

# Elementary Student and Parent Handbook 2024-2025



**Everyone Working toward Excellence for Every Student Every Day!**

## **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](mailto: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>.

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

### **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.

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**Welcome to Engadine Elementary School**

## **PRINCIPAL'S MESSAGE**

Welcome to Engadine Elementary School. It is our hope that your child finds this year both challenging, rewarding, and enjoyable. As always, our goal is to provide a comprehensive framework of research-based strategies designed to meet the individual needs of the whole child (cognitive, behavioral, physical, social, and emotional). We are excited to share in your learning adventure this year.

Our handbook can be accessed on the school website at <https://engadine.eupschools.org/>. Hard copies will be sent home to families during the first week of school. This handbook will provide most of the information needed to understand the way Engadine Elementary School works. It is important that the handbook be read and discussed by both students and their grown-ups. Go Eagles!

*Note: In a situation where provisions of the student handbook contradict school board policy, the school board policy shall prevail.*

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below. The complaint will be investigated and a response will begin, in writing, within 30 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Engadine Compliance Officer: Andrew J. Alvesteffer, Superintendent 906-477-6313

## **RIGHTS & RESPONSIBILITIES of STUDENTS**

- The right to equal educational opportunity and freedom from discrimination.
- The responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly, to observe school rules essential for permitting others to learn at school, and to put forth best effort to maximize learning potential.

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

## **Starting School**

## **GENERAL ENROLLMENT INFORMATION**

To enroll, parents / guardians are asked to complete the **enrollment packet** that can be picked up in the main office. Please return all applicable pages.

Things you need to enroll your child:

### Kindergarten-12th grade

- Original Birth Certificate
- Proof of Residency (driver's license, utility bill, rental agreement, etc.)
- Student's Social Security Card
- Immunization Records (up to date)
- School Transcripts (9th -12th grades only)
- If there are custody issues, we will need a copy of the custody agreement.

### Kindergarten and 1st Grade Students

- Certificate of Hearing and Visual Testing (A statement, signed by a licensed eye care practitioner or medical/osteopathic physician indicating that a child's eyes and ears have been examined at least once after age 3 and before initial school entry.)

Specific forms to complete:

- Request for School Records
- Registration Form
- Bus Transportation Form
- Technology/Virtual Courses Parental Consent Form
- Immunization Consent for Disclosure
- Library Card

Optional Forms

- Student Schools of Choice
- Placement Identification
- Title VII Form
- Athletic Participation Form (if a student changes schools after starting 9th grade)

## **School Information**

### **BUS TRANSPORTATION**

Transportation of students to and from school is provided as a privilege for those students residing outside of the school's walking area.

Students are expected to obey bus regulations. Actions that distract a driver are considered dangerous to the welfare of other students. Such actions and other violations will be referred to the appropriate building principal for disciplinary procedures which will include contacting parents. Serious or repeated student infractions will result in the suspension of the student's bus riding privileges. The bus rides to and from school are considered part of the school day and the same discipline code covers the behavior of students on the bus as in the school building.

Bus drivers will report misbehavior to the student's parents and to the building principal after warnings are given to the student. The building principal will work with the parents to ensure the proper conduct of the student on the bus. It is our sincere hope that the behaviors will never escalate to the point where a student's bus privileges will have to be suspended in order to protect the safety of all students on the bus.

#### STUDENT TRANSPORTATION TO AND FROM SCHOOL

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

#### EDUCATION FOR HOMELESS YOUTH (McKinney-Vento Act)

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

He or she lacks a fixed, regular, and adequate nighttime residence and includes:

- 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.
- Children or youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodations for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- 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.

Eligible students have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in the local school or continue attending the school of origin
- Receive transportation to and from school or origin
- Receive educational services comparable to those provided to other students

*Note: The complete McKinney-Vento (Homeless Children) Act is available upon request from our Engadine Compliance Officer.*

#### 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.

## HOLIDAYS AND BREAKS

The school calendar is available online at <https://engadine.eupschools.org/>

## PERSONAL ELECTRONIC DEVICES (PED)

A PED is a device that is capable of electronically communicating, sending, retrieving, reproducing and/or displaying information or data. These include cell phones.

