



**STUDENT CODE OF
CONDUCT
7TH-12TH GRADE
2021-2022**

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Note: In this document, the term “parent” implies any legal guardian.

ACADEMIC EXPECTATIONS (Revised June 2020)

ACADEMIC EXPECTATIONS (7TH-12TH GRADE)

ON TIME, PREPARED, AND ENGAGED

Punctuality, preparedness, and engagement are vital skills necessary to the success of all people. As such, students are expected to arrive on time to class with all necessary supplies ready to learn. Students will earn up to six points daily in all classes for demonstrating these skills.

On time to class – two points

Prepared with necessary supplies – two points

Engaged in learning – two points

LATE ASSIGNMENTS AND MAKEUP WORK

Late assignments may be submitted for half credit up to one day after the original due date. Teachers will not accept assignments more than one day late.

Example: If a student was absent on Monday and returns on Tuesday, assignments from Monday and Tuesday would be due on Wednesday.

CHEATING/PLAGIARISM

Academic dishonesty will result in a 0% grade on the impacted assignment. Serious or repeated infractions will result in loss of credit for a course and further consequences per the code of conduct.

THE SCHOOL DAY

The school day consists of six periods with a five minute passing time between each class. Students may enter the building at 8:15 am. Classes dismiss at 3:09 pm. Students must vacate the building unless in a structured activity with adult supervision.

TEXTBOOKS AND WORKBOOKS

ECS furnishes the necessary textbooks required in each class. Students are responsible for the condition of these books. As long as the student returns all books in reasonably good condition at the end of the school year, there will be no additional charge for the use of textbooks.

FULL TIME STUDENT ENROLLMENT

All 7th-12th grade students shall be enrolled as full-time students and shall be assigned to six classes during the school day. Seniors may waive their sixth period class if they are in good academic standing.

REPORT CARDS AND SEMESTER GRADES

Report cards or progress reports are issued twice per semester for a total of four times per year. A report card is the parent's official record of their child's progress in school, and it is the student's responsibility to see that his/her parents receive it. Semester grades will be calculated using a combination of quarterly grades and a semester exam.

GRADE EXPECTATIONS

ECS is mandated to follow the Michigan Merit Curriculum– MCL 38.1248(a)(4)(a). Students must pass all classes with a 60% for semester credit. If students score below 60% they will be entered in a Credit Recovery Program. Students with IEPs will have criteria for promotion set within their IEP. The Superintendent/Principal will have discretion on a case by case basis if there is to be any exception.

ONLINE COURSES AND CREDIT RECOVERY

Students are eligible to take online advanced classes with a recommendation from the school counselor and administrator. Interested students should inquire with the counselor.

Credit recovery may be offered to students who have failed a semester or year-long class. Participation in this program must be authorized by the counselor and superintendent.

PHYSICAL EDUCATION COURSE CREDIT

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

SEMESTER EXAMS

All students are required to take semester assessments. High school (9th-12th grade) students may be able to exempt themselves from some tests by positively contributing to the school climate. Examples of positive contributions include high academic achievement, attendance, behavior, community service, and participation in extracurricular activities. A single exam exemption can be earned for each of the following:

- 1) 80% or above in all classes
- 2) Ten hours of documented community service during the semester
- 3) Five or fewer absences during the semester
- 4) Zero office referrals during the semester
- 5) Active membership in a school club or athletic activity during the semester

All exam exemptions will be decided at the discretion of the classroom teacher and school administrator.

LETTER GRADES, PERCENTAGES, AND POINTS

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

ACADEMIC EXPECTATIONS (9TH-12TH GRADE)**GRADUATION REQUIREMENTS**

All students must participate in all components of the M-Step and SAT testing process. In addition, students must earn at least the minimum required credits in each category, as per the table below:

Class	Credits Required
Electives	6
English Language Arts	4
Math	4
Online Learning Experience	1
Physical Education/Health	1
Science	3
Social Studies	3
Visual, Performing & Applied Arts	1
Foreign Language	1
Total	24

With the master schedule switching in 2020/21 from a 7 class period to a 6 class period the total credits required will be reduced as followed:

2021-22	24 credits required	6 elective credits
2022-23	23.5 credits required	5.5 elective credits
2023-24	23 credits required	5 elective credits

ADVANCED COURSEWORK/ADVANCED PLACEMENT CLASSES

Advanced coursework and Advanced Placement (AP or APEX) Classes may be offered to students who have completed prerequisite lower-level courses.

