

# EDWARDSBURG PUBLIC SCHOOLS' MISSION STATEMENT

*To maximize all students' potential to be successful in life.*

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## Edwardsburg Public Schools ADMINISTRATION

**James Knoll - Superintendent** /M.A., Indiana University

**Carrie McGuire – Dir. of Instructional Services and Accountability**/M.A. Grand Valley State University

**Ryan Markel – Principal** / M.A., Grand Valley State University

**Joshua Bourne – Assistant Principal** / M.A., Walden University

**Kevin Dean – Dean of Students/Athletic Director** / M.A. Central Michigan University

*Board of Education Regular Meetings are held at 7:00 P.M. the fourth Monday of each month in the District Administrative Center. Items to be discussed by the Board are listed on the agenda prepared five days prior to each meeting and posted on the door of the Administrative Center. The public is invited to attend meetings of the Board of Education.*

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## GUIDANCE INFORMATION

The guidance department assists students to develop an understanding in relation to self-awareness and appraisal, career awareness and exploration, career and educational decision-making, and career planning. This process leads to well formulated post high school educational decisions. The process includes testing, four-year educational plans, and employability development plans. Other guidance activities include orientation, referrals, scheduling, maintaining school records, and consultation with parents and teachers. The counselors are eager to help students in their educational, vocational, and/or personal concerns. A student should stop by the guidance office to sign the list to see either counselor. A counselor will send for the students at his/her earliest convenience. Students are encouraged to visit the guidance department.

**Wendy Sherman A – K     Leslie Ostrander L – Z**

## HONORS AND AWARDS GUIDELINES

### I. ELIGIBILITY FOR HONORS

In order to be eligible for any academic honor or scholarship directly awarded by Edwardsburg High School, a student must be a full-time student. This stipulation includes those eligible for the semester honor roll. (A full-time student is defined as a student taking 7 classes. Six of these assignments must be credit awarding classes.)

### II. AWARD FOR ACADEMIC EXCELLENCE

During the 1977-78 school year, the EHS Award for Academic Excellence was initiated. This is the highest academic award granted by EHS. This is an annual award symbolized by the awarding of a special academic letter at the end of the school year for graduating seniors, and in the fall for other students who qualify.

To be eligible for this award, students must:

1. be full-time students enrolled in 7 classes each of two semesters during the school year or be dual enrolled.
2. earn a GPA for the school year, of 3.70(A-) with no grade below a 3.0 (B).
3. earn a minimum of 6 credits for the entire school year.

4. GRADUATING seniors who earn a composite GPA of 3.7 for 4 years are exempt from the rules in number 1, 2, and 3.

## GRADE CLASSIFICATION

<b>Freshman standing</b>	<b>less than 5 credits</b>
<b>Sophomore standing</b>	<b>5 to less than 12 credits</b>
<b>Junior standing</b>	<b>12 to less than 19 credits</b>
<b>Senior standing</b>	<b>19 and above</b>

## GRADUATION REQUIREMENTS FOR 2019

- All students will carry seven (7) credit valued courses per year (except shared-time).
- All students must complete eight (8) semesters of attendance, unless approved by Edwardsburg High School Principal.
- All students will take all three components of the Michigan Merit Exam.
- All programs selected must total 26 credits per graduation, unless otherwise noted.
- To receive a diploma from Edwardsburg High School, a student must have started and completed the entire **final** semester of his/her senior year at EHS, unless approved by Edwardsburg High School Principal.
- Required courses, which must be completed, are:

English	4 Credits
Mathematics	4 Credits (Algebra 1 and 2, Geometry, and math elective)
Science	3 Credits (Biology, Chemistry or Physics, and science elective)
Social Studies	3 Credits (.5 Civics, .5 Economics, U.S. and World History)
Health and PE	1 Credit
Arts	1 Credit
BTM	1 Credit
Electives	9 Credits

- A student who transfers into EHS will have his/her credits adjusted in accordance with the above.

## CLUBS

Students are encouraged to take advantage of the numerous club activities.

Art Club	National Honor Society	Pep Band	Powerlifting
Equestrian	French Club	Science Olympiad	
Spanish Club	Student Council	German Club	
S.A.D.D.	Drama	Robotics	

## COMMENCEMENT

All seniors are eligible to participate in formal commencement exercises who have fulfilled all graduation requirements however, seniors who violate rules and regulations of Edwardsburg High School at any time leading up to graduation may be denied the privilege of participating in the formal commencement program. These students will be mailed their diploma after the official date of graduation. Seniors not fulfilling graduation requirements by the end of second semester of their senior year may not participate in graduation ceremonies. If missing credits are earned prior to the

start of the following school year, a diploma will be awarded once verification of the credit is received.

### **CONFLICT BETWEEN TWO SCHOOL ACTIVITIES**

When a student is involved in two conflicting school activities, or is simultaneously enrolled in a shared-time program, the student may choose either activity without being penalized by the decision. The sponsors, teacher and/or coaches should work together to solve the problem. There may be times when the student could participate in one and part of the other by special approval of the sponsors. It is expected that a performance or contest will take precedence over practices.