- At the elementary level (K-6), cell phones are strictly forbidden.
- Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities,
- Students whose behavior is found to be in violation of PED rules will be subject to loss of privileges and disciplinary action.
- PEDs used in violation of law, Board policy, administrative regulation, or approved school rules will be confiscated, turned into the school office, and/or transferred to law enforcement officials as appropriate.

## SCHOOL MEALS

Engadine Consolidated Schools offers free breakfast and lunch for all students. To qualify, please complete and return a **Household Information Report** which is located in the enrollment packet. This form needs to be filled out each year. *Prices are subject to change*

Adult Lunch	\$3.50
Extra Items:	\$0.75 (hot dogs, hamburgers, pizza, etc.)
Milk	\$0.30

Food is to be consumed in the cafeteria and not taken into the hallways or classrooms.

There are no paper lunch tickets to purchase. Each student has an account number. Students may give our secretary, Mrs. French, any lunch money (for extra portions) in the Main Office in the morning. Parents may also pay online at <https://engadine.eupschools.org/> and select School Pay.

Please contact Mrs. French with any questions regarding school meals at 906-477-6313

## SCHOOL SUPPLIES

School supply lists can be found on the school website at <https://engadine.eupschools.org/>. Paper copies are available in the main office. If purchasing supplies is a hardship, please see the building principal for a confidential conference.



## **STATE and 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 the school gets accurate data. These assessments are very important! Assessments given include the NWEA 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.

## **THE SCHOOL DAY**

Students may enter the building at 7:55am and either proceed to the cafeteria for breakfast or wait in the hallways outside their classrooms. Classes begin promptly at 8:15am. School is dismissed at 3:15pm.

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

## **VISITORS**

In the best interest and safety of the students, visitors to the school are required to report to and sign in at the school office. All visitors must be prepared to present photo identification.

Classes are not to be interrupted by a visitor during school hours. One of our goals is to teach and foster responsibility. Please encourage your child to prepare for the next school day by gathering together their lunch money, clothing, and homework the night before. If it is necessary to have a message, lunch money, and/or clothing delivered to a child while school is in session, the office secretary, Mrs. Baker, will gladly take care of it before class begins or during lunch period, providing it is labeled. Children will not be permitted to call home unless an adult deems the situation to be an emergency.

If you would like to visit your child's classroom to observe, please contact the building Principal for information regarding the district's policies and procedures. Parents are welcome and encouraged to arrange these visits.

Students will not be permitted to bring visitors to school without prior approval of the building principal.

# **Volunteer Opportunities**

We welcome volunteers in the classrooms and with school events.

Mission: To make a difference in Engadine Consolidated Schools by helping to build the bridge between potential and achievement.

Vision:

- Enhance the environment of personal and academic excellence.
- Encourage teachers to explore ways of expanding their students' worlds of learning.
- Provide a vital link between the community and the classroom.



- Make the significant difference between what is and what can be.

### **AT HOME VOLUNTEER OPPORTUNITIES**

Volunteers can help at home by cutting out by assisting teachers with duties through the school day. See your child's teacher to find out more if you are interested in volunteering.

### **CLASSROOM OPPORTUNITIES**

Please check with the classroom teacher if you would like to help out. Ways you could help in the classroom may include but not limited to overseeing centers, organizing things in the classroom, practicing flashcards, reading with students, helping with classroom holiday parties, help on track and field day and Room Parent.

### **FIELD TRIPS**

Field Trips are extensions of the educational process at Engadine Schools. Elementary students may occasionally participate in field trips. Most trips require additional funding, so there may be an elementary wide fundraiser. Depending on the trip, a teacher may request parents to serve as chaperones. Chaperones are expected to follow the chaperone/volunteer guidelines, maintain control of the students assigned to them, and report any problems to the teacher. To ensure the safety of all students, all chaperones will be asked to complete a free background a week prior to the field trip date. Only cleared and approved chaperones will be allowed to participate in field trips.

