The East Jordan Public Schools aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, East Jordan Public Schools works with federal, state and local organizations, as well as international organizations to develop challenging programs of accelerated education and rigorous assessment.

These programs encourage students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.
EAST JORDAN HIGH SCHOOL STUDENT/PARENT HANDBOOK

This handbook is a summary of the school's rules and expectations, and is not intended to be a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office, located at:

304 Fourth Street
East Jordan, MI 49727

The School Board governs the school district, and is elected by the community. Current School Board members are:

Ted Sherman, President
Scott Nachazel, Vice President
Laura Snyder, Treasurer
Sarah Malpass, Secretary

Charlotte Diller, Trustee
Lisa Dunson, Trustee
Dan Harris, Trustee

The School Board has hired Kirk Baese to operate the East Jordan High School on an interim basis.

East Jordan Middle High School
101 Maple St., P.O. Box 399
East Jordan MI 49727

The school building will be open and available for use by students beginning at 7:45 a.m. each day that school is in session. Classes begin at 8:05 a.m. and students are dismissed from their last class at 2:54 p.m. each day. Students are expected to leave the building no later than 3:05 p.m., if they are not under the supervision of staff and/or attending a school event.

Staff Directory
Access staff directly by calling the EJPS automated attendant at 231-536-0053 and following the prompts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email Address</th>
<th>Name</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Educ.</td>
<td>5226</td>
<td><a href="mailto:rguerriero@ejps.org">rguerriero@ejps.org</a></td>
<td>McPher, Alice</td>
<td>5336</td>
<td><a href="mailto:amcpherson@ejps.org">amcpherson@ejps.org</a></td>
</tr>
<tr>
<td>Barnett, Megan</td>
<td>5341</td>
<td><a href="mailto:mbarnett@ejps.org">mbarnett@ejps.org</a></td>
<td>Media Center</td>
<td>5314</td>
<td><a href="mailto:gpurvis@ejps.org">gpurvis@ejps.org</a></td>
</tr>
<tr>
<td>Bender, Gretchen</td>
<td>5308</td>
<td><a href="mailto:gbender@ejps.org">gbender@ejps.org</a></td>
<td>Moore, Kathy</td>
<td>5323</td>
<td><a href="mailto:kmoore@ejps.org">kmoore@ejps.org</a></td>
</tr>
<tr>
<td>Bergquist, Michelle</td>
<td>5222</td>
<td><a href="mailto:mbbergquist@ejps.org">mbbergquist@ejps.org</a></td>
<td>Muladore, Dave</td>
<td>5313</td>
<td><a href="mailto:dmuladore@ejps.org">dmuladore@ejps.org</a></td>
</tr>
<tr>
<td>Cardwell, Merri Sue</td>
<td>5320</td>
<td><a href="mailto:mcardwell@ejps.org">mcardwell@ejps.org</a></td>
<td>Nachazel, Paul</td>
<td>5321</td>
<td><a href="mailto:pnachazel@ejps.org">pnachazel@ejps.org</a></td>
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<tr>
<td>Cary, Jennifer</td>
<td>5322</td>
<td><a href="mailto:caryj@ejps.org">caryj@ejps.org</a></td>
<td>Olszewski, Phyllis</td>
<td>5326</td>
<td><a href="mailto:polszewski@ejps.org">polszewski@ejps.org</a></td>
</tr>
<tr>
<td>Cross, John</td>
<td>5328</td>
<td><a href="mailto:jcross@ejps.org">jcross@ejps.org</a></td>
<td>Peters, Kim</td>
<td>5321</td>
<td><a href="mailto:kpeters@ejps.org">kpeters@ejps.org</a></td>
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<tr>
<td>Crouch, Caleb</td>
<td>5344</td>
<td><a href="mailto:ccrouch@ejps.org">ccrouch@ejps.org</a></td>
<td>Peterson, Matt</td>
<td>5325</td>
<td><a href="mailto:mpetersen@ejps.org">mpetersen@ejps.org</a></td>
</tr>
<tr>
<td>Dunlop, Sierra</td>
<td>5333</td>
<td><a href="mailto:sroberts@ejps.org">sroberts@ejps.org</a></td>
<td>Pool Office</td>
<td>5312</td>
<td><a href="mailto:mwuerth@ejps.org">mwuerth@ejps.org</a></td>
</tr>
<tr>
<td>Eisenberg, Rob</td>
<td>5316</td>
<td><a href="mailto:reassenberg@ejps.org">reassenberg@ejps.org</a></td>
<td>Prebble, Kim</td>
<td>5309</td>
<td><a href="mailto:kprebbe@ejps.org">kprebbe@ejps.org</a></td>
</tr>
<tr>
<td>Ferguson, Sean</td>
<td>5322</td>
<td><a href="mailto:sferguson@ejps.org">sferguson@ejps.org</a></td>
<td>Purvis, Gina</td>
<td>5317</td>
<td><a href="mailto:gpurvis@ejps.org">gpurvis@ejps.org</a></td>
</tr>
<tr>
<td>Halteman, Jenny</td>
<td>5339</td>
<td><a href="mailto:jhalteman@ejps.org">jhalteman@ejps.org</a></td>
<td>Thumser, Alice</td>
<td>536-2269</td>
<td><a href="mailto:athumser@ejps.org">athumser@ejps.org</a></td>
</tr>
<tr>
<td>Hamilton, Matt</td>
<td>5229</td>
<td><a href="mailto:matthamilton@ejps.org">matthamilton@ejps.org</a></td>
<td>Tinney, Pat</td>
<td>5340</td>
<td><a href="mailto:ptinney@ejps.org">ptinney@ejps.org</a></td>
</tr>
<tr>
<td>Hardy, Carolyn</td>
<td>5324</td>
<td><a href="mailto:chardy@ejps.org">chardy@ejps.org</a></td>
<td>Walker, Anna</td>
<td>5327</td>
<td><a href="mailto:awalker@ejps.org">awalker@ejps.org</a></td>
</tr>
<tr>
<td>Kane, Terry</td>
<td>5304</td>
<td><a href="mailto:tkane@ejps.org">tkane@ejps.org</a></td>
<td>Weber, Darrin</td>
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<td><a href="mailto:dwbeber@ejps.org">dwbeber@ejps.org</a></td>
</tr>
<tr>
<td>Kitchen</td>
<td>5311</td>
<td><a href="mailto:gbender@ejps.org">gbender@ejps.org</a></td>
<td>Wilson, Matthew</td>
<td>5337</td>
<td><a href="mailto:mwilson@ejps.org">mwilson@ejps.org</a></td>
</tr>
<tr>
<td>Kruzel, Tyler</td>
<td>5342</td>
<td><a href="mailto:tkruzel@ejps.org">tkruzel@ejps.org</a></td>
<td>Wimmer, Ellen</td>
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<td><a href="mailto:ewimmer@ejps.org">ewimmer@ejps.org</a></td>
</tr>
<tr>
<td>Litzner, Rebecca</td>
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<td>Wuerth, Megan</td>
<td>5306</td>
<td><a href="mailto:mwuerth@ejps.org">mwuerth@ejps.org</a></td>
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</table>
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GENERAL INFORMATION

Enrolling in the School

In general, state law requires students to enroll in the school district in which their parents or legal guardian resides, unless enrolling under the District’s Open Enrollment Policy. New students under the age of 18 must be enrolled by his/her parent or legal guardian. When enrolling, parents must provide a copy of the following: birth certificate or similar documents, court papers allocating parental rights and responsibilities or custody, proof of residency and proof of immunizations.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled from another public school in Michigan or another state may be temporarily denied admission to the District’s schools during the period of the suspension or expulsion. Prior to denying admission, however, the Superintendent shall offer the students an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Transfer Out of District

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building principal for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent.

Student Records

Neither the board nor its employees shall permit the release of any documents containing social security number, confidential test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Parents have the rights to amend a student’s record when they believe the information contained in the record is inaccurate, misleading, or violates the student’s privacy. The parent must request the amendment in writing. If request is denied, parents will be informed of their rights to a hearing on the matter.

Individuals have the right to file a complaint with the US Department of Education if they believe that the District has violated FERPA.

The Family Policy Compliance Office in the US Department of Education administers both FERPA & PPRA. Parents who believe their child’s rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D. C., 20202-4605
www.ed.gov/offices/OM/fpco
Conflicts in School Activities

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the advisors/coaches immediately when conflict does arise.

When conflict does arise, the sponsors of the event, the students involved and their parents, will get together to resolve the conflict or develop a plan that does not involve penalty to the student. In an event where sponsors cannot resolve the situation, administration will become involved to make a final determination.

Early Dismissal

No student will be allowed to leave school prior to dismissal without a written request signed by the parent or a person whose signature is on file in the office.

Fundraising

When a student raises funds for a school-sponsored activity, those funds will remain with that organization. Any money paid personally can be refunded as long as that money has not been spent on the student’s behalf. Fees charged to a student for cancellation of a commitment and/or costs incurred by the student group or advisor due to that cancellation may be the responsibility of that student.

Parent Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school or observe in the classroom. Any parent who wishes to review materials or observe must contact the principal prior to coming to the school. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

After School

School is in session from 8:05 a.m. to 2:54 p.m. Students are not allowed to be in the school building after 3:00 p.m. unless they are under the direct supervision of an adult (i.e. teacher, at practice, etc.). If students need to wait to be picked up or for a parent, they can either wait in the school office or at the Jordan Valley District Library. Students will not be allowed to wait in the cafeteria. There is no supervision so this poses a safety issue.

Student Dances

School dances may be sponsored by classes and organizations as fund raising activities but are primarily to promote a positive social environment. Organizations wishing to sponsor a dance must obtain permission from the high school office.