### **DAY SCHOOL CREDIT ASSISTANCE**

A maximum of three (3) graduation units of credit may be earned by successfully completing principal-approved summer or night school classes not associated with Edwardsburg High School. (Exceptions may be made for students transferring from other high schools).

### **DROPPING A CLASS**

When a class is selected as part of a student's schedule **there are only three situations that will allow a revision of the schedule:**

- If it is discovered that a mistake has been made and the student has already received credit for the class.
- If it is agreed by the present teacher that a student is giving his/her best effort and is academically overmatched.
- If both teachers, outgoing and incoming, agree that a move is in the best interest of the student.

All courses dropped must be approved by high school principal.

### **EDWARDSBURG EARLY COLLEGE**

In addition to regular classroom-based instruction, students may earn credit through virtual/online courses.

Virtual, internet, classes may be arranged to better meet the needs of students. Their purposes are:

- A. to broaden curriculum content when the regular school program limits student growth and learning;
- B. to provide students with an opportunity to make decisions (to select from a series of options) about their activities in school;
- C. to place students in a more active role in the learning process;
- D. to provide learning experiences tailored to individual interests, talents, and needs.

High school students may earn a maximum of eight (8) units of credit to be applied toward graduation requirements by completing online courses. A maximum of two (2) units of credit may be earned during any one (1) school year. This does not apply to alternative education program.

Credit for an online or virtual course may be earned only in the following circumstances:

- A. The course is not offered through the high school.
- B. Although the course is offered at the high school, the student is unable to take it due to scheduling conflicts.
- C. The course will serve as a supplement to summer school and extended homebound instruction.
- D. The student has been expelled from the regular high school setting, but educational services are to be continued.
- E. The principal, with the agreement of the student and his/her parent(s) determined that the student requires a differentiated or accelerated learning environment.

F. Students taking such courses must be enrolled in the District.

The express approval of the principal shall be obtained before a student enrolls in a virtual/online course for credit. Each virtual/online student approved for such study shall be assigned a mentor teacher responsible for supervision and monitoring. The school must receive an official record of the final grade before credit toward graduation will be granted. Completion of any virtual/online course offering must occur within the designated time frame for the course and may not exceed twelve months from the beginning date of the course.

The tuition fee for an approved virtual course shall be borne by the District for students enrolled full-time. The District may pay the fee for expelled students who are permitted to take virtual courses in alternative settings. Individual students shall be responsible for costs associated with summer school courses and/or courses not pre-approved by the principal.

### **EMANCIPATED STUDENTS**

Students 18 and older, not living with a parent or legal guardian and maintaining their own residence, are required to give this information to the Assistant Principal so he may give them specific information concerning absences, school reports normally sent home, etc. Regardless of age, all students officially enrolled in school must hereby adhere to, and comply with, all rules and regulations.

### **EXAMINATIONS**

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time is provided for semester examinations. It is expected that all students take exams during those times, with exceptions for early examinations being granted by administration only. Students who fail to take the semester examinations will be given an INCOMPLETE ("I") which automatically becomes "F" if a student fails to take any semester examinations within the two weeks afterward allowed.

### **EXTENDED EDUCATION**

Students who have not accumulated enough credit to maintain their graduating class status will be allowed to sign up for extended education to add to their credit total or recover lost credits.

### **MICHIGAN MERIT EXAM**

The Michigan Merit Exam is based on the Michigan Merit Curriculum. All students with junior status, who have not already taken the MME, test in the spring of their junior year.

### **NATIONAL HONOR SOCIETY MEMBERSHIP**

A minimum cumulative GPA of 3.5 is required to submit an application for the National Honor Society. Students must also meet the following criteria:

1. A *minimum* of 20 hours of community service is required. Ten hours may be in affiliation with Edwardsburg Public Schools (i.e. mentoring, camp counselor, etc.), however; the other ten hours must be served in the community.
2. A letter from the organization you help is required to verify your community service. This letter must be from someone **OUTSIDE** your family. It must also state the number of hours of service you have performed, and include a description of your role in serving the community. This letter (or letters) must accompany your application.
3. You must fill out the required portions of the application **COMPLETELY**. Incomplete applications will not be considered.
4. Some examples of acceptable community service used in the past are: mentoring, community service through church or youth group (not simply attendance), volunteering at a homeless shelter, Big Brothers/Big Sisters, serving food at the pancake breakfast at the American Legion, candy striper at a local hospital, volunteer referee or coach (unpaid), bingo at a nursing home, etc.

5. You must list a minimum of *two* school activities to be considered for membership in NHS.
6. Please remember that membership in National Honor Society is based on four criteria: academic achievement, character, leadership, and service.
7. Violations of the school handbook or athletic code may prohibit you from being inducted into National Honor Society. Selection, non-selection, and dismissal of students will consider patterns of behavior when making decisions. However, students who engage in the following behaviors shall not be considered for membership:
  - A discipline referral that results in OSS as a consequence.