HIGH SCHOOL COURSE CLASSIFICATION-WEIGHTING

All 9th-12th grade students will be graded and credited for all classes taken based on a four- and five-point grading scale. Student GPA and class standing will be determined by combining the two scales. The four-point scale will be used for most mandatory or elective courses. The five-point scale was adopted by the ECS Board of Education and will be used for advanced classes that have at least one prerequisite course, including AP classes.

EIGHT-SEMESTER POLICY/FIVE SEMESTER CLASS RANKING

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

DETERMINATION OF CLASS RANKINGS

Class rankings for seniors will be determined based on grade point average (GPA), which will be calculated to the 0.001 place value using the 4.00/5.00 grading scale. Final determination of class rank will be at the discretion of school administration. The Spring semester of senior year will not be included when determining class rank.

DUAL ENROLLMENT (DE)

Students may enroll in college courses at an eligible postsecondary institution through the Dual Enrollment (DE) program. Interested students may inquire with the high school counselor.

MILITARY BASIC TRAINING

High school students who participate in military basic training may receive academic credit as Work-Based Learning experiences. Interested students may inquire with the high school counselor.

GRANTING CREDIT FOR FOREIGN EXCHANGE EXPERIENCES

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

1. Required English classes need to be taken here in the U.S. due to 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 like those offered in U.S. public high schools, either to fulfill required or elective credit.
3. If credit cannot be granted for all course work, then credit may instead be granted for experience from living in a different culture (not to exceed two (2.0) credits).
4. Grades from foreign schools will not be included in the student's GPA because there is no way to directly compare them to our grading system. Class rankings will be based solely on grades earned at ECS and other U.S. high schools the student has attended.
5. ECS students who attend foreign schools will continue to be considered students of ECS for that duration.
6. ECS students who attend foreign schools will be eligible for valedictorian or salutatorian awards.

WORK-BASED LEARNING PROGRAM (WBL)

Students who participate in the Work-Based Learning Program (WBL) must have good attendance in school and in the WBL Program (no more than nine absences), exhibit appropriate behavior at the job site, and communicate promptly with the WBL program coordinator and "employer" regarding any issues with being absent or tardy.

ATTENDANCE (Revised June 2020)

ATTENDANCE POLICY (Policy 5200)

All students are expected to attend school regularly and to be on time for classes. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school, as they have received the full benefits of their education and developed habits of punctuality, self-discipline, and responsibility. Attendance reporting will be run daily by the HS office.

1. Upon returning to school after an absence, the student must present a written excuse before 8:25am signed by the parent/guardian, doctor or other, explaining the reason for the absence. **Student absences not excused within 24 hours will be considered unexcused and potentially truant.**
2. For each course, a student will lose credit if excused and unexcused absences together exceed nine per semester. Students who have surpassed the nine absence threshold will be placed on Attendance Probation. Students on Attendance Probation will be required to make up all time in excess of the nine absence semester limit. Students will make up time during Saturday School, which is offered from 9am-noon. All makeup time must be completed by the end of the semester in which the absences occurred to avoid the loss of credit.
3. Written verification from parent/guardian *and* doctor, therapist, juvenile court, etc. of any extenuating circumstances that require a student to exceed the attendance policy must be presented to the Superintendent.