Dance Attendance

1. Dances designated for grades 9 – 12 are open to all students in those grades and are off-limits to students in grades 7 – 8.
2. Dances designated for grades 7 – 8 are open to all students in those grades and are off-limits to students in grades 9 – 12.
3. Students may be asked to sign in/out.
4. Students in grades 9 – 12 are sometimes allowed to bring a school-aged (grades 9 – 12) guest; however, pre-approval from the office is required.
   * No guests will be admitted with previous disciplinary or behavior problems either with our school or with their own school.
   * Guests are held to the same expectations as those set forth for East Jordan students.
   * Age exceptions, within reason, may be granted for Homecoming/Prom by administration.
5. Students in grades 7 – 8 are not allowed to bring guests to dances.
6. Any student currently on social probation is not allowed to attend dances.
Prom
All juniors and seniors that are in good standing are eligible to attend Prom. Additionally, juniors and seniors are welcome to bring a guest who is a student in grades 9 – 10 or older and is in good standing with East Jordan Public Schools. ANY freshman, sophomore or older student who arrives at the prom un-accompanied by a junior or senior will not be admitted. It is not permissible for juniors or seniors to invite underclassmen or older students who are not legitimately their guest.

ATTENDANCE

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 shall assure that the child attends school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:
1. The child is attending regularly and is being taught in a state approved non-public school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
2. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.
3. The child who has graduated from high school or has fulfilled all requirements for high school graduation.

Absences
There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the administration. All other absences are considered unexcused.

Whenever possible, written documentation should be provided to explain the reason for the student’s absence. In certain circumstances, the school may require documentation explaining the reason for the absence in order to consider the absence excused.

In the event of any absence, the student's parent or guardian is should call the school at 536-2259 before 8:00 a.m. to explain the reason for the absence. If the school has not received a call, we will make an attempt to call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence or the absence will be considered unexcused. Unexcused absences are considered skipping and will result in disciplinary action. Students may not make up work for credit if they have been absent unexcused.

The following protocol will be used in regards to attendance:
5 days absent per year – Parent letter
10 days absent per year – Parent meeting with administration
15 days absent per year – Social Probation / Northern Michigan Mediation involvement
20+ days absent per year – Truancy filed
• A family vacation exemption can be used one time each academic year for up to a consecutive five-day absence. Family vacations must be pre-arranged, the students must be accompanied by a parent/guardian, and arrangements for completing missed coursework must be made in advance.

• School related absences (field trips, extra-curricular activities, etc.) and school-imposed suspensions are considered exempt absences and do not count toward the total.

• During parent meetings with administration discussion of making up time during "Wednesday School" will be set up.  Wednesday school is before or after school make-up time on Wednesdays.

• Excessive absences will result in the student being excluded from attending events outside of the school building (i.e. field trips, college visits, etc.)

“Senior” Absences
Students in their senior year are held accountable to the attendance policy. Unexcused absences are subject to the same consequences as the underclassmen. This includes social probation that may lead to loss of privilege to attend senior activities including the prom, the senior trip and the post-commencement all-night senior party. In extreme cases, senior students may be denied the privilege of walking with their classmates at commencement.

Excessive excused absences will be closely monitored. The administration reserves the right to ask students to supply a "proof of appointment" or a doctor's excuse. Eighteen year old students do not have a right to excuse themselves for reasons other than those stated in the attendance guidelines. Seniors must remain full-time students in good standing in order to participate in or attend extra-curricular activities.

Tardies
Tardiness disrupts the learning environment by creating distractions to both the student(s) and teacher. Reporting to class on time is an expectation. Excessive tardiness is considered a discipline matter, and is addressed in the Code of Conduct. The following considerations apply to tardiness:
1. A tardy is unexcused unless a staff member has given written permission for the student to be tardy.
2. Once a student is more than 20 minutes tardy, it is an absence and, as such, is subject to rules governing student absences.

Make-Up Work
If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Truancy
Truancy is defined as a “student showing a pattern of excessive absenteeism based upon the district attendance policy.” Once a student is considered “truant”, the district will begin a process to improve student attendance. This process may include conversations, written notice, referral for mediation, etc. If parents/guardians are unresponsive or uncooperative, the truancy will be referred to the Attendance Officer and proceedings may lead to the county prosecutor's office. A parent, or other person in parental relation, who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days, or both.
ACADEMIC REQUIREMENTS

All students in grades 7-12 are expected to be enrolled in and actively attending seven (7) classes. The academic council must approve exceptions to this policy.

Marking Periods – Current School Year

1st Marking Period ......................... November 2, 2018
2nd Marking Period/Semester 1 ......... January 18, 2019
3rd Marking Period .......................... March 21, 2019
4th Marking Period/Semester 2 ............... June 6, 2019

Credit Placement

For students in grades 9 through 12, a unit of credit is earned upon the successful completion of high school content expectations, Michigan Merit Curriculum Standards or other state/national curriculum guidelines. For most courses, these expectations should normally be achieved in two (2) semesters of instruction. A ½ unit of credit should normally be achieved upon the successful completion of one (1) semester of instruction. Credit can also be earned by other methods. Contact the office for more information regarding alternate methods for obtaining credit.

A passing grade is required for credit. Students dropping a class after a specified period of time shall receive an “E” for the marking period and/or semester. The deadline for dropping classes is established annually by the administration.

Students will be “placed” in a grade based on how many credits they have earned. The following standards will be used for placement purposes:

<table>
<thead>
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<tr>
<td>9th</td>
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<tr>
<td>10th</td>
<td>6-11</td>
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<tr>
<td>11th</td>
<td>11.5-17.5</td>
</tr>
<tr>
<td>12th</td>
<td>18+</td>
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Credit placement does not apply to students in grades 7 and 8. Rather, for students in grades 7 and 8, successful course completion will be determined by a passing grade. If a student fails one or more core academic classes, it may be necessary for the student to repeat the class(es) and/or a grade level in order to continue moving successfully towards a high school diploma or equivalent.

Grading

Marking period grades will be calculated based on the number of points earned out of the number of points possible. This applies to all students in grades 7 – 12. Teacher discretion may be used for the weighting of assignments throughout any given marking period.

Additionally, for students in grades 9 – 12, semester grades will be calculated by using a 40–40–20 system. Each semester two marking periods will count for 40% of the overall grade and a semester exam will count for 20%. These three components added together, equal 100% and become the overall semester grade. The semester grade is the factor which determines whether a unit of credit has been earned.

An 11-point system (A = 4.0) will be used to convert the semester grade to a grade point average (GPA). Advanced placement courses (AP) are weighted by one (1) point and a 5-point scale is applied.

GPAs are not calculated, nor are they used for students in grades 7 – 8.

Certain classes may be offered on a Credit (CR) or No-Credit (NC) basis. Contact the office for more information.
Incomplete Grades

If a student receives an incomplete (I) as a grade for a class, this incomplete must be made up within two (2) weeks of the end of the marking period. If unusual circumstances occur, a teacher may grant additional time and/or an appeal may be made to the Principal for an extension of this time.

Repeating Classes

If space is available, a student in 9 – 12 may repeat a class to improve his/her knowledge of the material or grade with permission from administration. As of the 2017-18 school year, if a student retakes a course, the previous grade will remain on the transcript as part of the student’s final transcript and both grades will count towards G.P.A.

Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Successfully complete all of the following credit requirements of the Michigan Merit Curriculum, which includes:
   a. At least 4 credits in English Language Arts aligned to specified standards.
   b. At least 4 credits in Mathematics aligned to specified standards, including completion of at least Algebra I, Algebra II, and Geometry or an integrated sequence of courses, as well as an additional mathematics credit. All students must successfully complete as least 1 mathematics course during his/her final year of high school.
   c. At least 3 credits in Science aligned to specified standards, including completion of at least Biology and either Chemistry or Physics.
   d. At least 3 credits in Social Studies aligned to specified standards, including completion of at least 1 credit in United States History and Geography, 1 credit in World History and Geography, ½ credit in Economics and ½ credit in Civics.
   e. At least 1 credit in Physical Education and Health aligned to specified standards.
   f. At least 1 credit in Visual, Performing or Applied Arts.
   g. At least 2 credits in a Language other than English aligned to specified standards. Students graduating from high school in 2016, 2017, 2018, 2019 or 2020 may partially fulfill the 1 world language credit through completion of a State-approved career and technical education program or by completing additional visual, performing and applied arts courses above and beyond that which is required.
   h. Participate in an online learning experience.

2. Successfully complete East Jordan Public Schools graduation requirements:
   a. Technology: ½ credit
   b. Electives: 5½ credits

A personal curriculum may be requested for a student. A personal curriculum modifies certain aspects of the Michigan Merit Curriculum graduation requirements described previously. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Curriculum. Contact the office to request information regarding a personal curriculum.
Academic Honors

Honor Roll
The honor roll is computed at the conclusion of each marking period. Criteria for selection:
1. A student must be enrolled in a minimum of five (5) classes.
2. A student must be passing all classes in which he/she is enrolled.
3. Students in grades 9 - 12 must have a 3.0 grade point average for the grading period and students in grades 7 – 8 must have all As and Bs for the grading period.

Superintendent’s List
The Superintendent’s list is comprised of students who are receiving “A’s” in all subjects for the current grading period. This applies equally for all students in grades 7 – 12.

Academic Letters (grades 9 – 12 only)
In recognition of academic achievement during the school year, an award will be presented to students who meet the following criteria:
1. An academic letter will be awarded to any student who has a grade point average of 3.15 or above for the first three (3) marking periods.
2. Once a student has received a letter, he/she will be eligible to receive a pin if they have a grade point average of 3.15 or above the first three (3) marking periods of the succeeding school year.
3. Once a student has received a pin, he/she is eligible to receive a bar to go on the pin, if they have a grade point average of 3.15 or above for the first three (3) marking periods of any succeeding school year.
4. If a student has received a letter, pin and bar and, during their senior year, they have had a grade point average of 3.15 or above for the first three (3) marking periods, then he/she will receive a medal recognizing their four consecutive years of academic achievement.