### **LUNCHROOM SUPPORT**

Volunteers can help students make healthy choices, open packages, direct traffic to avoid accidents, help clean up messes, wash tables and general supervision. Lunch is served 11:00-11:40 each day.

### **PARENT TEACHER ORGANIZATION**

The Engadine Consolidated Schools Parent Teacher Organization (PTO) is an all-volunteer, parent-run, non-profit organization committed to enhancing and enriching the education of our children and fostering a sense of community within our school. We seek to keep parents connected and informed by facilitating a closer relationship between school and home and serving as the communication link between the two. At the heart of our mission is a commitment to strengthen the Engadine Consolidated Schools' capacity to provide the highest quality education possible for all students. Getting involved is a great way to show your kids that you take an interest in their education. It also sends a positive message that you consider school a worthwhile cause.

# School Safety

## EMERGENCY DRILLS

Throughout the school year, a variety of emergency drills take place. Engadine Elementary School follows the guidelines from the State of Michigan concerning the number of each emergency drill that takes place. Drills are designed to instruct students in procedures that are specific to the drill (fire, tornado, lock down, lock out, evacuation). The purpose of the drill is to ensure the safety of all students.

A map / diagram of the fire and evacuation route to be followed is posted in each classroom and reviewed with students. When an alarm is sounded, students must follow the direction of the staff quickly, quietly, and in an orderly fashion.

Fire Drills (5 times each year): Exit the building following the evacuation route. Assemble with your teacher in an organized line at a predetermined spot. Do not re-enter the building until the return signal is given.

Tornado Drills (2 times each year): Exit the classroom and proceed to the predetermined spot. Sit on the ground, knees bent, and cover your head with your hands (or a book if you remembered to grab one upon exiting the room).

Safety Threats (3 times each year): The school will be locked down and students will be notified via the Public Address (PA) system. Students are to report to the designated "safe" spot in the classroom. Students are to remain silent until the "all clear" is sounded.

Evacuation: The school is not required to conduct evacuation drills, however, teachers are trained and well-versed in the procedure. In the event of an evacuation, parents will be notified that school is being dismissed via School Messenger. Regular bus routes will be followed to return students to their homes.

**In the event of an emergency listed above, please do not come to the school or call the school. The school may not be able to assist you during an emergency situation and phone lines need to be kept clear for emergency situations.**

If you have questions or concerns about safety drills or practices, please contact the building principal.

## EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school will attempt to notify parents/guardians according to information provided on the emergency forms submitted by parents/guardians. Parents/guardians are encouraged to update this information as often as necessary.

## INCLIMATE WEATHER (School Closings)

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. **If there is a delayed start, school will begin at 10:00 a.m. instead of 8:15 a.m. Buses will run 2 hours late.**

# Academic Information

## ACADEMIC INTEGRITY

Engadine Elementary School expects students to first learn, and then follow, ethical academic standards. Academic dishonesty is a serious matter. Academic dishonesty encompasses, but is not limited to:

**Cheating:** Cheating includes, but is not limited to, a student copying an assignment or tests and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of communication with notes, calculators, computers, text books, cell phones, etc. when use is not permitted; telling other students what is on a test or quiz, providing specific questions, or providing answers.

**Plagiarism:** Plagiarism includes, but is not limited to, a student intentionally or negligently using someone else's ideas, words, or artistic creations without crediting the source.

Consequences for Academic Integrity Violations are listed in the disciplinary guidelines in this handbook.

