



**STUDENT CODE OF
CONDUCT
7TH-12TH GRADE
2024-2025**

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MISSION STATEMENT

Everyone working toward Excellence for Every Student, Every Day

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:

Andrew J. Alvesteffer
Superintendent/K-12 Administrator
(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

CENTRAL OFFICE	(906) 477-6313
K-12 SECRETARY	(906) 477-6449
FAX NUMBER	(906) 477-6643

ECS HANDBOOK-ECS BYLAWS AND POLICIES (Policy 5500)

The ECS Student Code of Conduct is reviewed annually. All forms of student conduct are governed by this code. Additional language governing student conduct is located on the Engadine Consolidated Schools' Bylaws and Policies available online at <https://engadine.eupschools.org> . From the main webpage, click "District Information" , then "Administration", then "District Policies"

PUBLIC COMPLAINTS

Engadine Consolidated Schools has Policy 9130 in place to address concerns from staff, parents and the community. We ask that any complaints/concerns be directed to individuals involved in the immediate concern in order to seek resolution PRIOR to contacting the Administration, Superintendent or Board Members.

To find the full text of Policy 9130- Public Complaints, please go to the "District Information" tab on the main webpage, then click the "District Policies" tab. Next, click the link that says "District Policies" and you will be directed to the Board Policies for the District. From here, look for the search glass icon and type Policy 9130. You will be directed to all policies concerning Public Complaints. From here, click "po9130 Public Complaints" and you will be provided the entire policy, steps and procedures for addressing concerns.

DISCLOSURE STATEMENT

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

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

To access, click **District Information** from the main webpage. Then click **Administration**. Click **District Policies** and then click the **District Policies** link.

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

ACADEMIC EXPECTATIONS

ACADEMIC EXPECTATIONS (7TH-12TH GRADE)

ACADEMIC PREPAREDNESS

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

Example:

On time to class – two points

Prepared with necessary supplies – two points

Engaged in learning – two points

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

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

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

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

THE SCHOOL DAY

Students may enter the building at 7:55 am and proceed to the cafeteria for breakfast. Classes begin promptly at 8:15 am. The school day consists of seven periods with a four (4) minute passing time between each class. School is dismissed at 3:15 pm.

Students are to vacate the building when school is dismissed unless they are participating in an activity supervised by an adult.

FULL TIME STUDENT ENROLLMENT

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

CLOSED CAMPUS

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

PASSES

Students must have permission from a teacher or staff member to leave the classroom during instructional time. Students must sign out/in and have a pass in their possession when they leave a classroom. To avoid the loss of instructional time, students are expected to come to class with all needed materials and use the restroom and drinking fountains during passing times when possible. Students that do not follow this procedure are subject to discipline consequences.

Students with IEPs or BIPs may have special passes that will be used as directed by their teams.

COURSE REQUIREMENTS

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

DETERMINATION OF CLASS RANKINGS

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

DUAL ENROLLMENT (DE)

Students may enroll in college courses at an eligible postsecondary institution through the Dual Enrollment (DE) program. Interested students may inquire with the student services coordinator. High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student. The high school Student Services Coordinator will provide assistance/guidance.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the K-12 Administrator or student services coordinator.
3. Students who take Dual Enrollment courses will receive the credit assigned to that class and have the option of including the grade in their GPA.

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

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

ADVANCED COURSEWORK/ADVANCED PLACEMENT CLASSES

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

GRADUATION REQUIREMENTS

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

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

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

HIGH SCHOOL COURSE CLASSIFICATION-WEIGHTING (Grades 9 -12)

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

Five Point Scale Advanced Classes

Below is a list of advanced classes recommended for the 5.0 grading scale:

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

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

LETTER GRADES, PERCENTAGES, AND POINTS

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

GRADE EXPECTATIONS and CREDIT

Students must pass all classes with a 60% to earn semester credit.

LATE ASSIGNMENT POLICY/MAKE-UP WORK TIME LIMITS

All students need to turn in assignments on time. Late assignments may be submitted for half credit up to one day after the original due date. Students will be allowed one day to make up work for every day of excused absences. If a test was scheduled prior to the absences, the student must take the test the day they return. It is the *student's responsibility* to contact the teacher before or after an absence, regarding make-up work.