Commencement Awards (applies only to eligible graduates in the current school year)
The top academic awards are presented at commencement. To be eligible for commencement awards, students must be enrolled at East Jordan High School, three (3) consecutive semesters in their junior and senior years. All Commencement Awards use cumulative GPA calculations.

The following awards are given based on GPAs calculated on a 4.0 grading scale (for commencement award purposes, GPAs are carried out to the third digit and are not rounded):

Valedictorian . . . . . . . . . . . . . . . . . . . . . . . . . . . Awarded to the student(s) with the highest GPA
Salutatorian . . . . . . . . . . . . . . . . . . . . . . . . . . . Awarded to the student(s) with the second highest GPA
Medal of Academic Excellence . . . . . . . . Awarded to all students earning GPA’s of 3.75 or higher
Summa Cum Laude (Purple Cord) . . . . . Awarded to students with GPA’s of 3.75—3.99
Magna Cum Laude (Gold Cord) . . . . . Awarded to students with GPA’s of 3.50—3.74
Cum Laude (Silver Cord) . . . . . . . . . Awarded to students with GPA’s of 3.15—3.49
National Honor Society (White Cord) . . Awarded to students who are a member in good standing during their senior year
Credit for Alternative Courses and Programs

Dual Enrollment (typically, only students in grades 11 – 12 are eligible)

Dual enrollment involves students being enrolled in two separate academic institutions at the same time. Most often, it refers to high school students taking college courses. Students who successfully complete a college course through dual enrollment earn credit from both institutions in which they are enrolled – the college and the high school.

East Jordan Middle/High School will grant high school credit to students who successfully complete an eligible course of instruction offered by a postsecondary institution. The following requirements apply to such courses:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the administration.
3. Upon validation from the issuing postsecondary institution, the grade earned will be part of the high school transcript and calculated in the students GPA based on a 4.0 scale and will count toward class rank.
4. The student is responsible to have the postsecondary institution report the student's grade to the secondary school in a timely fashion.
5. Tuition for the course(s) will be paid by the secondary school district for eligible students in accordance with the requirements of Public Act 160 of 1996, the Postsecondary Enrollment Options Act and Public Act 258 of 2000, the Career and Technical Preparation Act also known as the "Dual Enrollment" bills.
6. If a student fails a dual enrollment course and/or drops a course outside of the timeline for full reimbursement, the student will be required to reimburse the secondary school. Failing grades for dual enrollment courses will become part of the high school transcript and will be calculated with the student's GPA and class rank.

Online Learning

Online learning courses are available pursuant to Section 21f of the State School Aid Act. Such experiences allow students to enroll in online courses where each course is capable of generating credit or a grade while being provided in an interactive, internet-connected learning environment where students are separated from their teachers by time or location, or both.

East Jordan Middle/High School will grant credit and/or a grade to students who successfully complete an eligible online course. Details for online learning opportunities are extensive. Please contact the office for more information.

Students must complete an "Acknowledgement of Online Policies and Procedures" in order to take an online class. The form is available from the Online Lab Supervisor.

Exchange Programs (only students in grades 11 – 12 are eligible)

An exchange student will be granted a certificate of completion if he or she completes the criteria set by the school principal.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student’s permanent record and recorded as an international study experience.

Foreign Language (applies to all students, K – 12)

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum, or from an experience prior to high school, shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the district. The amount of credit will be based on the foreign language proficiency achieved.
**Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the Michigan Merit Curriculum standards, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

**Testing Out** (applies to all courses which lead to high school credit)

"Testing Out" is when high school credit is awarded to a student who demonstrates a reasonable level of subject matter mastery, for any given course, without having enrolled in the course.

Test out guidelines are as follows:
1. Credit shall be granted by attaining a grade of not less than C+ on the final examination for the course or other assessment used in the course, as determined by the district.
2. A student is eligible to test out of a course prior to the beginning of each semester. Arrangements for testing out are the responsibility of the student or parent/guardian and are made through the office.
3. The credit earned under this policy shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy shall be counted toward fulfillment of a requirement for a subject area course.
5. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
**Academic Council**

Students making a special academic request or wishing to appeal handbook guidelines pertaining to academics can request that the Academic Council review his/her position.

The council will consist of a panel selected by the district. This panel often consists of a staff member who serves as academic advisor, the high school principal, the teacher of the class in question (when appropriate) and a teacher not related to the issue.

**Student Assessment**

All schools in the state of Michigan are required to administer designated standardized tests at various grade levels. A standardized test is a test that is administered and scored in a consistent, or "standard", manner. Standardized tests are designed in such a way that the questions, conditions for administering, scoring procedures, and interpretations are consistent and are administered and scored in a predetermined, standard manner.

Schools are heavily penalized by the Department of Education when students do not participate in a mandated assessment. Therefore, all students enrolled in East Jordan Public Schools are required to take the appropriate standardized test for their grade level.

The following table represents information regarding state mandated assessments for students in grades 7 – 12:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Assessment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th Grade</td>
<td>Michigan Merit Exam (MME)</td>
<td>Components include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SAT with Essay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• M-STEP Science (online)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• M-STEP Social Studies (online)</td>
</tr>
<tr>
<td>8th Grade</td>
<td>M-STEP (online)</td>
<td>Subject matter being assessed:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• English Language Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Social Studies</td>
</tr>
<tr>
<td>7th Grade</td>
<td>M-STEP (online)</td>
<td>Subject matter being assessed:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• English Language Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Science</td>
</tr>
</tbody>
</table>

Additionally, East Jordan Public Schools may administer standardized tests at other grade levels in order to assess and adjust the teaching and learning practices leading up to college and career readiness. For the current school year, students in grades 8, 9 and 10 may take the PSAT exam. The “PSAT 10” tests the same skills and knowledge as the SAT – in a way that makes sense for the 10th graders. The “PSAT 8/9” establishes a baseline measurement for a student’s college and career readiness as they enter high school. The PSAT 8/9 also provides a preview of the next testing steps – PSAT 10 and SAT – and helps students identify readiness for future opportunities in Advance Placement (AP) courses.

Assessment dates are announced each school year and communicated with parents through various communication methods. It is the imperative that parents schedule all non-emergency appointments and other absences around assessment dates.

General assessment results are made available by the State of Michigan on the MISchoolData website. In addition, school specific and individualized results will be shared with parents shortly after available and allowable as determined by the State of Michigan.
HEALTH AND SAFETY

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify a staff member immediately.

State Law requires that all students must have an emergency medical card completed and updated annually, signed by a parent or guardian, and on file in the school office. A student may be excluded from school until this requirement has been fulfilled. Of course, in a true emergency situation, the child should be transported to the nearest medical facility able to render appropriate care. Typically, this decision will be made by an EMT (emergency medical technician) or other first responder.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the school office.

Immunizations and Communicable Diseases

All students must be properly immunized at the time of registration or no later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receiving the vaccine. The child’s physician must provide written certification of the contraindication.
2. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.
3. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. If a waiver to such regulation is desired, the parent/guardian must secure a waiver through the local Health Department.

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides written notice from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c".

No school or district employee is allowed to administer, to any student, or supervise a student's self-administration of, any prescription medication until a completed and signed Medication Request and Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student’s parent/guardian has completed and signed a Medication Request and Authorization Form.
Parents may authorize the school to administer a non-prescribed medication using a form, which is available in the school office. For students of an appropriate age or ability, as determined by the school, the parent may also authorize, on the form, that their child be permitted to self-administer the medication and keep it in their possession. Students who possess or use non-prescribed medication without parent authorization or distribute non-prescribed medication to others, are subject to handbook consequences. Sharing medication at any time is illegal and violates student handbook rules.

**Drug Free Schools**

East Jordan Public Schools is committed to providing an environment free of the abuse of alcohol and illegal use of alcohol and other drugs.

The possession, use or distribution of illicit drugs and the unlawful possession, use or distribution of alcohol by faculty, staff, and students on East Jordan Public School property or as part of a school activity is specifically prohibited by East Jordan Public School regulation, local ordinances, and by state and federal law.

East Jordan Public Schools will impose sanctions for violation of the Standard of Conduct consistent with local ordinances, and state and federal law, and with applicable collective bargaining agreements, employee handbooks, and school regulations. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

There are legal sanctions under East Jordan Public Schools regulations, local ordinances, and under state and federal law for the unlawful possession, use or distribution of illicit drugs and alcohol. A violation under state law may result in a misdemeanor or felony conviction, depending on the nature of the offense, punishable by imprisonment, payment of fines, confiscation of real and personal property, or a combination of the three (3).

Health (and other) risks associated with the use of alcohol and other drugs include, but are not limited to: impaired academic or work performance; lost potential; absenteeism from class or work; financial problems; doing things one later regrets; conflicts with co-workers, classmates, families, friends, and others; unusual or inappropriate risk-taking which may result in physical or emotional injury, or death; blackouts; hangovers, long-term health problems including cirrhosis of the liver, organic brain damage, high blood pressure, and hear disease; and legal problems including imprisonment.

East Jordan Public Schools encourages students with alcohol or other drug dependency programs to contact the school social worker or a community counseling center for assistance.

Following, is a list of some drug and alcohol prevention, counseling, treatment and rehabilitation programs. Additional programs may be listed in local and other area telephone directories.