## GRADING SCALES

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

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

4-6 report cards will be marked as follows:

Letter Grade	Percentage
A	93.5 - 100
A-	89.5 - 93.4

B+	86.5 - 89.4
B	82.5 - 86.4
B-	79.5 - 82.4
C+	76.5 - 79.4
C	72.5 - 76.4
C-	69.5 - 72.4
D+	66.5 - 69.4
D	62.5 - 66.4
D-	59.5 - 62.4
FAIL	< 59.5

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

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

- 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: 477-6313.
- Each student’s records will be kept in a confidential file located in his/her school of attendance. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student (18 or older), and those designated by Federal law or District regulations.
- A parent, guardian, or adult student has the right to request a change or addition to a student’s records and to either obtain a hearing with District officials or file a complaint with the U. S Office of Education if not satisfied with the accuracy of the records or with the District’s compliance with the Federal Education Rights and Privacy Act.

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 (Superintendent) in writing within twenty (20) days from the date of this notification that she/he will not permit distribution of any or all of such information. A students’ name, photograph in officially recognized activities and sports, height and weight, if a member of an athletic team, date of graduation, awards received, honor roll, scholarships, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

Note: A copy of the Board of Education’s policy and the accompanying District regulations are available at the Superintendent’s office.

**PHYSICAL EDUCATION**

Each elementary student receives a minimum of forty minutes of physical education weekly, instructed by a certified physical education teacher. In addition, there are recess periods throughout the day where K-6

students have the opportunity for physical activities. Students will need an extra pair of gym shoes for PE. Street shoes will not be allowed on the gym floor.

### **REPORTING STUDENT PROGRESS**

Formal report cards are issued to parents four times each year at the end of each nine week grading period. Reports of good progress or poor progress are sent to parents anytime during the year when a teacher believes that a parent should be informed. Informal notes and phone calls are often used between teacher and parent to keep abreast of the student's efforts. Parents may contact individual teachers by email. Email addresses and extension numbers are listed below.

### **TEACHER CONTACT INFORMATION**

Information on contacting teachers can be found on the district webpage at <https://engadine.eupschools.org/> From the main webpage, click **District Information** and then click **Staff Directory**. Teachers may also utilize the Class Tag app to notify and communicate with parents.

### **TEXTBOOKS AND LIBRARY BOOKS**

All textbooks and library books provided by the district for the student's use are considered to be on loan to the student. Normal wear is expected. However, if a student loses, defaces, or destroys such materials, parents / guardians will be responsible for the replacement of the same.

## **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

### **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.

### **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.

## **General Policies**

### **APPEARANCE: DRESS AND GROOMING**

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

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

Note: Students who violate the dress code will be:

- Sent to the main/elementary office-student conference-phone call home.
- Made to change into more appropriate attire.
- If the student has no alternate attire the office will provide them with appropriate clothing.



- If the student is unreceptive to wearing clothing provided by the school, the parent/guardian will be contacted and requested to come to school with a new set of appropriate clothing.
- The building administrator will be the person making the determinations on the appropriateness of student dress.

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

## **DISCIPLINE**

The faculty of Engadine Elementary School is committed to developing a school environment that is both preventative and instructional when it comes to dealing with disruptive behavior. To that end, we have designed a school-wide discipline plan to increase the instructional capacity of students. The plan focuses on a proactive approach to solving problem behaviors. The students will be taught appropriate school behavior and the faculty and staff will reinforce those desired behaviors.

All students will be taught to be Respectful, Responsible Scholars. The children will be taught how these rules look and sound in all school settings (i.e., in the classroom, hallway, cafeteria, playground, bathroom, and bus). Teachers will spend much time teaching and modeling the appropriate behaviors the first few weeks of school. The faculty and staff will reinforce these appropriate behaviors by giving Eagle Feathers to students who will be able to redeem them for specific privileges. This proactive approach has documented benefits: less student frustration, fewer suspensions, less violent behavior, less disruptive classroom behavior, less vandalism, improved morale among students and staff, improved attendance and achievement, development of students' prosocial skills and responsible behavior. Most importantly, students will learn to take responsibility for their own behavior.

### **7 Factors in Determining Discipline and Restorative Practice**

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 in Determining Discipline 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.