When absent from school - one day to make up assignments –

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

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

SEMESTER ASSESSMENTS/EXAM EXEMPTIONS

Students are required to take semester assessments/exams for courses that have one unless they meet exemption criteria. Students with zero referrals, excellent attendance (5 or less absences and 3 or less tardies), and an “A” average in the course may choose to take an exam exemption for that course. Students seeking an exemption must get administrator approval upon completion of the exam exemption form. Deadline for return of the completed form must be met. *A medical excuse from a doctor or medical provider within 24 hours of absence doesn't count towards absences for exam exemptions.* Note: Teachers may choose to require students to take an assessment/exam even if the student meets the exemption criteria. Teachers will provide study guides or reviews no later than the Friday prior to the semester assessments. Online, DE, and CTE courses may have a different assessment schedule and/or requirements.

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

Please refer to the school calendar and avoid scheduling family vacations during the last week of the quarter as it delays the posting and printing of all report cards.

STATE & DISTRICT ASSESSMENTS

All students are required to take state and district assessments. Students are expected to try their very best and demonstrate what they know and are able to do, so that ECS gets accurate data. These assessments are very important! Assessments given include the NWEA, SAT, PSAT, ACT WorkKeys and M-STEP. The NWEA assessment is given three times a year to track student growth. Assessment data is also used to determine intervention strategies, place students in appropriate courses, adjust instruction/curriculum, and is used for teacher evaluations.

REPORT CARDS

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

If a student takes an exam exemption the exam is not included in calculating the semester grade.

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

TESTING OUT (Policy 5460)

A student wishing to take a semester exam to earn course credit may do so by demonstrating mastery of content with C+ or higher. This must be done prior to the beginning of the course and requires parent/guardian permission. Interested students should contact the Student Services Coordinator. Credit must be verified/approved by the Superintendent or K-12 Administrator before it is awarded on the student's transcript.

ACADEMIC CHEATING/PLAGIARISM

Academic dishonesty will result in a 0% grade on the impacted assignment (refer to the Discipline Matrix for consequences for repeated infractions).

Students enrolled in DE and online courses should read their course syllabus carefully regarding what is considered plagiarism and academic dishonesty.

PHYSICAL EDUCATION COURSE CREDIT

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

MILITARY BASIC TRAINING

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

GRANTING CREDIT FOR FOREIGN EXCHANGE EXPERIENCES

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

1. Required English classes need to be taken here in the U.S. due to differences in content and skill level. The Superintendent, K-12 Administrator and high school guidance counselor may make an exception based upon review of the foreign school's English/Language Arts curricula.
2. A student's transcript from the foreign high school will be reviewed by the high school, Superintendent, K-12 Administrator and the student services coordinator, and credit may

be granted for all classes that are like those offered in U.S. public high schools, either to fulfill required or elective credit.

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

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 absence or late arrival to the job site including those due to school activities and extracurriculars.

ONLINE COURSES AND CREDIT RECOVERY

Participation in a credit recovery program must be authorized by the student services coordinator and an administrator. Credit recovery may be offered to students who have failed a semester as an online class, in person during the school day, part of a summer school program, or in after school tutoring. Options may vary semester to semester or year to year. In cases where students have multiple credits to recover special arrangements may need to be made with the student, parent, and administrative team. Some online courses are self-directed and include pacing guides while others have firm due dates. Students should make sure they understand the course requirements. Students who choose to take an online course will be assigned a period with a mentor, however the student is the one responsible for making sure that they keep on pace in their online classes and finish on time.

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).

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 year, 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 student services coordinator and summer school teacher. No student can take a higher-level course through summer school unless the student services coordinator and summer school teacher approves and is willing to provide specific instruction in that content/skill area. Example: No student can take a .25 credit in Algebra I unless the summer school teacher approves it. Conversely, no student can take a .25 general/remedial mathematics class/credit and count it toward Algebra or other higher-level mathematics course. Students choosing to take credit recovery course will need to arrange them via the school services coordinator (see Online Courses and Credit Recovery above). Students attending summer school are governed by this code of conduct.

TEXTBOOKS /MATERIALS/EQUIPMENT/LAPTOPS

ECS furnishes the necessary textbooks, workbooks, materials, and equipment required in each class. (Exceptions may include required books and materials for DE, vocational, and performing art classes). Students are responsible for the condition of any textbooks, workbooks, laptops, materials and equipment issued to them. It is recommended that students do not lend textbooks, workbooks, laptops, materials and equipment to other students. Students may be charged for damaged or lost textbooks, laptops, materials, and equipment.