### **OFF CAMPUS CLASSES**

The Edwardsburg Board of Education provides an opportunity for students to attend off campus classes. Examples of these classes are: Berrien Math and Science Center, Cosmetology, Elkhart Area Career Center, Indiana University South Bend and SMC Academies. Other classes may be included. It is expected that students enrolled in these classes will abide by all regulations of the receiving school as well as Edwardsburg High School. Attendance must be regular! Students will not be permitted to enroll mid-year after the enrollment period for off campus classes has closed. Anyone attending off campus classes must use school provided transportation unless excused by the Assistant Principal.

### **PARENTS PROCEDURES TO FOLLOW TO SOLVE A PERCEIVED CLASSROOM PROBLEM**

The following procedures are established to register a serious concern regarding perceived student/teacher classroom problems.

1. Contact the teacher via face-to-face interaction or by phone.
2. Speak to the teacher about the specific problem, and if a necessary change is indicated, agree on a reasonable short period of time to monitor the results.
3. If the classroom situation has not changed within the agreed time frame, set up an appointment to meet with the teacher and a building administrator. **Parents are encouraged to keep open communication with teachers.**

### **PARENT REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### **PROGRESS REPORTS**

A bi-weekly progress report is an instrument to measure a student's achievement throughout the school year. Progress reports will be distributed in the middle of each grading period. Parents may request bi-weekly progress reports from the guidance office.

### **SCHOLASTIC RATING**

<b>A</b> - Excellent	<b>C</b> - Average	<b>F</b> - Failing
<b>B</b> - Good	<b>D</b> - Poor	

## GRADING SCALE

A	100 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
F	59 AND BELOW

The Honor Roll will be determined at the end of each nine-week period. **To be on the Honor Roll, a student must have a 3.3 scholastic average. For Honorable Mention, a 3.0 average is necessary. The following guidelines for the High School Honor Roll are:**

Honorable Mention - 3.0 to 3.29 average with no grade lower than a C.

Honor Roll - 3.3 to 3.99 average with no grade lower than a C

Principal's List - 4.0

Students must be enrolled in classes totaling a minimum of 7 (seven) credits. The determination of a 4.0 GPA is made using the following scale:

A 4.00	B 3.00	C 2.00	D 1.00
A- 3.67	B- 2.67	C- 1.67	D- 0.67
B+ 3.33	C+ 2.33	D+ 1.33	F 0.00

## **STUDENT PRIVACY AND PARENT ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The district is to notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified above, in a timely manner, and which allows parents to request an opportunity to inspect the survey, analysis, or evaluation. Policy allows the parent the option of excluding their student from the activity. The reporting of collected data will be in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.

## **TESTING OUT POLICY**

The Board of Education of the Edwardsburg Public School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279B and E of the School Code of Michigan have been amended to allow such students to request an opportunity to demonstrate mastery in the range of courses offered by Edwardsburg Public Schools.

Students wishing to test out of a course shall fulfill the following requirements:

1. Provide a written statement to the building principal requesting an opportunity to test out of a specific course.
2. The Principal will notify the teacher of the corresponding course. The following materials will be prepared for the student.
  - A) Listing of course objectives
  - B) Course syllabus
  - C) Description of examination(s)

This material will be provided to students at a meeting with parent, student, administrator, and subject teacher. Students are encouraged to request testing-out opportunity as early as possible during a semester allowing more time for preparation.

3. Exams will be administered on the following days:
  - A) In the afternoon of semester 1 exam week.
  - B) In the afternoon of semester 2 exam week.
  - C) Two week period prior to first day of school. The test will be proctored by the subject area teacher or an administrator.
4. Exams will be semester exams. Students must pass the first semester of a yearlong course before they are eligible to take second semester exams.
5. Students will demonstrate mastery of course content by achieving a 78% (C+) or higher on examination. Some courses may require written papers, projects, or portfolios as an alternative or in addition to the semester examination.
6. Students are provided one opportunity to successfully test out of a course. There will be no re-testing.
7. No grade may be earned by testing out of a course, the notation "pass" will appear on transcripts.
8. Any student testing out of a sequential course cannot take a lower level course in the same sequence of credit.

## **GENERAL INFORMATION**

### **ADMISSION TO OTHER SCHOOL BUILDINGS**

Students must have a pass from the office to enter other school grounds and/or buildings at all times. This includes before or after school and during lunch hours. Consequences for students in violation will be determined by administration.

### **BICYCLES**

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. They must be kept in appropriate designated areas. Skateboards, rollerblades or any unauthorized motorized vehicles (snow mobiles, ATVs, tractors, scooters, etc.) are not allowed on school property.

### **CAFETERIA**

The lunch hour is divided into three sessions. Some classes will be in session during lunch time, so it is imperative that students be considerate of others.