<table>
<thead>
<tr>
<th>Alcoholics Anonymous Alateen</th>
<th>Munson Alcohol &amp; Drug Treatment Center</th>
<th>Bay Area Substance Education Services (B.A.S.E.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlevoix, MI  49720</td>
<td>1105 Sixth St. Traverse City, Michigan 49684</td>
<td>208 W. Lincoln Charlevoix, MI  49720</td>
</tr>
<tr>
<td>(231) 599-2852</td>
<td>(800) 662-6766</td>
<td>(231) 547-1144</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crises/Suicide Hotline</th>
<th>THIRDlevel 24/7 Counseling &amp; Crisis Services 800-442-7315</th>
<th><a href="http://www.thirdlevel.org">www.thirdlevel.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>(800) 442-7315</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

www.thirdlevel.org
Emergency Drills/Procedures

The school complies with all state laws regarding emergency management and safety including drills for occurrences of fire, tornado or lock down.

If the school must be closed or the opening delayed for any reason, the school will make every effort to notify families via multiple methods of communication including the district website, Facebook, emergency management alert system, as well as local TV and radio stations.

Authorized Areas and Closed Campus

Students are prohibited from entering certain areas around the campus prior to, during and after the school day, unless a school employee grants permission. Prior to each school year, students will be given specific information regarding prohibited areas.

East Jordan Public Schools observes a Closed Campus policy. Students are to remain on school premises or within areas supervised by school authorities after arrival at school or during a school supervised activity, unless dismissed or authorized by school personnel to leave. Students cannot leave campus at lunch.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Search and Seizure

In order to maintain order, safety and security, school administrators are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment, Personal Effects of Students

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

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

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district’s rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and gender, and the nature of the infraction.
Seizure of Property
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 turned over to law enforcement authorities.

Preliminary Breath Tester (PBT)
East Jordan Public School students found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages (or what is represented to be alcohol) in school buildings, on school property, or at school events are in violation of school board policy.

Students that are reasonably suspected of being under the influence of alcohol because of observable behavior, may be requested to take a breath-alcohol test. Observable behavior may include impaired speech, impaired coordination, glazed eyes, the smell/odor of alcohol, or other overt behavior(s) causing reasonable suspicion that alcohol has been consumed. The breath-alcohol test shall be administered by the administration and/or designees who are trained to administer the test.

The request that the student take a breath-alcohol test shall be considered an opportunity for the student to prove his/her innocence. Refusal to take a breath-alcohol test shall not be construed to indicate or establish that the student has consumed alcohol. However, school officials can take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested breath-alcohol test, provided observable behavior establishes that there is reasonable belief that the student has consumed alcohol. Implementation procedures pertaining to use and administration of the breath-alcohol test are available at the high school office.

Weapon-Free Schools
In order to provide a safe learning environment for all children, our schools must be weapon-free.

1. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

2. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, and pepper spray.

3. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Gang & Gang Activity
“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or
threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Preparedness for Toxic and Asbestos Hazards**

The school is concerned for the safety of students and complies with all Federal/State laws to protect students from hazards that may result from the presence of asbestos materials used in previous construction. A copy of the School Districts Preparedness for Toxic Hazard and Asbestos Hazard Policy can be made available upon request.

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**SERVICES OFFERED BY THE SCHOOL**

**Academic Advising & Counseling**

The school provides academic advising and counseling for students. The school personnel are available to those students who require additional assistance.

The academic advising program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the academic advisor and college core advisor to develop class schedules that meet the student's career objectives.

High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

**Student Fees & Meal Costs**

**Fees, Charges, and Fines; Waiver of Student Fees**

The school may establish fees and charges to cover the costs for certain courses. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included.

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 may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. All fees must be paid prior to the beginning of the next school year. Failure to pay fees may result in loss of extra curricular privileges.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be attained by contacting the building principal.
School Breakfast & Lunch Program

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. A student may purchase breakfast for $1.40. Lunch is served daily from 11:42 to 12:12 and 12:36 to 1:06. A student may bring a lunch from home or may purchase a school lunch for $2.85 and/or milk for $0.50. Students can purchase “ala carte” items at an additional cost.

Each student is given a meal account that they access by using their student ID card and/or student number. Students are given an ID card at the beginning of each school year free of charge. Parents and students can place money on the student account for the purchase of breakfast or lunch. Cash or checks are acceptable. Money may also be added to accounts by accessing the e-Funds portal on the school website, ejps.org. Parents and/or students will be contacted when their account reaches a negative balance.

Free or reduced price meals are available for qualifying students. For an application, contact the school office or complete one online at www.lunchApp.com.

Locks and Lockers

Students are issued locks and lockers. Combinations are not to be given to other students. Valuables should be checked in with the teacher during gym class when dressing. If an item is stolen, students are to report the incident to the office. School authorities cannot accept responsibility for stolen or lost articles. School insurance does not cover lost, damaged or stolen articles.

Lockers are the property of the school and may be searched at any time. This is in accordance with the Board Policy.

The interior of lockers will be inspected by each EDP teacher. The students will be charged an hourly rate for cleanup if locker is left in a condition that requires more than normal maintenance at the end of the school year.

Student Parking

Students may park their vehicles in the lot designated for students and located at the south end of the building (Maple Street) by the main entrance between the hours of 7:30 a.m. and 9:30 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner’s expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All other parking lots are for school staff, personnel, visitors, community members and others designated by administration. These lots MAY NOT be used by students during regular school hours. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.
Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

**Work Permits**

According to the provisions of the Youth Employment Standards Act (MCL 409.101 ET SEQ), persons under 18 years of age may not be employed in either full or part-time jobs without first obtaining a work permit from the school district or intermediate school district in the locality in which the minor resides or place of employment is located. Generally, the minimum age for employment is 14 years of age. Students may obtain work permits from the high school’s or superintendent’s office. Work permits may be denied or revoked under authority provided by law. Poor school attendance is sufficient reason to revoke a work permit.
STUDENT CODE OF CONDUCT

It is the responsibility of every student to conduct him/herself in a manner, which does not interfere with the ability of any student to freely attend school and obtain the benefits of the educational services offered by the district. While at school and at all school-related activities, whether on school premises or away from school, all students are expected to conduct themselves in a dignified manner with the proper respect for the rights of fellow students, school employees and other persons with whom they may come in contact.

With these objectives in mind, this Student Code of Conduct is established to provide to students notice of conduct which is prohibited and for which the student is subject to disciplinary measure. This code of conduct policy also serves to provide students notice of their right to due process in the application of discipline.

The following information describes the behaviors expected of students at all times:

- Stay Classy
- Respect Self & Others
- Use Time & Technology Wisely
- Speak Good Words
- Interact in a Positive Manner
- Show Up Ready to Learn
- Stay Classy
Red Devil Merit Days (7th-8th grade students)

Merit: noun
1. Claim to respect and praise; excellence; worth.
2. Something that deserves or justifies a reward or commendation; a commendable quality, act, etc.

Red Devil Merit Days is a system to reward students for positive actions and choices. This system was developed to encourage students to aspire to be their best. Red Devil Merit Days will occur quarterly and take place during the school day. Rewards will include on campus options, as well as off campus options. Cost for merit events is the responsibility of the student; however, a free option will always be offered.

Sample reward activities:
- Skiing or Snow boarding
- Movie at Charlevoix Cinema
- Swimming
- Bowling
- Snowshoeing
- Gaming in Labs
- Movie in Auditorium
- Disc Golf
- Basketball Tournament

To qualify for a Red Devil Merit Day, students must earn a minimum of 30 points based on the system shown in the rubric below. EDP teachers will be responsible for determining point totals. The administration will determine removal from a merit day for disciplinary reasons.

<table>
<thead>
<tr>
<th>Scoring Rubric</th>
<th>Tardies</th>
<th>Absences</th>
<th>Grades</th>
<th>Involvement</th>
<th>Office Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-1 Tardies = 10 pts</td>
<td>0-1 Absences = 10 pts</td>
<td>As = 3 points each</td>
<td>4 points added for involvement in a sport, activity, volunteer experience (school or otherwise) at any time during the year.</td>
<td>Any Officer Referral that has an assigned consequence will result in exclusion from the Red Devil Merit Day for the quarter.</td>
</tr>
<tr>
<td></td>
<td>2 Tardies = 8 pts</td>
<td>2 Absences = 8 pts</td>
<td>Bs = 2 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Tardies = 6 pts</td>
<td>3 Absences = 6 pts</td>
<td>Cs = 1 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Tardies = 4 pts</td>
<td>4 Absences = 4 pts</td>
<td>D/E = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 and ↑ = 0 pts</td>
<td>5 and ↑ = 0 pts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total number of tardies in all classes for the marking period or quarter.</td>
<td>Total number of absences per day. Score based on highest number of absences in any one class.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Points will be calculated the Wednesday following the end of each quarterly marking period or as soon as grades are finalized. 4th quarter determination will be made 2 to 3 weeks prior to the end of the school year.

Dream Big Cards (9th-12th grade)

A Dream Big card is a reward for positive actions and choices. Students may earn a Dream Big Card each quarter. The rubric above will be used to determine who is eligible for a card. The following point system will be used to determine Dream Big Card winners:

Gold Card = 36+ points
Silver Card = 32-35 points
Bronze Card = 5+ point improvement from previous marking period and at least 15 points
Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while attending school, on school property and/or in attendance at school activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption to the school environment.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, tobacco or tobacco products, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, bandanas, head covers, and sunglasses may not be worn in the building during the school day. These items must be stored during and throughout the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing that is poorly fitting (too small, too large, too tight, etc.), showing excessive skin, and/or exposes undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment. As a general guideline, the length of such garments should fall to a length around one’s mid-thigh. This serves only as a guideline due to height differences, differences of body shapes, etc. All of these variables make garments fit each person differently.
7. “Leggings/Tights” must be worn with a shirt long enough to cover the buttocks and upper thigh.
8. Footwear should be worn at all times.
9. Clothing should not cause a substantial disruption to the learning environment, nor should it endanger the health or safety of the student or others.
10. If there is any doubt about dress and appearance, the administration will make the final decision.