STUDENT FEES, FINES, and CHARGES (Policy 6152)

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. All fines collected will be sent to the Central Office for deposit in the appropriate fund. Any charges owed for lost or damaged textbooks, library books, laptops, materials, or equipment must be paid before the start of the next semester or before graduation. Failure to pay fees may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection. (Refer to Policy 6152 for exceptions that pertain to Students Experiencing Homelessness)

COMPUTER TECHNOLOGY AND NETWORKS

A parent/guardian must sign an agreement which defines the conditions under which the student may access the network and use technology. Failure to abide by all the terms of the agreement may lead to termination of the student's network account, loss of computer use, and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. (See Policy 7540.03 and Policy 5136)

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 abide by the Student Code of Conduct and follow bus rules.
4. Students will not be permitted to ride unassigned buses, except as approved for special circumstances by the Superintendent.
5. Students may be suspended from riding the school bus for engaging in misconduct.
6. Busing is a privilege and not a right. Students not abiding by rules may lose the privilege of bus transportation to and from school.

ATTENDANCE

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 K-12 Secretary/Data Manager. Parents/Guardians will be notified of absences via an automated school messaging system.

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

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

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

Excused Absences = Parental contact within 24 hours

Unexcused Absence = No parental contact within 24 hours

Consequences for unexcused absences:

1. Reduction of grade for missed assignments not made up
2. Law enforcement involvement for excessive absences

LATE ENTRY/EARLY DISMISSAL (Policy 5230)

The K-12 Secretary/Data Manager must be notified in advance of such absences by the student's parent/guardian and shall state the reason for the tardiness or early dismissal. Students entering late must enter through the main office and sign in. Students must sign out in the main office when leaving early. Only legal parents/guardians may request early dismissal during the day for

their child. All requests must either be in writing or called in directly to the main office by the parent or legal guardian. Students may not request to call or text parents to leave the building early without written approval by the parent/legal guardian.

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 /INJURED STUDENT

If a student reports to the office ill or injured, a parent/guardian will be contacted and the student will need to be picked up from school by a parent/guardian or their designee if requested.

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.

3-4 total will result in parent/guardian contact (phone or email)

5-6 total will result in parent/guardian contact (phone or email) and lunch detention

7-8 total will result in phone call home and after school detention

9+ Student Contract, meeting with parent(s), and out of school suspension

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 In-School Suspension. Consequences do not erase the number of tardies a student has accrued in a 9 week marking period. Students assigned detention must do it when assigned. It is the student's responsibility to inform their parent/guardian they are assigned consequences.

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 or K-12 Administrator 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 suspensions and expulsions accordingly. Board Policy 5610 addresses Emergency Removal, Suspension and Expulsion of Students.

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

A. Matters relating to private and public property.

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

B. Matters pertaining to citizenship.

1. Violation of state laws, local ordinance, approved safety and fire codes; laws pertaining to civil disobedience.
2. Use of profane/obscene language, including gestures.
3. Wearing unacceptable clothing/other forms of personal appearance that interferes with the learning process
4. Engaging in unsafe/inappropriate behavior.
5. Violation of specific court orders. (e.g. no contact order, no trespass, etc.)

- C. Matters pertaining to attendance/punctuality.
1. Violation of compulsory attendance laws.
 2. Persistent tardiness (See tardy policy/procedures)
 3. Skipping school (truancy) includes period and/or full day(s)
 4. Accumulation of one or more unexcused absences (period or day).
- D. Matters pertaining to the safety of others.
1. Physical aggression/assault directed at students, school employees or other adults in school/campus.
 2. Engaging in behavior that is potentially unsafe e.g. running in hallways, excessive horseplay, etc.
 3. Extortion/coercion/verbal threats (direct or indirect)
 4. Sexual/malicious harassment.
 5. Weapon possession/use-directed at student, staff, or adult in school/campus.
- E. Persistent/repetitive disobedience and/or breaking of school rules and regulations.
- F. General misconduct
Student behavior detrimental to the normal school functioning/educational process.

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

7 FACTORS IN DETERMINING DISCIPLINE and RESTORATIVE PRACTICES

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

These 7 Factors are:

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

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

DISCIPLINARY INTERVENTION OPTIONS

The teacher is expected to provide an initial discipline intervention as per their classroom management policy prior to referring the student to the Superintendent or K-12 Administrator.