- \* Throw all waste in trash receptacle before leaving.
  - \* Keep tables and floor clean of litter.
  - \* Refrain from going to lockers during lunch hour.
  - \* Stay out of hallways where classes are in session.
  - \* Refrain from taking “cuts” in lunch lines.
- Violations may result in detention/suspension/expulsion/loss of privileges.

High school students may purchase their lunch/breakfast by the week, month or even the whole year. The safest way to send money to school is by check. The high school utilizes an automated system which will record the food selection made each day. *The only means of accessing a student’s account is with their identification badge.* Cost of meals is published each year. If a child forgets their lunch money, they will be allowed to charge their meal. After one unpaid charge, students will be provided with a peanut butter and jelly sandwich and milk.

### **DAILY ANNOUNCEMENTS**

Daily announcements will be read on the public address system and shown over the monitors each day. Students are not to post anything on bulletin boards or walls without first getting approval from the office.

### **DRINKS/FOOD**

Students are **NOT** to consume food or drink in hallways or in classrooms at any time. Any opened re-sealable drink containers (i.e. pop bottles, coffee cups, soft drink from restaurants) must be disposed of upon entering the school building.

### **EXCESSIVE DISPLAY OF AFFECTION**

All physical contact between students of the same or opposite sex shall be limited to simple hand holding. Simple hand holding shall be defined as: Joining hands with the joined hands not touching any other part of the body.

### **EXTRACURRICULAR CODE**

Extracurricular activities include, but are not limited to, non-curricular band/choir performances, school plays, school clubs, and student council and student publications. Participation in school sponsored extracurricular activities is a privilege not a right. All students who participate in extracurriculars will be expected to maintain academic eligibility from a semester to semester basis and cannot fail 2 or more classes. Any student who receives 2 or more failing grades and violates eligibility standards will not be able to participate in extracurricular activities. All students whose attendance has led to INCOMPLETES (“I”) will not be able to participate until they are back in good academic standing through Credit Redemption.

### **FIRE, SAFETY, AND TORNADO DRILLS**

Emergency exit routes are posted in each classroom for fire drills. Under teacher supervision and direction students are to walk quietly and quickly to exit routes. Once outside the building, the students and staff members are to go approximately 100 feet from the building. Attendance will be taken. In the case of a drill, follow instructions of your teacher and be aware of the assigned area.

### **FREEDOM OF SPEECH AND ASSEMBLY**

- Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attack are prohibited.
- All students’ meetings in the school building or on school grounds may function only as part of the formal educational process or as authorized by the principal.
- Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.



## **FREEDOM TO PUBLISH**

- Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. Such written expression must be signed by the authors.
- Students who edit, publish or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
- Libel, obscenity and personal attacks are prohibited in all publications.
- Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored newspapers published by the students of the school district at times and places designated by the school authorities.
- The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

## **GAMBLING**

The act of gambling for money or valuables is prohibited.

## **GANG RELATED ACTIVITY**

School property must remain a safe and neutral ground free of gang activity. Edwardsburg High School will not tolerate gangs and/or gang related activity. The administration reserves the right to identify and determine what is gang related. Gang related activities may be associated with students dress, jewelry, drawings, carvings, tattoos, symbols, colors, writings, signing, and graffiti. Head bands, arm bands, displaying handkerchiefs and pants not worn at the waist are all consider gang activity and are not allowed.

## **GYMNASIUM AND WEIGHT ROOM**

Students are not to wear street shoes on the gym floor and must have tennis shoes on in the weight room. Students are also asked to stay off the basketball playing area before and after assemblies and class meetings. ***NO ONE IS TO BE IN THE GYM OR WEIGHTROOM WITHOUT FACULTY SPONSOR.***

## **ILLNESS AT SCHOOL**

If you become ill at school, report directly to a secretary in the office where appropriate arrangements will be made for you. You are never to leave the building to go home without parent permission and properly signing out in the office. If your illness requires you to go directly to the restroom, notify someone so they may immediately report your illness to the office or your teacher. All cases of communicable or contagious disease must be reported to the school office or school nurse. Certain diseases are reported weekly to the local health department. These include measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever, and strep throat.

## **IMMUNIZATIONS**

A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state shall present to school officials, at the time of registration, or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. New entrants must have complete immunizations as required according to the Michigan Department of Community Health. A list of these immunizations are available on our web site or from the Cass County Health Department.

## **INTERNET ACCESS AGREEMENT**

The purpose of this agreement is to provide Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance

information gathering and communication skills. The intent of this contract is to ensure that students will comply with all Internet acceptable use policies approved by the District. In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources, including email, are subject to monitoring and review by the District. Therefore, students shall have no expectation of privacy regarding information and communications of which the District and/or Network resources, including email, are utilized. The District and/or Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - Misrepresenting other users on the Network.
  - Disrupting the operation of the Network through abuse of the hardware or software.
  - Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - Interfering with others use of the Network.
  - Extensive use for non-curriculum related communication.
  - Illegal installation of copyrighted software.
  - Unauthorized down-sizing, copying, or use of licensed or copyrighted software.
  - Allowing anyone to use an account other than the account holder.