Excused Absences = Parental contact within 24 hours

Unexcused Absence = No parental contact within 24 hours

Consequences for unexcused absences:

1. Loss of credit for the work missed.
2. Saturday School
3. Summer School
4. Law enforcement involvement.

HEAD LICE

Any parent who suspects their child may have head lice is required to notify the school office. Infested students will be sent home following notification to the parent. The school will provide written instructions to the parent regarding appropriate treatment for the infestation. Students kept home because of head lice will be permitted to return to school only when the parent brings the student to school to be checked by the school secretary or building principal, and the student is determined to be free of the head lice and eggs (nits). Infested students are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

SCHOOL DISCIPLINE (Revised June 2020)

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 ECS. 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 of 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 normal school operations

Note: Based on present state law and district policies/procedures, the Superintendent of ECS 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 trancies. 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 above for Intervention Options. A student's parent/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 parent/guardian will also be informed of their due process rights.

LUNCH DETENTION (LD)

Lunch Detention (LD) is assigned for minor infractions. Students will report to the H.S. Office as soon as their class is dismissed for lunch. A lunch will be 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.

AFTER-SCHOOL DETENTION (ASD)

Assignments of students to the detention room will be made by the Superintendent/Principal or his/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 or 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 they 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.

SATURDAY SCHOOL

Students assigned Saturday School are expected to bring homework, a book, or other appropriate work. Saturday School will run from 9:00am-12:00pm every Saturday as needed. If a student is a no-show, they will be assigned a greater consequence.

Saturday School Rules:

- Failure to attend Saturday School will result in a parent meeting; Saturday School consequence will be doubled
- Failure to attend doubled Saturday School will result in STS (1-3 days)
- Students assigned Saturday School must come prepared with school work or reading material
- No electronic devices are allowed
- All school rules apply to students attending Saturday School
- Students are responsible for transportation to and from Saturday School

SHORT-TERM SUSPENSION (STS) 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 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.

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.

STUDENT TRANSPORTATION DISCIPLINE

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

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

First Referral by Bus Driver

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

Second Referral by Bus Driver

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

Third Referral by Bus Driver

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

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

The Superintendent/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 ECS under Schools of Choice. They can, however, be transported to/from school from existing school bus stops.

ECS 7-12 DISCIPLINE GUIDE

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. Progression of consequences will reset at the end of the academic year.

Minor Offenses

Minor offenses include inappropriate language, physical contact, disruption, property misuse, and other behavioral incidences below the threshold of what constitutes a Major Offense.

Minor Offense Consequences

1st Offense	2nd Offense	3rd Offense	4th Offense
Warning	After School Detention	Saturday School	In-school suspension, parent conference and student behavior plan

Major Offenses

Major offenses include abusive language, fighting, physical aggression, defiance, disrespect, non-compliance, harassment/bullying, truancy, theft, dress code, vandalism, property damage.

Major Offense Consequences

Consequences for Major Offenses will be up to the discretion of the school administrator and include Saturday School, In-School Suspension, Out-of-School Suspension, individual behavior plans, restitution.

Other Major Offenses

Other Major Offenses include tobacco, alcohol/drugs, combustibles, bomb threat, arson, and weapons.

Other Major Offense Consequences

See board policy; Other Major Offenses may result in School Board hearing regarding expulsion.

STUDENT ACTIVITIES (Revised June 2020)

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. Expectations for student dress (male/female) include, but are not limited to:

- Clothing must cover areas from one armpit to the other armpit, down to approximately 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing must be below the upper thighs.
- Shoes must be worn at all times and should be safe for the school environment. Pajamas, slippers, and blankets shall not be worn except for school activities approved by the principal.
- Clothing may not state or imply profanity, obscenity, and vulgar language (symbolic, direct or indirect).
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing may not depict, imply, or advertise, or advocate illegal, violent, or lewd conduct, weapons, or use of alcohol, tobacco, marijuana or other controlled substance.
- Hats, visors, hoods, or other items that cover the head are prohibited during school hours.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be notified if appropriate clothing is not available or if the student refuses dress code-appropriate clothing.

STUDENT TECHNOLOGY USE

Technologies such as the Internet, computers, and other devices are available to students as a privilege. Parents must sign and return a permission form acknowledging consequences for misuse of technology. Misuse of technology will result in loss of the privilege.

CELL PHONES

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

Phone use is permissible during passing periods, lunch time, and before and after school hours. Students are permitted to carry their phones to class but must place them in designated storage areas upon entering the classroom. Phones must remain in designated classroom storage areas for the entirety of the class period. Failure to comply with device storage will result in the loss of device privileges at school.