Interventions contained in the code of conduct are designed to provide the administration with a range of progressive discipline steps to deal with student misconduct, excessive tardies, and truancies. The Superintendent and K-12 Administrator or their designee in their absences 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 or K-12 Administrator using a progressive discipline process that may start with lunch detentions, After-School Detention (ASD) or the following:

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

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

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

AFTER-SCHOOL DETENTION (ASD)

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

After School Detention Rules:

- Additional ASD or greater consequences can be assigned if a student is non-compliant or problematic.
- Students must bring an academic assignment or book to read.

- No electronic devices are allowed in ASD.
- No talking/eating
- Students must remain in their seats and not sleep.

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

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

LUNCH DETENTION (LD)

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

SHORT-TERM SUSPENSION (1-10 Days)

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

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

Students assigned long-term suspension or expulsion will require Superintendent/Board of Education approval. Again, the 7 factors will be utilized in determining suspensions.

TEACHER-INITIATED SUSPENSION (Policy 5610)

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

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

STUDENT TRANSPORTATION DISCIPLINE

Only students enrolled at 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 and a parent note is required. Students may be suspended from riding the school bus for engaging in misconduct.

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

First Referral by Bus Driver

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

Second Referral by Bus Driver

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

Third Referral by Bus Driver

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

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

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

Note: District transportation from/to home is not available for students who choose to attend ECS under Schools of Choice. They can, however, be transported to/from school from existing school bus stops.

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;
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, K-12 Administrator, 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, K-12 Administrator 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. 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 may 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.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

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.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

PROFANITY, OBSCENITY, AND VULGARITY

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

SEXUAL HARASSMENT

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

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

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

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

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, student services coordinator, or any other district staff member. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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

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

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

SKIPPING

It is the expectation that all students will be in their assigned classrooms at the appropriate times. Skipping is defined as:

1. The absence of a child from school without permission.
2. The neglect of work or duty.

This includes being absent from part or all of a class period, leaving school early, wandering hallways during instructional periods, extended periods in bathrooms during instructional periods to avoid instruction, and willfully pretending to go to school but actually taking part in other non-educational activities. The school reserves the right to discipline students caught skipping for any reason, including having permission from parents/legal guardians, if it is in conflict to the student's academic learning and school rules.

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 (such as vapes), "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 extracurricular 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 the student has consumed alcoholic beverage(s).

USE OF TOBACCO PRODUCTS (MCL 722.64 (2))

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

4. Possession, distribution, and sale of tobacco products (including vapes and vaping equipment) 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, any school property, 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.

VAPES and VAPOR PRODUCTS

Vapes and vapor products, including devices used to vaporize illicit substances, are illegal for minor students to possess, use or distribute. Vaping is a considerable issue among high school students and it is well known that students smuggle products into their undergarments, waistbands, clothing and personal belongings. Students who are caught in possession of vaping products will face discipline according to Tobacco Products usage. 1st Violation is a 3 day suspension. 2nd Violation is a 5 day suspension. 3rd Violation is a 10 day suspension. 4th Violation (and future violations) will result in students being brought before the Board of Education for extended suspension and/or expulsion.

HIGH SCHOOL DISCIPLINE PROGRESSION SYSTEM FOR MINOR & MAJOR OFFENSES (Office Referrals)

All teaching staff will promote a code of positive behavior reinforcement (i.e. PBIS, CHAMPS). Teachers will teach and reinforce positive behavior expectations and will handle minor behavior infractions and assign reasonable consequences according to their classroom management policies which may include assigning Lunch Detention or After School Detention to be served in their classrooms without an office referral. These policies will be posted in their classrooms and included in their course syllabus.

Some offenses or repeated offenses will result in a referral to the office which will result in the Superintendent, K-12 Administrator or their designee in their absence to assign consequences based on the discipline rubric below. These offenses will be entered into the student data management system.

Note: Based upon the offense, students may be assigned a greater consequence than what is indicated in the rubric. **All consequence modifications are subject to administrator discretion. Administration reserves the right, at any time, to adjust discipline as needed and will consider the 7 Factors in determining punishments for disciplinary infractions.** Disciplinary actions are not “set-in-stone” and the expectation among students, parents and guardians is that the school and administration **can and will** adjust disciplinary consequences as needed, based on student behaviors and repeat violations.

All minor offenses reset at the end of each quarter. All major offenses will carry throughout the semester. Drug and alcohol offenses, and other illegal activities, do not reset.