## **LIBRARY REGULATIONS**

1. Students who have an overdue book, magazine, or material from the library will not be allowed library privileges until the books have been returned and/or all fines paid.
2. Students who sign out a book, magazine or material out of the library and lose the item signed out will have to pay the replacement cost of the item.
3. Report Cards and Transcripts will be held until all books and/or fines are paid.
4. Students must have a pass to enter the library except when an entire class is brought by the teacher.

5. Students and their belongings may be inspected upon leaving the library.

### **MEDICATION**

The school must have a **pupil's parent/guardian's written permission** and request to administer any prescription, non-prescription and herbal medications (including those taken by mouth, by inhaler, and those that are injectable, and those applied as drops to the eyes, nose or skin). **Written instructions from a physician**, which include the name of the pupil, name of the medication, dosage of the medication, route of administration and time the medication is to be administered to the pupil shall accompany the above request and be kept on record by the school. These instructions shall be renewed every school year. All medications must be delivered to the school office by a parent or guardian unless special arrangements are made with school personnel. Failure to follow the guidelines stated above may result in a violation of the student code of conduct.

### **SCHOOL CLOSINGS**

Whenever school is closed due to weather conditions, extracurricular activities for that date shall be postponed or carried on at the discretion of administration.

#### **RADIO - AM**

WTRC 1340

WCMR 1270

WSBT 960

WNDU 1490

WDOW 1440

WHFB 1060

#### **RADIO - FM**

WYEZ 100.7

WFRN 104.7

U 93 92.9

WNIL 1290

WAOR 95.5

WHFB 99.9

WDOW 92.9

#### **TELEVISION**

WNDU - Channel 16

WSJV - Channel 28

### **TWO HOUR DELAY**

Whenever school is postponed with a two hour delay, the schedule will be as follows:

1<sup>st</sup> hour 9:30-9:50

2<sup>nd</sup> Hour 9:55-10:15

3<sup>rd</sup> Hour 10:20-10:40

4<sup>th</sup> Hour 10:45-11:05

### **SCHOOL ISSUED TEXTBOOKS/EQUIPMENT**

Students are issued textbooks and other related equipment (i.e. athletic uniforms, calculators, etc.) during the school year. It is the responsibility of the student to care for this material and ensure that it is returned at appropriate times in satisfactory condition. Failure to return school items will result in fines assessed to the student. Fines will also be assessed for school items returned in damaged condition.

### **SELLING**

Neither students nor any other persons are allowed to solicit or sell anything on school property without permission from the office.

## **STUDENT IDENTIFICATION BADGES**

Student safety is a priority for Edwardsburg Public Schools. Students are required to have their identification badges with them at all times. Failure to display the badge when asked will be considered insubordination and the appropriate consequences will be enforced. The identification badge is also used to check-out library materials and is the only means of accessing food service accounts. Lost badges will require a \$5.00 replacement fee.

## **SECURED ENTRANCES**

During the school day, access to the building is limited to the use of the front door. All other doors are locked and staff has been instructed not to open those doors to parents or visitors. Visitors have to press a buzzer at the front door and announce their name and purpose in order to be admitted into the school. The front office staff will open the doors electronically. All parents and visitors must sign in and out at the office. This allows us to know who is in the building at all times.

Visitors and volunteers must wear office-issued nametags while in the building. These nametags are available at sign-in and are collected at the time of departure. Staff has been instructed to question persons without the proper identification badge and to direct them to the office. Please help us to keep our school safe by following this simple procedure.

## **VISITORS**

**All visitors coming into the building are to report directly to the office.** Checking into the office and obtaining a visitors ID badge is required for all visitors entering the building. Visitors without an ID badge are not permitted in the building at any time. The Cass County School Protection Ordinance will be strictly enforced. In part, the Cass County School Protection Ordinance states that, “No unauthorized persons shall enter and remain in any school building or upon any school property whether public, private or parochial for any reason whatever unless such person has received written consent from the Principal to be in any such public, private, or parochial school building or upon such school property. Any unauthorized person shall mean any person who is not a regularly enrolled student in the building or school grounds entered, or a parent or guardian of such student, or a teacher or other employee in such school building. Any person who shall violate any provision of this ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than ninety (90) days or by both such fine and imprisonment.” This ordinance was passed by the Cass County Board of Commissioners on February 13, 1974, and became effective March 6, 1974. Student visitors are discouraged unless there is an educational reason for the visit and prior administrative authorization is granted.

## **OFFICE TELEPHONE USE**

Students are not allowed to use office telephones for non-emergency calls. There is a phone available in the office for student use. It is only available between classes and lunch and with office approval.

## ATTENDANCE INFORMATION

### ABSENCES

Absences other than those resulting from participation in school activities or disciplinary restrictions/suspensions will be recorded on the student's permanent record. An absence is defined as not being present in class for more than 15 minutes. Excused absences are limited to;

\*Professional appointments.