Cell Phone/Earbud and Other Personal Electronic Devices

Students may possess a cell phone or other electronic devices in school for use before and after school as well as class breaks. Students are not to be in usage of cell phone/earbuds and other personal electronic devices during class time (start bell-end bell). Disciplinary action if rule is violated:

- **First Offense:** administration will keep item until the end of the school day and contact parent/guardian.
- **Second Offenses:** administration will keep item until a parent/guardian meets and picks item up at the middle-high school.
- **Additional, Consecutive and Repeated Offenses:** this will be considered insubordination and will be handled following the guidelines found in the consequence rubric.

If a student refuses to give up their phone upon request of a staff member, he/she will be considered insubordinate and face consequences *in addition to* those given for improper cell phone use. If a student lends their phone to another student and that phone is used improperly, the phone will still be confiscated and the student using the phone will face the consequences.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during field-trip activities and shall treat all field trip locations as though they are school grounds.

Parents were asked to sign a standard permission form as part of the student enrollment process. Specific permission slips will be used when the trip is outside of the local area. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework and/or ineligibility
3. Behavioral or safety concerns
4. Denial of permission from administration
DISCIPLINE PROCEDURE

School staff members shall be responsible for enforcing school rules and maintaining order and discipline in the school on a daily basis through various disciplinary measures. When violations to the Student Code of Conduct are serious enough, the student will be referred to administration. The administrator shall investigate the circumstances and determine the appropriate consequences or next steps.

The investigation shall include an opportunity for the student to provide an explanation of the circumstances. Following the investigation, if the administrator determines that the student has violated the Student Code of Conduct, he/she may impose any disciplinary measure he/she determines appropriate, not to exceed a suspension of 10 school days.

The administrator’s determination may be appealed to the Superintendent of Schools, who shall make the final determination for disciplinary measures of suspensions for 10 school days or less. A disciplinary measure of suspension for longer than 10 school days or expulsion will be fully executed only after a hearing before the Board of Education.

Pending a disposition of the charges, the administrator may suspend the student following an opportunity for the student to explain the circumstances. In rare instances, immediate suspension, without an opportunity the student to explain, may be appropriate. This discipline measure will only be implemented when the safety of students or other persons is in question. In the case of an immediate suspension, an opportunity for a student to explain the circumstances will be arranged as soon as possible.

Parents or guardians of the student shall be promptly notified of all disciplinary measures to be imposed and any suspensions pending disposition of charges against the student.

When the administrator determines that the violation is serious enough to warrant a suspension longer than 10 school days or expulsion, the charges against the student are to be referred to the Superintendent and Board of Education for disposition. The student will be provided written notification of the specific charges and grounds which, if proven, would justify the suspension or expulsion. The student will be given reasonable time to prepare for a hearing. The hearing is to be held before the Board of Education where the student will be provided the right to present witnesses and evidence in his/her own defense and to question any adverse witness. The student will be allowed to be represented by counsel as his/her own expense.

Disciplinary Measures

When it is determined that a student has engaged in prohibited conduct, a disciplinary measure shall be invoked as a corrective measure to prevent any recurrence of the conduct and/or to secure and protect the school population against the recurrence of the prohibited conduct. Some of the disciplinary measures, which may be invoked, are explained as follows:

Lunch Detention

A student assigned a lunch detention loses social privileges during lunch for misconduct. Students may be assigned to the office during this time or to a designated area of the building. Lunch detentions may be short or long term. Failure to serve an assigned lunch detention will be handled as insubordination.

Detention

The student may be assigned a detention for misconduct in or about the classroom. Should the detention be assigned for a time that falls outside of school hours, 24 hour notice shall be given the student so provisions for transportation can be arranged. The detention may vary in length, not to exceed 60 minutes, unless the student, parents, and teacher mutually agree to an extension in time. Failure to serve an assigned detention will be handled as insubordination.

In-School Suspension

In-school suspension is assigned for one (1) to seven (7) hours at a time. Students will be given a time to report to in-school suspension and must be on time. During in-school suspension time,
students are not permitted to sleep, socialize with other students, or use personal devices. Students who are suspended “in-school” for any portion of the school day are placed on social probation and prohibited from participating in any event for that day.

**Suspension**

The student is excluded from attending classes or taking part in any school function for a specific period of time. Make-up of class work or missed assignments is required. The parent, student, administrator and teacher will review appropriate behavior with the student. Upon returning to school, the student, who has been suspended out of school, is required to report to the office for check-in with an administrator before he/she can return to classes.

**Expulsion Recommendation**

The student is excluded from attending school for an extended period of time upon action by the school board.

**Definitions**

The purpose of the definitions in this section is to provide information to students and parents/guardians, as well as assist staff and administration in assessing penalties for behaviors that violate the student Code of Conduct. All handbook violations are assigned consequences based on classification and the level of infraction.

1. **Abusive Language** – Use of profane or offensive language in verbal or written form. This includes obscene gestures.
2. **Academic Dishonesty** – Cheating on homework, tests, quizzes, and/or class projects. Copying, falsifying or claiming others’ work, including electronic media, as one’s own.
3. **Assault** – A threat or attempt to inflict offensive physical contact or bodily harm on a another that puts the person in danger of or in apprehension of such harm or contact.
4. **Bomb or Terrorist Threat** – Placing a note, making a phone call or delivering a threatening message in any way that places the building on alert status and/or results in evacuation.
5. **Bullying** – Use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from other conflict.
6. **Closed Campus** – Once a student arrives at school, he/she is expected to remain on school grounds until the end of the school day, unless appropriate adult permission has been granted.
7. **Dangerous Weapons** – Michigan Public Acts defines, for purposes of school safety, a dangerous weapon as, “a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
8. **Destruction or Theft** – Careless or deliberate damage, destruction or removal of another’s property. Minor – under $25.00. Major – $25.00 or more.
9. **Disorderly Conduct** – Any behavior by a student that is disruptive to the educational setting.
10. **Disrespect** – Any conduct directed toward a staff member that mocks or demeans their authority.
11. **Excessive Roughness** – Any behavior that is deemed rougher than necessary and has the potential to escalate poor behavior.
12. **Fight** – Two or more students engaging in any form of physical aggression where it is reasonably possible that injury could result. Fights usually are “two-sided” to one degree or another. A fight that results in serious injury is considered an assault.
13. **Forgery** – Using or writing the name of another person for purposes of gain or falsifying times, dates, grades, addresses or other information including school forms.
14. **Gross Misconduct** – Conduct that jeopardizes the health, safety and educational well-being of self or others.
15. **Harassment** (sexual in nature or otherwise) – Aggressive pressure or intimidation. Sexual harassment consists of unwelcome/unwanted sexual conduct, advances or obscene remarks. Harassment often unreasonably interferes with a student's educational right or opportunity; or creates an intimidating, hostile, or offensive environment. Reports of harassment should be made to the administration or counseling staff.

16. **Insubordination** – Failure to obey or comply with a reasonable directive given by a staff member.

17. **Possession, Use or Distribution of Alcohol or Illegal Drugs** – Possession of, under the influence of or distributing alcohol or illegal drugs (or what is represented as such) on school property or at any school event.

18. **Possession of Drug Paraphernalia** – Possessing any device or “tool” designed to be used to consume a drug. This includes devices that are obvious “look alike” renditions of actual paraphernalia.

19. **Possession, Use or Distribution of Tobacco** – Possession, use or distribution of tobacco or any tobacco products (or what is represented as such) on school property or at any school event.

20. **Public Display Of Affection** – Any touch intended to or arousing feelings of love in the giver and/or the recipient in any school setting. Holding hands or a brief hug is considered the acceptable limit.

21. **Skipping** – Failing to report to class or other assigned location without staff permission. Students who fail to report to class but remain in the building are still considered skipping.

22. **Technology Abuse or Misuse** – Students are given an Acceptable Use Policy, which outlines the proper use of technology.

23. **Unauthorized Area** – Area(s) that are off limits to students without permission or supervision.
## Disciplinary Infractions and Consequences

### LEVEL 1 OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phones, Lasers, Electronic Devices, etc.</td>
<td>Confiscation and item returned at the end of the school day. Refusal to give the device to staff will be considered a level 3 offense listed as insubordination and student will be suspended.</td>
<td>Confiscation and item returned only to the parent or guardian.</td>
<td>Repeated Offenses: Suspension (1 day)</td>
<td></td>
</tr>
<tr>
<td>Computer Usage Violations</td>
<td>Consequences will be assessed according to the level and category of the violation Can lead to suspension of computer privileges up to one full year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disrespectful Behavior</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Two – 0 Hour Suspensions</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td>Failure to Sign Out: Skipping class</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Two – 0 Hour Suspensions</td>
<td></td>
</tr>
<tr>
<td>Food and Beverages in unauthorized area</td>
<td>Lunch Detention Food and/or beverage confiscated</td>
<td>Lunch Detention Food and/or beverage confiscated</td>
<td>In School Suspension (1 Day) Food and/or beverage confiscated</td>
<td></td>
</tr>
<tr>
<td>Forgery</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Two – 0 Hour Suspensions</td>
<td></td>
</tr>
<tr>
<td>Inappropriate/Disruptive Behavior (after addressed by teacher)</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Two – 0 Hour Suspensions</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td>Inappropriate Dress</td>
<td>Student must change, or be sent home</td>
<td>Student must change or be sent home</td>
<td>0 Hour Suspension Student must change or be sent home</td>
<td></td>
</tr>
<tr>
<td>Hats, head covers, bandanas, sunglasses, headphones (ear buds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profanity: General and not directed at any person</td>
<td>Staff warning and recorded in minor discipline log</td>
<td>Staff warning and recorded in minor discipline log</td>
<td>Lunch detention</td>
<td>In School Suspension (1/2 day)</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### LEVEL 2 OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
<td>Zero on Assignment or Test</td>
<td>Zero on Assignment or Test</td>
<td>Fail the 9 Weeks</td>
</tr>
<tr>
<td>Missed Detention</td>
<td>0 Hour Detention</td>
<td>Two – 0 Hour Suspensions</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td>Obscene Gestures</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td><strong>Physical Aggression (push / shove)</strong></td>
<td><strong>0 Hour Detention</strong></td>
<td><strong>1 Day Suspension</strong></td>
<td><strong>Suspension (3 Days)</strong></td>
</tr>
<tr>
<td>Tobacco Possession and or Use:</td>
<td>Suspension (3 Day) Confiscate items and meet with parents and police.</td>
<td>Suspension (5 Day) Confiscate items and meet with parents and police.</td>
<td>Suspension (7 Day) Confiscate items and meet with parents and police.</td>
</tr>
<tr>
<td>Unsafety Driving</td>
<td>Suspension from driving privileges for 1 week</td>
<td>Suspension from driving privileges for 1 month</td>
<td>Suspension from driving privileges for the semester</td>
</tr>
<tr>
<td>Unsafe/Inappropriate Behavior</td>
<td>Lunch Detention</td>
<td>0 Hour Suspension</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td>Vandalism – Minor (Under $25.00)</td>
<td>0 Hour Suspension</td>
<td>Suspension (1 Day)</td>
<td>Suspension (3 Days)</td>
</tr>
</tbody>
</table>