Engadine Schools Junior High – Senior High Discipline Guide

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

MINOR BEHAVIORS

Inappropriate Language:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch Detention and student call home
- 3rd Offense After School Detention and call home
- 4th offense 4th offense goes to Major

Physical Contact:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch detention and student call home
- 3rd Offense After School Detention and call home
- 4th offense 4th offense goes to Major

Defiance/Disrespect/Non-Compliance:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch detention and student call home
- 3rd Offense After school detention and call home
- 4th offense 4th offense goes to Major

Disruption:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch detention and student call home
- 3rd Offense After school detention and call home
- 4th offense 4th offense goes to Major

Dress Code:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch detention and student call home
- 3rd Offense After school detention and call home
- 4th offense 4th offense goes to Major

Technology Violation:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch detention and student call home
- 3rd Offense After School Detention and call home
- 4th offense 4th offense goes to Major

Property Misuse:

- 1st Offense Student call home and conference with administrator
- 2nd Offense Lunch Detention and student call home
- 3rd Offense After School Detention and call home
- 4th offense 4th offense goes to Major

Tardy:

- 1st Offense 3-4 total will result in parent/guardian contact
- 2nd Offense 5-6 total will result in parent/guardian contact and lunch detention
- 3rd Offense 7-8 total will result in phone call home and after school detention
- 9+ Student Contract, meeting with parent(s), and out of school suspension

Cell Phone Violations:

- 1st Offense Phone confiscated & Student picks up phone in the office at end of the day
- 2nd Offense Phone confiscated & Parent picks up phone in the office
- 3rd Offense Phone confiscated & Parent picks up phone in the office
- 4th Offense Phone confiscated & Parent picks up phone in the office. Loss of phone privileges for the quarter. **Repeated violations will result in 1 day Out of School Suspensions per occurrence.*

MAJOR BEHAVIORS**Abusive Language/Inappropriate Language:**

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

Fighting:

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

Physical Aggression:

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

Defiance/Disrespect/Insubordination/Non-Compliance:

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

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

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

Disruption:

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

Inappropriate Display of Affection:

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

Technology Violation:

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

Skipping Class:

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

Forgery/Theft:

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

Dress Code Violation:

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

Lying/Cheating/Plagiarism:

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

Vandalism:

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

Property Damage:

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

Tobacco (including vapes):

- See Student Handbook/Board Policy 5530**
- 1st Offense 3 day Out of School Suspension
- 2nd Offense 5 day Out of School Suspension
- 3rd Offense 10 day Out of School Suspension
- 4th Offense School Board hearing regarding Expulsion

Alcohol/Drugs:

- See Student Handbook/Board Policy 5530 and 5610**
- 1st Offense Automatic 10 day Out of School Suspension, including and/or up to, School Board hearing regarding Long Term Suspension and/or Expulsion and possibility of Referral to Law Enforcement for Prosecution
- 2nd Offense Automatic 10 day Out of School Suspension and School Board hearing regarding Long Term Suspension and/or Expulsion and Referral to Law Enforcement for Prosecution
- 3rd Offense School Board hearing regarding Expulsion and Referral to Law Enforcement for Prosecution
- 4th Offense School Board hearing regarding Expulsion and Referral to Law Enforcement for Prosecution

Bomb Threat:

- See Student Handbook/ Board Policy 5610 and 8430**
- 1st Offense School Board hearing regarding Expulsion

Arson:

- See Student Handbook/ Board Policy 5610**
- 1st Offense School Board hearing regarding Expulsion

Weapons:

- See Student Handbook/ Board Policy 5610 and 5772**
- 1st Offense School Board hearing regarding Expulsion

Criminal Sexual Conduct:

- See Student Handbook/ Board Policy 5610**
- 1st Offense School Board hearing regarding Expulsion

Physical Assault of Student/School Employee/Volunteer/School Contractor:

- See Student Handbook/ Board Policy 5610**
- 1st Offense School Board hearing regarding Expulsion

STUDENT ACTIVITIES**STUDENT GOVERNMENT/CLASS OFFICERS**

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

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

HOMECOMING AND COURTWARMING CLASS REPRESENTATIVES

Each class will solicit nominees during a class meeting. Representatives will be elected using a paper ballot. The representative names will be provided to the K-12 Administrator by the class advisor no later than one week prior to the event. In the event that a representative drops out, the class advisor and principal will take into consideration the results of the paper ballot and appoint a new representative. A student elected King or Queen for Prom, Homecoming, Courtwarming, or Snowball will not be included in the court again.