CONDUCT AT ASSEMBLIES AND ATHLETIC CONTESTS

Engadine students are expected to act appropriately. Engadine students and visitors are expected to obey the student code of conduct at all events. The staff member(s) supervising the event will be in charge of implementing the code of conduct at the event.

CLOSED CAMPUS

ECS campus is closed for all students grades 7-12. Students will be unable to enter or leave the building unless accompanied by a parent once the school day begins.

WATER BOTTLES

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

VENDING MACHINE

A vending machine is available for student use before and after school. The vending machine will be turned off during school hours.

LOCKERS

Each student will be assigned the use of a locker. The locker remains the property of the school and is subject to inspection by school personnel. Starting in the 2020-2021 school year, all 7th and 8th grade students must have a lock on their locker. For all other students, locks are optional, but strongly encouraged. Students may provide their own lock or rent one from the 7-12 Office for \$1.00.

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.

- Only **licensed** drivers may drive to school.
- A car must be maintained under safe control always. Students will be reported to the local law enforcement and may lose the privilege if they do not follow all school and civil laws.
- Pedestrians will always have the right of way.
- There will be no purposeful spinning of wheels or throwing of gravel or other displays of recklessness on the school property.
- All students are to park their cars in designated student parking areas.
- All cars will be locked during the day. Students will not be allowed to drive or be in their cars at any time during the school day without permission from the building administration or K-12 secretary. Driving or being in a car without permission will result in disciplinary actions from the Superintendent/Principal.
- **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 FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff, or members of the community in accordance with school guidelines.

The following general rules apply to all fundraisers:

1. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's advisor.
2. No student may participate in fund-raising activities off school property without approval from the Superintendent/Principal and written parental consent.
3. No house-to-house canvassing is allowed by any student for any fund-raising activity.
4. 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.
5. 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.
6. All classes, athletic, and extra-curricular fundraising must be coordinated with the Superintendent/Principal.

MISCELLANEOUS

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.

DRILLS

During the year, the following drills are required: five fire drills, two tornado drills and three lockdowns. Students and staff must 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.

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 visitor's behavior. The Superintendent/Principal has discretion in deciding whether a visitor is allowed or not.

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.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

Parents are encouraged to have their students take their medications at home whenever possible. Students are authorized to take medications in school with parent permission slip and doctor authorization form. Both slip and form must be on file and the medications must be in their original container. The medications must be administered by a school nurse or designated staff person. **All medications, whether prescription or over-the-counter, must be delivered and picked-up in the high school office by a parent.** Medications taken by students in school must be noted in the medication log.

Certain medications 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 permission and doctor authorization permitting student self-administration.

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

Students found in possession of medication who do not have parent permission or doctor authorization are subject to consequences as per district drug/alcohol policy.

SCHOOL GROUNDS

School grounds are defined to include the school campus (elementary and senior high school areas), playgrounds, athletic fields, library, bus loading areas, and other non-contiguous school areas e.g. school 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 activities. 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 ECS By-laws and Policies manual.

SEARCH AND SEIZURE

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 but is not limited to 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 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 using 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 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 considering 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. During 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 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.

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. The 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: (906) 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 the student, the student if 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 the 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 20 days from the date of this notification that she/he will not permit distribution of any or all of such information: A student's name, photograph in officially recognized activities and sports, height and weight, membership on an athletic team, date of graduation, awards received, honor roll, scholarships, and any other information the District considers not to 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

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 accommodation 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 the Superintendent.

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). Students who are 18 years of age, whether residing with their parents or not, are subject to the rules/regulations contained in this code of conduct.

All students enrolled in ECS are bound by the 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 ECS, regardless of whether the student resides with the parent/guardian or not. Students who are 18, 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.

ECS AND THE PUBLIC LIBRARY

The public library is available for use by classes and individuals for reference and research work or for checking out books for outside use. Librarians are available to assist in locating materials. Current newspapers and magazines are also available. Rules of the library are as follows:

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 privileges.
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 must 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.