\*Personal illness.

\*Other serious personal family problems.

\*Family trips at times other than during semester examinations.

It is the responsibility of the student to make arrangements to make up work within the allowable time span. Absences that are prearranged for purposes of gaining work in advance is teacher discretion and requires work to be submitted upon return. If a student has an excused absence or an absence resulting from participation in school activities or disciplinary restrictions/suspensions, the student may make up all work and tests missed. One day shall be granted for make-up work for each day of absence except in cases of final examinations or end-of-year work for which special arrangements must be made. **Students are required to have a parent or guardian telephone (663-1044) or bring a note to the school office, excusing their absence the day following their absence(s).** Failure to make up the work in the time allowed will result in no credit awarded for missed assignments, projects or tests. If the absence is not excused because of failure to follow procedure for excusing an absence, the absence will be **Unexcused**. Students sent home during the school day due to illness must still have parents notify the office for any additional days of school missed. The school will notify parents by letter on the student's 7th and 11th absence.

Any absence that does not conform to the definition of an Excused Absence or that does not result in participation in school activities or disciplinary restrictions/suspensions, shall be classified an Unexcused Absence. An Unexcused absence means, that no credit will be given for assignments, projects, or tests due on the day missed, and students will have no opportunity to make up work or to take tests given at the time of the unexcused absence.

### ACADEMIC AND ABSENCES ATTENDANCE CONTRACT

#### Loss of Credit Procedures

Any student absent more than ten (10) days in the same class during a semester, whether excused or unexcused, may NOT be granted credit for that semester. Family trips will be counted in this total. After the tenth (10<sup>th</sup>) absence, a letter declaring a loss of credit for the class will be issued.

Students with more than ten absences in a class may, however, earn a credit for that class if they pursue and qualify for an "attendance make-up credit extension." Parents and/or students are responsible for initiating this process (see below).

A doctor's note will ensure that an absence is "excused" but does not subtract any absences from a student's total. If however, a doctor's note excuses a student from school for a minimum of five (5) consecutive days, it will be considered a medical waiver and will not be factored into student's total number of absences.

#### Credit Extensions

Throughout each semester, the high school will offer a series of Saturday School opportunities for students who need to make up attendance time. Attendance make-up time is necessary when the number of absences in any one class exceeds ten (10). Whether excused or unexcused, each absence over ten (10) requires make-up time per absence per class. Two hours in Saturday School will earn back 1-3 class periods for a particular date. Four hours in Saturday School will earn back 1 full school day for a particular date. For instance, a student who missed 1<sup>st</sup> through 3<sup>rd</sup> periods on a particular date could earn back that time in one 2-hour session, while a student who missed 1<sup>st</sup> period on three separate dates

would need three 2-hour sessions to earn back that time. Students will receive an “I” (incomplete) until the time is served. Students have two weeks after the end of the semester to redeem credit. Any student with an Incomplete will not receive credit.

### **CLOSED CAMPUS**

Edwardsburg High School’s campus is closed. Students are to proceed directly into the building upon their arrival at the high school and are required to remain on campus in their designated areas until dismissal.

### **LEAVING SCHOOL**

No student shall leave school without first obtaining permission from the office. Such an absence will be unexcused and would be classified as “skipping”. Students who are excused to leave during class time will be considered absent for the entire class.

### **PREARRANGED ABSENCES**

Prearranged absences are normally for an absence of several days in duration concerning events planned by the parents or legal guardians. **A prearranged absence may be obtained by having the student pick up a prearranged absence form, having the form completed and signed by the parent or legal guardian and presented to the school office a minimum of three days before the absence. The absences will not be excused if it will exceed the ten day absence limit. Only parents or legal guardians may request and authorize, by signature, a prearranged absence.** A prearranged absence fulfills the daily parental obligation to inform the school of a student’s absence.

### **TARDINESS TO CLASS**

A tardy occurs any time a student reports to class after the bell rings to signal the start of class. There are no excused tardies except those confirmed by a staff member. Any student over 15 minutes late for class will be marked absent instead of tardy. Tardies accumulate on a per semester basis. ISR may be selected as an option in the event that students are unable to serve any A.M. detention. Penalties are as follows:

1st tardy	Warning
2nd tardy	2 before school detentions
3rd tardy	2 before school detentions
4 <sup>th</sup> tardy	4 hours of Saturday detention
5 or more	ISR

### **TRUANCY**

Students who accumulate an excessive number of absences will be referred to the school resource officer or Sheriff’s Department for action. Either the parent(s) or legal guardian(s) or both, and the student can be petitioned into the Cass County Juvenile Court for violations of State Laws concerning truancy. In all truancy cases, the school administrator may exercise their discretion on what remedies will be taken, what referrals are forwarded, or what action would be made to correct the truancy. The administration may make referrals to official agencies in all cases of excessive absences.