### LEVEL 3 OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extortion</td>
<td>Suspension (3 Days)</td>
<td>Suspension (5 Days)</td>
<td>Indefinite suspension and expulsion recommendation</td>
</tr>
<tr>
<td>Fighting</td>
<td>Suspension (5 Days) Confiscate items and meet with parents and police</td>
<td>Suspension (10 Days) Confiscate items and meet with parents and police</td>
<td>Indefinite suspension and expulsion recommendation</td>
</tr>
<tr>
<td>Harassment: MINOR</td>
<td>Warning and/or lunch detention</td>
<td>0 Hour Suspension</td>
<td>Suspension (1 Day)</td>
</tr>
<tr>
<td>Insubordination: Student not complying to a reasonable request from a school employee</td>
<td>Suspension (1 day)</td>
<td>Suspension (2 Days)</td>
<td>Suspension (3 days)</td>
</tr>
<tr>
<td>Profanity: directed at any school employee</td>
<td>Suspension (1 Day)</td>
<td>Suspension (3 Days)</td>
<td>Suspension (5 Days)</td>
</tr>
<tr>
<td>Pyrotechnics/Fireworks:</td>
<td>Suspension (3 Day) Includes explosive, smoke, or ordr producing device</td>
<td>Suspension (5 Day)</td>
<td>Suspension (10 Day)</td>
</tr>
<tr>
<td>Tampering with Food or Drink</td>
<td>Administrative Discretion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft – Minor (Under $25)</td>
<td>Suspension (2 Days) Confiscate items and meet with parents and police</td>
<td>Suspension (2 Days) Confiscate items and meet with parents and police</td>
<td>Suspension (2 Days) Confiscate items and meet with parents and police</td>
</tr>
<tr>
<td>Theft – Major ($25 and above)</td>
<td>Suspension (5 Days) Confiscate items and meet with parents and police</td>
<td>Suspension (10 Days) Confiscate items and meet with parents and police</td>
<td>Indefinite suspension and expulsion recommendation</td>
</tr>
<tr>
<td>Threats/Intimidation: student to student</td>
<td>0 Hour Suspension Contact parents</td>
<td>Suspension (1 Day) Contact parents</td>
<td>Suspension (3 Days) Contact parents</td>
</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>Vandalism – Major</td>
<td>Suspension (5 Days) Contact parents and police Restitution</td>
<td>Suspension (10 Days) Contact parents and police Restitution</td>
<td>Indefinite suspension and and expulsion recommendation</td>
</tr>
</tbody>
</table>

**LEVEL 4 OFFENSES**

<table>
<thead>
<tr>
<th>Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol – Use and/or possession</td>
<td>Suspension (5 days) Contact parents</td>
<td>Suspension (10 days) Contact parents</td>
<td>Administrative Discretion</td>
</tr>
<tr>
<td>Arson</td>
<td>Expulsion (State Mandated) Contact parents and police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (1) Student/Employee</td>
<td>Expulsion (State Mandated) Contact parents and police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (2) Student/Student (No retaliation or defenseless)</td>
<td>Suspension (10 days) Contact parents and police</td>
<td>Expulsion Contact parents and police</td>
<td></td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Expulsion (State Mandated) Contact parents and police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs-Sales, Use or Distribution: Including banned, over the counter, prescription, and/or look-a-likes</td>
<td>Suspension (10 days) Parents and police contacted Recommended expulsion</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>False Alarm</td>
<td>Suspension (10 days) pending conference with parent, police and Superintendent</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Gang Activity</td>
<td>Suspension (10 days) Parents and police contacted</td>
<td>Indefinite suspension and recommended expulsion</td>
<td></td>
</tr>
<tr>
<td>Harassment: Major – Includes Sexual, Racial, Ethic, Physical, Verbal</td>
<td>Suspension (5 days) Contact parents</td>
<td>Suspension (10 days) Contact parents</td>
<td>Indefinite suspension and recommended expulsion</td>
</tr>
<tr>
<td>Inappropriate Pictures</td>
<td>Parents notified and turned over to police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written, Electronic (sexting), Bullying</td>
<td>Suspension (5 days) Contact parents</td>
<td>Suspension (10 days) Contact parents</td>
<td>Indefinite suspension and recommended expulsion</td>
</tr>
<tr>
<td>Harassment: Major – False Accusations</td>
<td>Suspension (5 days) Contact parents</td>
<td>Suspension (10 days) Contact parents</td>
<td>Indefinite suspension and recommended expulsion</td>
</tr>
<tr>
<td>Refusal to leave class when directed by administrator</td>
<td>Removal by law enforcement Up to 10 day suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Suspension (10 days) or possible expulsion</td>
<td>Indefinite suspension and recommended expulsion</td>
<td></td>
</tr>
<tr>
<td>Threats/Intimidation: student to school employee</td>
<td>Suspension (5 Days) Contact parents</td>
<td>Suspension (10 Days) Contact parents</td>
<td>Indefinite suspension and recommended expulsion</td>
</tr>
<tr>
<td>Weapons</td>
<td>Indefinite suspension and recommended expulsion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Social Probation

Any student who receives an office consequence loses social privileges for that day and the duration of the consequence. Under no circumstances may a student who is on social probation attend a sporting event as a spectator or a school dance.

Persistent Disobedience

All attendance and behavior violations resulting in a consequence will be combined for one school year. It is the desire of the East Jordan Middle High School staff to involve the parent/guardian in the total educational process. Therefore, when a student receives a 5th referral; a parent conference will be required and a student will be placed on a “Behavior Agreement” prior to the return of the student to school. If a student accumulates a total of 10 referrals in a school year the student will be considered “persistently disobedient” and additional steps to support/correct will be enacted. Consequences for such behavior may include modification of the plan, suspension for up to ten (10) days, or recommendation to the Board of Education for long term suspension or expulsion.

Mean and Aggressive Behavior

Students should report mean and aggressive behaviors immediately to a staff member or administration. Students can do so by either filling out a reporting form (available in the student information area outside the office) or making a verbal statement. All reports are handled confidentially in order to protect the “victim” when possible.
SCHOOL TRANSPORTATION

Riding the bus or in other school vehicles is a privilege, not a right. The driver is responsible for the safety of all passengers and will therefore be enforcing the following procedures and may assign seats or restrict privileges for students while being transported. Violations of transportation procedures will result in parent notification and disciplinary action at school. In the event that a student is suspended from school transportation, it is the parent/guardian’s responsibility to secure another means of getting the student to/from school.

Students are expected treat the driver, all other passengers, and the vehicle with respect by adhering to the following:

1. Obey directions given by the driver.
2. Stay seated while the vehicle is in motion.
3. Keep hands, feet and objects to oneself and inside the vehicle.
4. Pick up all trash or belongings before exiting the vehicle.
5. Use appropriate language and volume levels.
6. Refrain from eating or drinking while on the vehicle.
7. Follow all other applicable guidelines established in this handbook.

Below is a list of behaviors that have been classified into levels of infractions and are listed with consequences. Please review the expectations and consequences with your child.

Level One:
Noise, Teasing, Name-Calling, Standing/Moving, Horseplay, Inappropriate Language

- **1st Offense**: Warning
- **2nd Offense**: Write-up and parent contact
- **3rd Offense**: Treated as a Level 2 offense

Level Two:
1. Multiple Level 1 Offenses
2. Insubordination
3. Throwing Objects

- **1st Offense**: 1 day suspension from school transportation
- **2nd Offense**: 3 day suspension from school transportation
- **3rd Offense**: Treated as a Level 3 offense

Level Three:
1. Multiple Level 2 Offenses
2. Fighting
3. Contraband
4. Vandalism

- **1st Offense**: 5 day suspension from school transportation
- **2nd Offense**: 10 day suspension from school transportation
- **3rd Offense**: Extended transportation suspension and/or removal for remainder of school year.
CO-CURRICULAR CODE OF CONDUCT

Developing the physical, mental, emotional and social values of our students will help prepare them for their future endeavors. East Jordan Public Schools adheres to the philosophy that interscholastic athletics and other experiences, which happen outside of the classroom, are an essential and important part of the total educational program. The Co-Curricular Code of Conduct applies to all students who participate in athletics or any other co-curricular activity.

Participation in co-curricular activities is a privilege. Those who participate in co-curricular activities have a responsibility to favorably represent themselves, their families, as well as the school and community. Students participating in co-curricular activities are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate may be lost.

Each co-curricular team, club or organization will have at least one (1) coach/advisor and all shall function under the jurisdiction of the administration. Coaches and advisors, whether faculty or other adult(s), agree to accept the responsibility of leadership for their students group.