**Think Time**

In combination with the above, a discipline technique called “Think Time” will be used when any student exhibits a behavior that disrupts the classroom environment. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. “Think Time” has two parts. The first part is designed to allow students to focus and gain control by asking them to either sit off to the side or move to another classroom. The second part is designed to provide the student feedback about his/her inappropriate behavior and an opportunity to plan for future success in the classroom. Parents will be notified when their child has been directed to “Think Time” four or more times within a school week. Additionally, parents will be asked for assistance if problems persist or if a problem is unusually challenging.

**Discipline: Minors, Middles, and Majors**

<p><b>Minors</b>                  These behaviors are handled by the classroom teacher or the adult in charge.                  The list is not comprehensive.</p>	
<ul style="list-style-type: none"> <li>● teasing and/or derogatory remarks</li> <li>● inappropriate hallway behavior</li> <li>● swearing (unintentional)</li> <li>● disrespect to other students</li> <li>● talking out of turn</li> <li>● wandering hallways during class time</li> </ul>	<ul style="list-style-type: none"> <li>● use of personal electronic devices</li> <li>● food theft</li> <li>● assembly behavior</li> <li>● inappropriate use of personal equipment</li> <li>● late for class</li> <li>● littering (inside and outside of school)</li> </ul>
<p><b>Middles</b>                  These behaviors are handled initially by the classroom teacher or the adult in charge, but are referred to administration ONLY if they become chronic.                  The list is not comprehensive.</p>	
<ul style="list-style-type: none"> <li>● defacing school property</li> <li>● cheating</li> <li>● lying</li> <li>● dress code violation</li> <li>● non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>● abuse of school equipment</li> <li>● skipping class or school</li> <li>● unprepared for class</li> <li>● sexual teasing/name calling</li> <li>● chronic minor behaviors</li> </ul>

<ul style="list-style-type: none"> <li>● community/cultural slurs</li> </ul>	
<p><b>Majors</b>  <b>These behaviors are immediately referred to the administration.</b>  <b>The list is not comprehensive.</b></p>	
<ul style="list-style-type: none"> <li>● fighting</li> <li>● physical aggression</li> <li>● defiance</li> <li>● vandalism</li> <li>● skipping school</li> <li>● drugs/alcohol</li> <li>● bullying</li> </ul>	<ul style="list-style-type: none"> <li>● theft (serious)</li> <li>● intimidation/threat</li> <li>● inappropriate internet sites (deliberate)</li> <li>● sexual harassment/behavior</li> <li>● weapons</li> <li>● chronic middle behaviors</li> </ul>

**MEDICATION**

Generally, school personnel are not permitted to administer medication. In situations where it is in the best interest of the child that they have medication at school, the parent is asked to make arrangements with the principal. All medication must be brought by a parent or guardian. Students are not to transport medication to and from school. A medical form must be filled out and is available with Mrs. Baker in the front office. Please do not send medication with your child. This includes cough drops, aspirin, Tylenol, etc. All medications must be stored in the office.

**Sexual Harassment and Sexual Assault Information Guide**

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!**





# 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

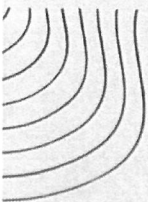
You may feel scared, uncomfortable, upset, embarrassed or angry.



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.





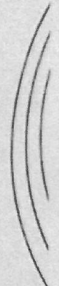
## What is Sexual Assault?

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?

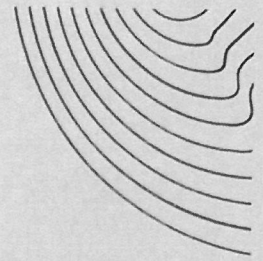
Believe. Listen. Support.



- 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



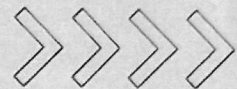
## There is Help.

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

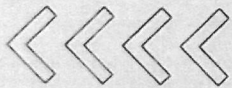
**Chat:** <https://mcedsv.org/sexual-violence-hotline-chat/>



### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

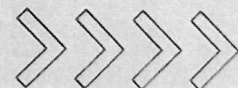
**Text:** 877-861-0222 **Call:** 866-864-2338

**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](mailto: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](http://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.