### **WAIVER**

If a student is absent for a consecutive period of five (5) days or more, and is under a doctor’s care during this time, these days may be considered for an extended absence waiver if the following conditions are met:

A. Throughout the absence period class work was actively sought.

- B. The teacher attests that the student completed all his/her assignments while out of school to the best of his/her ability.
- C. A **doctor's note** is provided explaining that the absence was necessary.
- D. The administration will review the circumstances of the absences under this provision and determine if requirements A, B, and C have been met.

## **DISCIPLINE INFORMATION**

### **BUS MISCONDUCT POLICY**

Riding the school bus is a privilege provided by the school district. All school rules and expectations apply while riding the school bus. In addition, the Transportation Department has developed expectations for student behavior on the school bus. These rules/expectations will be distributed and explained to students annually. Administration has the right to enforce any disciplinary measures necessary to ensure the positive operations at or during school functions.

### **CHEATING**

Cheating includes, but is not limited to:

- Copying, using, or representing another person's work as one's own.
- Allowing persons to copy, use, or represent your work as his/her own.
- Using any unauthorized resource or assistance in preparing assignments or taking tests.
- To acquire or use materials belonging to an instructor without permission.

Offenses will be tabulated on a cumulative year long basis.

\*First Offense - Zero grade on assignment, quiz, test, or exam and parent notified.

\*Second Offense – Two days of ISR and zero on assignment, quiz, test, or exam.

\*Third Offense - Failure for nine (9) week marking period.

\*Fourth Offense -Failure for semester and no credit given for course.

### **DANCE REGULATIONS**

1. All dances at Edwardsburg High School are intended primarily for E.H.S students.
2. Dances will not be open to: Students currently suspended or excluded from school / High School graduates (except Prom, where graduates must be under 21 years of age).
3. Any person leaving the dance will not be readmitted to the dance unless permission to return was granted by a chaperone, sponsor, or staff member before leaving.
4. Faculty members, sponsors and chaperones are in charge of the dance and may refuse admission to any one for any reason at any time.
5. Dancing which is suggestive or distasteful will not be permitted and student may be asked to leave. Dancing with the front of your body to the back of another body is considered suggestive.
6. All school organizations sponsoring a dance must obtain advance request forms from the administration and have them properly filled out and returned two weeks in advance.
7. No band may play at a school dance that has not signed an official contract from the administration. Outside contract with bands will not be honored.
8. There must be at least ten (10) chaperones at each school dance, including two teachers (1 male and 1 female) and four sets of parents. Chaperone forms must be submitted to the assistant principal one week before the dance.
9. All guests must be registered by the inviting party with the Administration by 2:30 PM the day of the dance. Non-students who are not registered will not

be admitted to the dance. Guests must be enrolled and in good standing at an accredited high school. The inviting party is expected to accompany his/her guest throughout the entirety of the dance and shall be held responsible for any disruptive behavior the guest may demonstrate while in attendance.

10. Middle School students will not be permitted at any High School dance.
11. All state, county, township, and village laws are applicable at all times.
12. All dances must end at 11:00 PM promptly.
13. All school rules and regulations, including dress code, are applicable at all times.

### **DETENTION: Before School.**

The following guidelines are regarding detaining students before school:

#### **I. Responsibility for Assigning Detention:**

Detention may be assigned to students by the administration or individual teacher. Each individual teacher will assign and supervise their classroom detention.

#### **II. General Guidelines for Detention Room:**

- A. Detention will take place before school. Office detention runs from **7:00-7:25** Monday through Thursday mornings. There is no regularly scheduled after school detention. Students who miss before school detention will be issued 2 additional detentions. Another miss will result in Saturday detention or ISR.
- B. Detention takes precedence over all other school activities.
- C. Final course credit, in all classes, may be withheld until an acceptable alternative to the accumulated detentions is reached.
- D. Students who enter detention after **7:00** but before 7:05 will be considered late for detention. Students late for detention will be issued an additional detention. Students not showing for an assigned detention or arriving after 7:05 will be issued two additional detentions. Students will not be permitted into the detention room after 7:05.

#### **III. Detention Room Conduct:**

- A. Talking or any other form of communication is not allowed during detention.
- B. If a student is disruptive in any manner, he/she will be removed from detention and may be assigned additional detentions.
- C. Students must do academic work or read a book.
- D. There is no sleeping, eating or drinking permitted in detention.

### **DETENTION: Saturday.**

Saturday detention is held Saturdays from 8:00 AM - 12:00 PM at the Middle School in room 191. Transportation to Saturday detention is the student's or parent's responsibility. If you have work obligations, you must make necessary arrangements with your employer. If you are assigned an additional day of Saturday detention prior to completing the first, it must be completed on a consecutive Saturday basis. You are to be in your seat by 8:00 AM and serve the entire session or you will be considered absent. Failure to attend the assigned Saturday detention will result in restriction and/or suspension.