At the beginning of the school year or season, each organization shall submit a list of student members to the office. Under the direction of the adult leader, complete financial records are to be kept including the collection of moneys and payment of expenditures. All collections will be handled by the office, where external and/or internal receipt(s) will be issued. All bills of the organization will be requested through the appropriate documentation, signed by the advisor, presented in the office for approval, and paid by school check.

Eligibility 7-12th grade

The Michigan High School Athletic Association (MHSAA) requires student-athletes to have taken and passed five (five out of our scheduled seven) classes in the previous semester of enrollment to be eligible to participate. East Jordan Public Schools has additional eligibility requirements as outlined in the following details.

First and foremost, students must be passing all classes. Evidence of this will be checked each Friday. Students who are not passing (receiving an E) all classes are considered ineligible and must abide by the following guidelines:

1st occurrence during a season of ineligibility shall be a grace week.
- During grace week, the student shall be permitted to and is expected to practice and participate as usual unless the athlete’s coach directs otherwise.
- A grace week shall be offered only one time per season.

Additional occurrences of ineligibility shall be handled based on the table below:

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<thead>
<tr>
<th>Non-Consecutive Weeks</th>
<th>2nd Occurrence and 3rd Occurrence</th>
<th>4th Occurrence</th>
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<tr>
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<td>Student shall be permitted and is expected to practice as usual.</td>
<td>Student shall be removed from the team for the remainder of the season.</td>
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<td>At the discretion of the coach, the athlete shall attend and sit with his/her team for contests but NOT be allowed to participate and represent East Jordan Public Schools with a failing grade.</td>
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In all instances related to academic ineligibility, immediate attention to academic improvement is expected from the student. In addition, close monitoring by coaches and parents is strongly encouraged.
Additional Eligibility Details:
1. All student-athletes must have a documented physical examination on file with the school before they may participate. Proof of current physical examination is required once annually.
2. The weekly eligibility period will be in effect from Monday to Sunday.
3. Any consequences being served, for ineligibility, shall be in place for the current and the entire eligibility period.
4. This policy applies to all students in grades 7–12. In addition, any 6th grade student choosing to participate in cross country shall be held to this standard.
5. Athletes in grades 6-8 that receive athletic discipline infractions will serve the penalty as outlined in this policy. However, when the athlete enters the 9th grade he/she will begin with a “clean slate”. All incoming 9th graders will begin their high school athletic careers with a clean slate both academically and athletically.
6. Teachers shall have the right to waive and/or enforce eligibility requirements based on special circumstances related to a student’s progress in a class.
7. It is understood that all coaches may have additional team expectations and rules in regard to behavior and academics.
8. Academic Dishonesty - Athletes that are found to be guilty of academic dishonesty by a staff member will be referred to the administration for the possibility of further athletic discipline which could include consequences up to possible removal from a team.
9. Student-athletes must attend school for the full day in order to participate in any practice session or contest scheduled that day. The only exceptions include pre-arranged absences as approved by administrator, a medical appointment, or an emergency. Proof from a medical office must be provided to document an appointment. The principal, athletic director or his/her designee shall make final determinations regarding these attendance exceptions.
10. Students serving suspensions, whether in school or out of school, are not eligible to attend any after school activities (practice, contest, etc.) on the day the discipline is being enforced.
11. Athletes that are referred to the administration during or after the school day for disciplinary reasons by a staff member may not participate in either the practice or contest that afternoon/evening. Further consequences may occur from their coach for the unexcused practice or not being able to participate in the contest.
12. Uniforms and/or equipment shall be turned in at the conclusion of each season. In addition, payment for any required replacements shall be the responsibility of the student and made in the athletic office. These details shall be confirmed before the student shall be allowed to begin participating for the next sport in which he/she wishes to participate.
13. Student-athletes who transfer into the district, prior to completing an athletic suspension in a previous district, shall serve the remainder of the suspension prior to being eligible to participate for East Jordan Public Schools.
14. Any additional requirements set forth by the MHSAA will also be observed and enforced.
15. It shall remain the right of the administration to make final determinations regarding the application of this policy.
16. Questions regarding eligibility should be directed to the Athletic Director or Principal.

This set of rules is designed to serve as a guideline and is subject to everyday common sense. The spirit of the rules is to create a safe, healthy and productive co-curricular environment in the East Jordan School System. It is realized that no single set of rules, in isolation, can cover every aspect of conduct. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a point of reference. When a student who is involved in co-curricular activities persistently demonstrates that he/she is unable or unwilling to conform to specific regulations, and/or impinges on the right of other individuals and/or interferes with the activities of others or the school, suspension from the team/club may result.
ADDITIONAL INFORMATION SPECIFIC TO ATHLETIC PARTICIPATION

Athletics, by their nature, require great physical effort, mental discipline and sacrifice. Physical conditioning begins with the student-athlete developing proper habits such as eating healthy foods, getting sufficient rest, and giving 100% concentration. Accepting coaching instruction, playing by the rules, abiding by the decision of officials and taking suggestions or criticism are necessary in developing proper mental values. Something worth doing is worth making sacrifices to succeed.

An individual is considered to be student-athlete once he/she participates in a sport for East Jordan Middle/High School as a manager, team volunteer, or competitive participant.

Responsibilities and Obligations

The East Jordan student-athlete is a school leader and representative at all times. This means both on and off the field or floor of competition. With these responsibilities come certain privileges and certain obligations.

The East Jordan student-athlete must/is:
1. Maintain conduct of the highest standard at ALL times.
2. Comply with all rules and guidelines contained in the Co-Curricular Code of Conduct and the entire handbook.
3. Follow all training rules and guidelines as set forth by the district and individual coaches for their respective teams.
4. Maintain academic standards and adhere to the eligibility requirements as prescribed by the Michigan High School Athletic Association and the Co-Curricular Code of Conduct.
5. Held financially responsible for the use and care of assigned equipment and must be cleared by the previous coach within the week following the conclusion of the previous season.
6. Encouraged to support other East Jordan athletic teams and their members and to attend East Jordan school activities whenever possible.
7. Understand that the uniform represents the athlete during competition and the school at all times; therefore, it is to be worn with pride and only during appropriate times.

Anytime a student-athlete is causing poor team morale, or in any way causing team disharmony, including insubordination and defiance to a coach, he/she may be suspended from the team.

Parent/Guardian Role

The parent or legal guardian plays a highly important role in the career of the student-athlete. It is often not realized how his/her/their support and involvement in the East Jordan Athletic Program can affect the thinking and actions of their own student-athlete, as well as other student-athletes. Therefore, all parents/guardians are urged to:

1. Encourage the student-athlete to attend practices regularly and to adhere to the rules and guidelines established by the district and the coaching staff.
2. Volunteer to help with the East Jordan Athletic Program whenever possible. In particular, parents/guardians are encouraged to be an active member of the East Jordan Athletic Booster Club. The Boosters play an integral role in the longevity and success of East Jordan Public Schools athletic programs.
3. Support and attend East Jordan athletic activities, particularly those in which his/her child is involved.
4. Encourage student-athletes to develop sound study habits and academic achievement, sound training and conditioning habits, and sound nutritional and hygienic practices.
5. Share sincere concerns with the coach, Athletic Director or administration.
Dual Participation

Students may choose to participate in two sports that are in the same season. The following guidelines apply:

1. Students must complete a dual participation request form. On the form, the students will indicate the sport to be considered the “primary” sport (the primary sport is the one the athlete will compete in if there is a scheduling conflict.)
2. Upon receipt of the request, the athletic director will meet with the coaches to determine the participation guidelines. The coaches will sign the form thus agreeing to the guidelines of participation.
3. All eligibility requirements apply in both sports. **Additionally, if the athlete becomes ineligible a single time during the season, the athlete becomes a single sport participant.** They will be required to participate in their “primary” sport.
4. If the student chooses to discontinue dual participation during the school year, they will be required to return to the “primary” sport. If this occurs, they will not be permitted to apply for dual participation in the same sport combination in the future.

Training Rules

The following training rules apply to all students in grades 7 – 12. These rules apply to all students year round.

1. All student-athletes **must have a documented physical examination** on file with the school before they may participate in any practice or contest. Proof of physical examination is required each school year.
2. The maximum number of student-athletes on a team will be determined by the Head Coach, of the team in question, with coordination from the Athletic Director. Therefore “cuts” may occur in any sport.
3. If a student-athlete is suspended from one (1) sport he/she may not participate in another sport until the suspension has been fulfilled. A suspension is not considered to have been served unless the athlete completes the season in which the suspension is applied. If the athlete does not complete the season in which the intended suspension was to be served it will be carried over to the following season of participation.
4. Student-athletes who receive a suspension imposed by an official and reported to the MHSAA will serve that suspension and an additional suspension a minimum of one (1) competition date.
5. If a student-athlete is injured, they must report this injury to their coach within one (1) day of the occurrence. If the athlete is deemed to be in need of medical care, the athlete may not return to participation until a medical release has been obtained and is on file in the athletic office.
6. A player who has been injured during the season and not allowed to participate further, on doctor’s orders, may still be eligible for an award upon the recommendation of his/her coach.
7. Flagrant or unsportsmanlike conduct by a student-athlete occurring prior to, during, or immediately following an athletic event shall require the student-athlete to appear before the coach, athletic director and building principal for consideration of disciplinary action.
8. Activities at all athletic practice and competition sessions are under the direction of the head coach or assistant coach in charge.
9. The guidelines established in this code are the minimum standard. Coaches **DO** have the authority and right to establish more stringent guidelines that must be adhered to by student-athletes.
10. Student-athletes are to travel to and from away events with their team in school authorized transportation when it is provided. For Drop ‘N Go events and at other times, the coach may approve a student-athlete going home with his/her parents or other adult upon the direct request of the parent. Under **NO** circumstances are student-athletes allowed to ride to or from athletic contests with other students. Athletes that ride home with another student will be suspended from participating from the next contest.
11. Transportation in the event of an emergency shall be handled at the discretion of the coach on site.
12. Student athletes are responsible to follow the uniform use and game day dress policy distributed by their coach.
13. Student-athletes who transfer into the district, prior to completing an athletic suspension in a previous district, shall serve the remainder of the suspension prior to being eligible to participate for East Jordan Public Schools.