APPEARANCE: DRESS AND GROOMING

All 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 include, but are not limited to:

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

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 privilege.

CELL PHONES/PERSONAL ELECTRONIC DEVICES (PEDs)

Having a cell phone/personal electronic device at school is a privilege and 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 turn them off and 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 and may not be taken out if a student has a hall pass. Students may not use phones during any class time, such as going to their lockers to access them while they have a hall pass. Failure to comply with device storage will result in the loss of device privileges at school. Students are prohibited from the use of cell phones in all private places, such as bathrooms and locker rooms.

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

PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PED is absolutely prohibited.

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

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See

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

Students are expected to turn over PED's to staff if in violation of any rule set forth and requested by staff member. Confiscated phones will be held in a secure location and may be picked up by students at the end of the day (1st offense) or by parents/guardians (2nd+ offenses). Repeated violations of PED's may result in disciplinary action, which includes a ban on usage on school property. Parents/guardians will be notified of PED violations.

EARBUDS/HEADPHONES

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

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.

LUNCH PERIOD/BRAIN BREAK

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

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

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

GYM FLOOR FOOTWEAR

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

WATER BOTTLES

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

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. Locks are strongly encouraged. Students may provide their own lock or rent one from the 7-12 Office Secretary for \$1.00. Students are discouraged from keeping food items in their lockers, as it attracts pests, such as ants.

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 insured and registered vehicles to school. This also includes off-road vehicles (motor bikes, 4-wheelers, side by sides, snowmobiles, etc.)
- A motor vehicle must be maintained under safe control. 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 motor vehicles in designated student parking areas on the south side of the building.
- All vehicles will be locked during the day. Students will not be allowed to drive or be in their vehicles at any time during the school day without permission from the building administration or K-12 Secretary. Driving or being in a vehicle without permission will result in disciplinary actions from the Superintendent or K-12 Administrator.
- **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

- they are 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 or K-12 Administrator.
 6. All classes, athletic, and extra-curricular fundraising must be coordinated with the Superintendent or K-12 Administrator.
 7. Students are prohibited from soliciting sales from staff or students during class periods. Sales may be made before or after school or during lunch/brain break.

DANCE REGULATIONS

1. Dances must be scheduled through the Superintendent or K-12 Administrator, no later than Wednesday of the week of the dance. (Minimum 3 school day notice required.)
2. All dances will be held on either Friday or Saturday night, unless special permission is obtained from the Superintendent or K-12 Administrator.
3. Dances will run from 8:00 P.M. until 11:00 P.M., except on game nights, dances will not start until after the gym floor has been cleared of people, and both locker rooms have been cleared and locked. With prior permission of the Superintendent or K-12 Administrator, a dance may be extended until 11:30 P.M.
4. Junior high-level students may attend high school dances, if invited by the sponsoring high school group. However, only 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 or K-12 Administrator. Guests must be approved by the Superintendent or K-12 Administrator 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 or K-12 Administrator three days before the dance. **Students/ex-students/others with no-trespass orders are excluded from all school dances/other functions.** Guests must conform to all Engadine Schools rules, and in the event of any problem, any student who brings a guest will be held responsible for the guest's behavior.
6. There must be at least one teacher and four parents present (2 males and 2 females) as chaperones, or the dance is automatically canceled.
7. Students may be subject to a "breathalyzer" test upon entering, and any student found to have been drinking/under the influence of drugs will be subject to penalties under school, state and federal laws.
8. Any student leaving the building for any reason at any time after the scheduled beginning of a dance, without permission from a chaperone, may not return. An effort on the part of the a school staff chaperone will be made to contact this student's parent/guardian.
9. All doors to the building will be closed and locked one hour after the dance is scheduled to begin, and no one may enter the dance after that time, without prior permission.

10. No shoes of any kind may be worn while dancing on the gym floor.
11. Instructions from a chaperone must be followed.
12. Dance music is to be reviewed/approved by the sponsoring group's advisor. Inappropriate music played at the dance will result in disciplinary consequences assigned by the Superintendent or K-12 Administrator to the DJ and/or sponsoring class or group.
13. Students who leave the dance more than 30 minutes prior to the scheduled end of a dance must sign out. The student's name must be legible, and a parent or guardian's phone number must be provided. 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, sweeping both halls, returning any used furniture to its proper place and putting away the audio equipment. Chaperones are not required to participate in clean-up activities. If the gym is not cleaned, the custodians will be hired at their hourly rate and the sponsoring group/class will be billed.

