an athletic contest a student athlete must have a 70% grade in six (6) of seven (7) classes on a quarterly and/or semester basis.

1. Student Academic Eligibility: All student athletes must submit to a weekly eligibility check. If a student is not passing six (6) of seven (7) classes when checked, the following will occur.

- * Week One: Warning to improve grade
- * Week Two: Ineligible to play/may practice/may attend tutoring.
- * Week Three: Ineligible to play or practice/must attend tutoring.
- * Week Four: Off Team

Each quarter there will be a two week grace period.

a) 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. Once passing, the athlete must follow criterion under Section III.C.

c) A student athlete must be passing six of seven classes in a semester or will be declared ineligible for the following semester. This includes no play, practice, or travel.

d.) 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 eight grade. See MHSAA Regulation 3, Section 2 (C).

D. Attendance- A student must be in attendance at least a half a game day. Should the game be on a Saturday the athlete must be in attendance at least half a day on the previous Friday. Students must attend school to attend practice sessions. Exceptions to this rule will require prior notification to the AD, and/or Superintendent. Excessive absences may result in loss of playing time.

- 1. Should a student be assigned disciplinary consequences, ISS, Saturday School, STS, or LTS, for game day they will not be allowed to practice, participate, dress or travel with the team.
- 2. 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

IV. TRAINING RULES.

- A. An athletic season is defined as the first day of practice through completion of the post-season tournament(s)
- B. Multi-school meets or tournaments count as one contest when on one day.
- C. Suspension will carry over into the next participated sport, if necessary. Note: Section VII guidelines will be used to determine the duration of the student athletes suspension.
- D. Coaches reserve the right to establish additional rules and regulations deemed appropriate by the AD.

- E. The school reserves the right to test for drugs/alcohol.
- F. The school reserves the right to require medical authorization/approval as a condition for continued athlete participation.
- G. Student athletes and their parent/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.
- H. An athlete must at all times refrain from any conduct that would reflect unfavorably on himself/herself, 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.

Note: The Superintendent/Principal will communicate to the AD 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 at all times to manage scheduling conflicts for both practices and contests.

VI. HANDLING ATHLETIC TRAINING RULE VIOLATIONS

- A. Any student athlete reported for a violation will have his or her parents/guardian 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 V. of this document under Due Process Hearing.
- B. All police reports, tickets and direct reports from the administration, staff, and consenting adults shall be conclusive evidence of a violation resulting in appropriate disciplinary action consistent with Section V. of this document.
 - 1. Procedures for reporting student athlete violations
 - a) The person filing the complaint must be an adult (18 years of age and not attending our school)
 - b) The person filing the complaint must sign a form in the high school Superintendent/Principal/AD's office within ten (10) calendar days of the alleged infraction, stating the date, time, place, and nature of the alleged infraction.

Supporting information will also be requested.

- c) If the student requests, he or she is entitled to a due process hearing (Refer to Section VII-Due process hearings.) An appeal hearing request in writing must be made to the athletic director within three (3) calendar days after the initial hearing.
- d) The majority opinion of the appeal hearing panel will be final, pending appeal to the superintendent.
- e) If the student athlete chooses to not appeal the decision the high school Superintendent/Principal and/or AD's decision will be final.

Social Media

Playing and competing for Engadine Schools is a privilege. Student athletes are held in high regard and are seen as role models in the community. As student leaders, they have a responsibility to portray the team, school and themselves in a positive manner at all times. 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. 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

If someone reports social media misconduct by an athlete:

1. The person reporting must have a picture or post from the alleged athlete;
2. The Athletic Department will verify the validity of the post;
3. If the post is deemed inappropriate in accordance with the Student Code of Conduct, a meeting of the Athletic Director and the athlete will take place. The parents of the athlete will be called.
4. The athlete may be subject to a written warning, a meeting with the coach, AD, parents, and athlete, and training rule violation consequences.

VII. CONSEQUENCES OF ATHLETIC HANDBOOK VIOLATIONS

A. Possession/Use/Distribution/Sale of controlled substances/tobacco products. As it applies to controlled substances (Section V) 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 participate 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. Second Violation

- a) Loss of 33% of all scheduled games.
- b) b-f as above.

3. Third Violation

- 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 athlete 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. Fourth Violation

- a) Loss of participation privileges for the remainder of that student athlete's 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. DUE PROCESS HEARING

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 of the coaches on the panel. A due process hearing must be requested within ten (3) 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. SELF-DISCLOSURE

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 of the athlete to and from athletic events is the responsibility of the parent. Engadine Consolidated Schools no longer provides transportation to athletic events.

No student is allowed to drive himself/herself/or other students to any district-sponsored event. An exception may be made by the Superintendent 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 student must have a note from their parent to leave school with the other student's parent. The transporting parent should sign those students out in the main office.

On occasion due to location or timing of an event, a bus may be provided for a small fee per player. In this instance, students will not be required to sign out.