**Enforcement of Training Rules**

The interpretation and enforcement of this code will be the responsibility of the East Jordan High School Athletic Director together with the coach of the specific sport involved. A coach shall have the authority to direct a student-athlete to leave practice or a game immediately whenever the presence of the student-athlete poses harm or threat to the normal athletic process or to others involved.

In considering whether to suspend a student-athlete for misconduct, the following precepts shall be followed:

1. The student-athlete will be informed of the nature of the misconduct with which he/she is charged including the rationale for the charge.
2. Information from persons having knowledge of the incident will be sought and accepted. The Athletic Director will place emphasis on credible and reliable firsthand information supplied to him/her by members of the East Jordan coaching staff, administrative staff, faculty, support staff, Board of Education, and law enforcement officials. The student-athlete involved shall have the opportunity to express his/her side of the situation and to have persons give information on his/her behalf.
3. The student-athlete shall be given the opportunity upon his/her request or that of the athlete’s parents to face his/her accuser. Should the Athletic Director or his/her designee consider that such direct confrontation would be unduly threatening to either party, he/she may deny the request.
4. The parent/guardian shall be immediately notified by phone or personal contact if possible, that the student-athlete is to be suspended.
5. Written communication to the parents, whether verbal or personal contact is made or not, shall follow within twenty-four (24) hours stating the charges, reasons, and conditions of the suspension. This communication shall take place by the coach or administration at any time an athlete is to be suspended for an entire or portion of a contest, due to the enforcement of team or athletic policies. The parents or guardian shall also be notified in writing of the appeal procedure regarding the suspension. A copy of the letter shall be placed in the student-athlete’s disciplinary file.

**Self-Intervention**

As long as a student/athlete has not violated the Code of Conduct and believes that he/she has a problem with tobacco, alcohol or drugs, and wishes to seek help through counseling, he/she may discuss this with school personnel without fear of the penalties outlined in this code.

**Athletic Code Violations**

**Tobacco Or Alcohol**

A student-athlete may be deemed to be in “possession” of tobacco or alcohol in situations where the substance might not be physically in the student-athlete’s hand, but where the substance is under the control of the student-athlete or where the student-athlete is present and knowingly associating with others who are using or knowingly in possession of such substances. A student-athlete should avoid such situations where he/she might be found to be in possession.

**Drugs or Narcotic Substances**

A student-athlete may be deemed to be in “possession” of a controlled substance, behavior altering substances or look-alike drugs, in situations where the substance might not be physically in the student-athlete’s hand, but where the substance is under the control of the student-athlete or where the student-athlete is present and knowingly associating with others who are using or knowingly in possession of such substances. A student-athlete should avoid such situations where he/she might be found to be in possession.
Felony

Student-athletes which have, by way of the courts, been proven to have committed a felony shall be subject to the penalties of the Michigan High School Athletic Association.

Gross Misconduct

Any student-athlete who exhibits or engages in behavior that is grossly disruptive, disrespectful, unsportsmanlike and/or unbecoming of a student athlete may forfeit the privilege of being involved in the athletic program. Suspensions from the athletic program for such violations will follow the penalties outlined below.

Penalties for Violations

Student athletes who violate the athletic code by way of tobacco, alcohol or drugs can choose from two different consequences as outlined below. Student athletes who violate the athletic code by way of felony conviction or gross misconduct have only the first option listed for each level of offense:

First Offense
(1) Suspension for 50% of the current or next season of competition
   OR
(2) Suspension for 25% of the current season or next season of competition and:

  1. Substance Assessment within 14 days.
  2. Follow through with recommendations regarding intervention.
  3. Weekly drug testing for one month. Monthly drug testing for three months. Random drug testing for one calendar year. Drug testing must be conducted by a qualified agency and be supervised. The initial drug test will be used as a baseline test.
  4. Re-admittance meeting with athlete, parent(s), coach and athletic administration prior to returning to competition.

Second Offense
(1) Suspension for one calendar year.
   OR
(2) Suspension for 50% of the current or next season of competition and:

  1. Substance Assessment within 14 days.
  2. Follow through with recommendations regarding intervention.
  3. Weekly drug testing for two months. Monthly drug testing for six months. Random drug testing for the remainder of the athlete’s high school career. Drug testing must be conducted by a qualified agency and be supervised. The initial drug test will be used as a baseline test.
  4. Re-admittance meeting with athlete, parent(s), coach, athletic administration and substance abuse counselor prior to returning to competition.

Third or Consecutive Offense
(1) Suspension for the remainder of high school career.
   OR
(2)* Suspension for the remainder of the current athletic season of competition. If out of “season,” then suspension for two full seasons and the next season of competition and:

  1. Substance Assessment within 14 days.
  2. Follow through with the recommendations.
  3. Weekly drug testing for three months. Monthly drug testing for one calendar year. Random drug testing for the remainder of the athlete’s career. Drug testing must be conducted by a qualified agency and be supervised. The initial drug test will be used as a baseline test.
  4. Re-admittance meeting with athlete, parent(s), coach, athletic administration and substance abuse counselor prior to returning to competition.

*In order to qualify for this alternative consequence, a student athlete must have elected the alternative consequence for either the first or second offense.
Failure to follow any term of the alternative consequence will result in the immediate administration of the original penalty (this includes missing a scheduled drug test). Failing a drug test will result in the consequence for the next offense without opportunity for “choice”.

If a student athlete is successful in completing two (2) full years of participation with no rule violations, one (1) existing offense will be removed from the athlete’s record.

**Athletic Appeals**

It is understood and agreed when the student-athlete and his/her parent or legal guardian sign the acknowledgment of this East Jordan High School Handbook that they agree to abide by all rules and guidelines contained herein, including punishments for violations. There may be an occasion, however, when the student-athlete and/or his or her parent or legal guardian either do not feel the violation took place or the punishment is not in accordance with this Athletic Code.

A student-athlete and/or his/her parent/guardian have the right to appeal a decision. If an appeal is sought, a written request must be submitted to the Athletic Director within two (2) school days after the notification of punishment for a violation took place.

Then, within two (2) school days of receipt of the appeal, the Athletic Director shall notify the student-athlete and parents of a hearing in front of the Athletic Council and the following shall apply:

1. A letter stating the date, location and time for the hearing will be sent to the student athlete's parents/guardians.
2. During the hearing, the student athlete and/or parent/guardian may be represented by legal counsel or other advisor of their choosing. However, the hearing is not a court proceeding and court rules of evidence shall not be enforced.
3. “Witnesses” may be present at the hearing and asked to provide information pertaining to the situation in question. The student-athlete or his/her counsel shall have the right to question any witness.
4. It shall be entirely within the council's discretion to admit only those people whom the council feels are essential to insure a fair and equitable hearing.
5. The Athletic Council shall render a written opinion of its finding to all parties concerned within two (2) school days of the hearing.

The East Jordan Athletic Council has the power to uphold, modify, or reverse any previous decisions. Should the committee reverse a decision; all records regarding the situation will be removed from the file of the student-athlete.

The discipline of a student-athlete shall cease at the time of appeal, and will not continue or begin until all appeal steps have been completed.

**Athletic Council**

The Athletic Council established to hear such cases may consist of the following members:

- Principal and/or his/her designee
- East Jordan School Board Member
- Athletic Director
- Head Coach of sport in question
- Coach directly responsible for the student-athlete appealing (if other than Head Coach)
- Head Coach of another sport
- Student representative (when appropriate).

One vote only for head coach or coach directly responsible for the athlete. If a disagreement exists, then the Head Coach takes precedence.

- Quorum—Four (4) voting members
- Meeting—To be called as needed with two (2) days advance notice
- Chairperson—Athletic Director
- Decisions—Made on a vote of three (3) affirmative votes out of a quorum of four (4) members.

**Duties of the Athletic Council**

1. Hear and rule on appeals concerning disciplinary suspension from athletics.
2. Discuss problems pertinent to coaching and the overall athletic program.
3. Meet with student representatives, upon request, for the purpose of discussing or changing athletic policies.

**ACCEPTABLE USE POLICY**

All use of the school district's electronic network must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

**Unacceptable Use**

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user’s account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.
n. Excessive printing or printing personal items.
No Warranties

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without express written permission. The following guidelines apply:

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the District’s e-mail system constitutes consent to these regulations.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Student Records**

Student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

   Family Policy and Compliance Office  
   U.S. Department of Education  
   600 Independence Ave, SW  
   Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

   Kim Brown:  
   (231) 536-0053 extension 5404  
   East Jordan Public Schools  
   P0 Box 399  
   East Jordan, MI 49727

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"

   "..."
Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7 You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. You objections should be addressed to:

Ellen Wimmer:  
(231) 536-2259  
East Jordan Middle High School  
PO Box 399  
East Jordan, MI 49727

**Other Information**

**Equal Opportunity/Nondiscrimination Statement**

The East Jordan Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Civil Rights Coordinator  
East Jordan Public Schools  
PO Box 399  
East Jordan, MI 49727  
231-536-3131

For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

**Visitors**

All visitors, including parents and siblings, are required to enter through the front door (Maple Street) of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

PARENT NOTIFICATION

Teacher Qualifications

Parents may request information about the qualifications of their child’s teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher’s college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office at 231-536-2259

Instructional Material

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. “Class” means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.
Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
4. provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.