EAGLE SERVICE AWARD

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

FOOD

During breakfast and lunch hours, food may only be consumed in the cafeteria, whether purchased from the cafeteria or brought in by the student, unless approved by Food Service Director and/or Building Principal. Students serving lunch detention or In-School Suspension will eat in the designated area. Students may consume snacks in the 7-12 halls during passing time only. Food is not permitted in classrooms unless it is for a special activity with teacher permission. Students may bring a water bottle to class (with water only), but may lose the privilege if it is misused.

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. Students interested in applying to serve on student council should contact the advisor during the first week of school for an application.

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. Students are not to use phones during drills or lockdowns. Students are to follow the procedures and instructions given by staff during drills and lockdowns.

VISITORS

All visitors are required to report to the central office for a visitor's pass upon entering the building. Students who have guests visiting classes must get a permission slip from the K-12 Secretary, which must be approved by all teachers and the Superintendent or K-12 Administrator at least 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 or K-12 Administrator 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 central 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.

SPIRIT ITEMS/DECORATING

Students are encouraged to show school spirit and pride as an Engadine Eagle, which may include decorating lockers and hallways. It is the expectation that all spirit items will be removed from lockers and hallways at the end of the season.

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.

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.

*****NOTE** Students may not use the library during lunch periods without prior written permission from administration, as the library is a community organization and not run by the school district.***

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 type 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 the building.
5. Students/spectators who engage in inappropriate or disrespectful behavior will be asked

- 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), Athletic Director 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/extracurricular events may be updated throughout the school year as needed.

ENGADINE SCHOOLS ATHLETIC CODE (Revised 7/13/2022)

I. GOALS OF INTERSCHOLASTIC ATHLETES

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

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

II. EXPECTATIONS AND RESPONSIBILITIES FOR ATHLETES

- A. **Participation in interscholastic athletics is a privilege, not a right.** It is extended to all student athletes who are willing to assume certain responsibilities. All provisions of this athletic code govern those students who participate in interscholastic athletics, twenty-four (24) hours a day, twelve months per year. With the privilege of wearing the Engadine Schools' uniform comes with added responsibility. Behavior in all settings is expected to be appropriate. Inappropriate behaviors or actions, and/or excessive absences will result in loss of playing time.
- B. **Definition of a student athlete:** An athlete enrolled in Engadine Junior or Senior high school becomes an athlete on the first day that he/she begins practice and signs the Athletic Code for any sport offered by the district. From this day forward the student will be considered an athlete until that student graduates from our high school.

C. Expectations of an Engadine Athlete

1. Display appropriate decision-making skills by not using alcohol, drugs, tobacco, vaping, and other illegal substances.
2. Demonstrate good sportsmanship.
3. Show respect/empathy for others
4. All athletes, when practicing for sports, must wear appropriate garments to cover their bodies.
5. Meet all MHSAA and Engadine Consolidated Schools eligibility requirements.
6. Be responsible for school-issued equipment or the replacement cost of damaged, stolen, and/or lost equipment. Uniforms from the previous season must be returned in order to participate in future seasons.
7. Use socially acceptable language.
8. Abide by all school rules and regulations, regardless of age or legal status.

III. REQUIREMENTS FOR ALL STUDENT ATHLETES

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

Student Academic Eligibility: All student athletes must submit to a weekly eligibility check.

If a student is not passing all classes when checked, the following will occur:

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

Students can only move up or down one step per week.

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

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

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

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

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

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

IV. TRAINING RULES

- A. Multi-school meets or tournaments count as one contest when on one day.
- B. Suspension will carry over into the next participating sport, if necessary. Note: Section VII guidelines will be used to determine the duration of the student athlete's suspension.
- C. Coaches reserve the right to establish additional rules and regulations deemed appropriate by the Athletic Director.
- D. The school reserves the right to test for drugs/alcohol.
- E. The school reserves the right to require medical authorization/approval as a condition for continued athlete participation.
- F. Student athletes and their parents/guardians are expected to sign a form signifying that they understand and will comply with all athletic rules and regulations. Failure to do so will prevent their student athlete from participating in interscholastic sports.
- G. An athlete must at all times refrain from any conduct that would reflect unfavorably on themselves, team, or school. Conduct which would reflect unfavorably on an athlete, team, or school includes but is not limited to any violation of state laws, local ordinances, or district policies or procedures, such as:
 1. Disrespect of staff or students.
 2. Vandalism
 3. Theft
 4. Physical violence
 5. Harassment/coercion
 6. Profanity/obscenity (verbal/gesture)
 7. Insubordination
 8. Illegal use, possession/distribution/sale of a controlled substance. Controlled substances are defined but not limited to alcohol, steroids, prescription drugs, inhalant, or any narcotic drug
 9. Possession of drug paraphernalia: pipes, rolling papers, etc.
 10. Possession/use/distribution and/or sale of cigarettes/tobacco products, or vaping devices.

Note: The Superintendent and/or K-12 Administrator will communicate to the Athletic

Director and/or coaches all student athlete misconduct infractions that result in ISS, Saturday School, STS, or LTS in a timely fashion.

V. DUAL SPORT PARTICIPATION

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

VI. HANDLING ATHLETIC TRAINING RULE VIOLATIONS

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

Social Media

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

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

VII. CONSEQUENCES OF ATHLETIC HANDBOOK VIOLATIONS

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

1. First Violation

- a) Loss of ten percent (10%) of scheduled contests for that sport/season.
- b) Loss of any conference, regional, or state awards voted on by the conference, coaches, Athletic Directors, etc., and includes media-related awards, for the sport that student is presently participating in or, if not involved in a sport, will be subject to these conditions in the next sport he/she participates in.
- c) The student athlete agrees to participate in drug/alcohol assessment and participate in a community-based drug/alcohol awareness class program at that student's expense. Failure to comply with the above conditions will eliminate that student from further athletic participation for the remainder of the school year.
- d) The student athlete shall participate in try-outs with permission from the AD and

- coach.
- e) The student athlete will be allowed to participate in any exhibition (scrimmage) contest at the discretion of the coach/AD.
 - f) Throughout the duration of the suspension the athlete may be required to accompany the team to all scheduled contests and will be located on the team bench. The athlete will not be suited for any of the games.
 - g) A student athlete who has distributed/sold drugs, alcohol, or other controlled substances will be removed from the team for one (athletic) school year, pending appeal to the superintendent.

2. Second Violation

- a) Loss of 50% of all scheduled games.
- b) b-f 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 athletes shall not participate in any exhibition (scrimmage included) contest.
- e) During the duration of the violation the student athlete will not be able to attend any of the scheduled contests.

4. Fourth Violation

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

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

VIII. 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 the coaches on the panel. A due process hearing must be requested within ten calendar days of the infraction date. If that day falls on a weekend, the appeal process will be extended to the next business day. The opinion of the panel will be final, pending appeal to the Superintendent.

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

DISCLOSURE STATEMENT

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

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

To access, click **District Information** from the main webpage. Click **Administration**, then **District Policies** and then click the **District Policies** link.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

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

Verbal:

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



Physical:

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



Visual:

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



Sexual harassment can make someone feel many emotions

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



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

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



What is Sexual Assault?

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

Here are a few examples of sexual assault:

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

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

About Consent

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

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



What if This is Happening to Me?

It is not your fault. You are not alone.

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

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

What if This is Happening to Someone I Know?

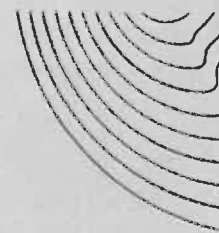
Believe. Listen. Support.



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



Resources



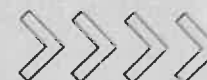
There is Help.

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

Michigan's Sexual Assault Hotline (VOICES4)

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

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



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

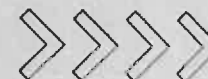
Text: 877-861-0222 **Call:** 866-864-2338

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



Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

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

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

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

Sexual Harassment and Sexual Assault Information Guide

Engadine Consolidated Schools



District Title IX Coordinator

Superintendent, Andrew J. Alvesteffer
W 13920 Melville St.
Engadine, MI 49827
906-477-6313 ext 2699
aalvesteffer-ecs@eupschools.org

District Policies Related to Sexual Harassment and Sexual Assault

Policy 0145 Discriminatory Harassment

Policy 1662 Anti-Harassment

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

Policy 4362 Anti-Harassment

Policy 5517 Anti-Harassment

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

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