### **DISTRACTING ITEMS**

Items that may distract the learning environment are inappropriate in a school setting and will be confiscated. Such items include, but are not limited to weapons, iPods, cellular phones, electronic toys, electronic gaming devices and trading cards.

Students shall not carry any electronic or other personal communication device(s) in school. The Administration will hold any items that are confiscated until a parent/guardian comes to school to retrieve them. In addition, purses, gym and book bags shall be stored in your hall or gym locker.



## CELL PHONE POLICY

While we at Edwardsburg High School understand the importance of a cell phone to maintain contact with your student, there are certain guidelines that must be abided by during the school day.

1. The use of Cell Phones (Out-Going or Incoming Messages) or possession during class or lunch is strictly prohibited during the school day from 7:30 – 2:24.
2. Parents should call the school for any emergency situation. We will contact your son/daughter in class if there is an emergency. **PLEASE DO NOT TRY TO CONTACT YOUR STUDENT BY CELL PHONE.**
3. Cell phones and other electronic devices are to be locked in the student's locker at all times. At no time is it to be carried or hidden in clothing.
4. The school will not be responsible for any lost, misplaced, or stolen cell phones.
5. In the event they are being used for instructional purposes, prior approval must be given by the principal.

In order to maintain this policy Edwardsburg High School uses the following guidelines when your child's phone is confiscated.

**Distracting Items; Cell Phone**

Warning and Confiscation

2 Days of ISR

5 Days of ISR

10 Days of ISR

**Administration will hold the phone until a parent/guardian comes to school to retrieve them before the office closes at 4:00.**

Except as authorized under Board Policy, in cases of emergency, or when used as part of a legitimate school endorsed instructional program, the unauthorized use of Wireless Communication Devices (WCDs) and electronic or magnetic storage devices in the school, on school property, at after school activities, and at school-related functions will be subject to disciplinary action. The school prohibits the use of the video or audio recording devices from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images or audio recordings where there is an expectation of privacy will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, internet chats, or other social media. Such conduct not only is potentially dangerous to the involved students, but can lead to unwanted exposure of the messages and images of others, and could result in criminal violations related to the transmission or possession of child pornography, sexual harassment, or other violations of the law. Such conduct will be subject to discipline and possible confiscation of the WCD and/or the electronic or magnetic storage device, in addition to possible referral to law enforcement.

Taking or transmitting images, messages, the use of social media, or the unauthorized use of the internet or other electronic transmissions during testing is also prohibited. If a student is caught taking or transmitting images, messages, using social media, or the unauthorized use of the internet or other electronic transmissions during testing, h/she will fail the exam and receive an Alternate Day Assignment. S/He also faces automatic withdrawal from the class

depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense, depending on the circumstances and severity of the offense.

### **DRESS CODE**

Good grooming is a matter of personal pride in your appearance. Your manner of dress influences the learning environment not only for others, but for yourself as well. The world of work requires a standard of dress. Schools require a standard as well. Both you and your clothing should be neat and clean. Dress or grooming that disrupts the educational environment or is a threat to safety and health is prohibited.

1. For health reasons, foot apparel must be worn.
2. All shirts and/or blouses must cover a minimum of half of each shoulder and the entire torso; tops with “spaghetti straps” or “tank tops” are not allowed. Sleeves need to be hemmed. No cut off sleeves are allowed.
3. Shorts must be no shorter than a hand’s width above the knee, and are permitted to be worn between May 1, and October 5. The acceptable style of shorts are shorts that would be considered dress slacks or jeans if full length. Cut off pants/jeans, un-hemmed shorts or athletic shorts are not acceptable.
4. Pants/skirts must be worn at the waist level and must be hemmed.
5. Hats or head apparel, sweatbands, and wristbands will not be worn in the building unless authorized by school personnel.
6. Sunglasses are not to be worn in the building unless prescribed by a doctor.
7. Clothing with obscene or suggestive slogans and/or designs will not be acceptable.
8. Jackets, coats, pajamas/leisure attire, slippers are not to be worn during the school day unless school authorized.
9. No clothing, apparel, or accessories which symbolize sex, drugs, alcohol, tobacco, gang, racism, or satanic cult material will be allowed.
10. Garments with holes are not acceptable. Holes must be patched on the exterior only. Simply wearing something underneath holes to cover skin is not permitted.
11. Miniskirts will not be permitted. Skirt length will conform to the short length requirement: no shorter than a hand’s width above the knee.
12. Tight fitting clothing such as leggings or jeggings (tight jeans without pockets) yoga pants and knit skirts are not appropriate for the school setting. Leggings may be worn if accompanied by the appropriate length skirt/shirt.
13. Chains, not viewed as jewelry, will not be worn; (i.e. wallet chains).

Students who fail to comply with dress code regulations will be asked to change into appropriate attire before being allowed to continue attending classes. Students who miss class, as a result of inappropriate attire, will be considered unexcused.

### **DRIVING/PARKING REGULATIONS**

Students wishing to drive motor vehicles to school must register each vehicle with the school office. Student drivers will be required to register their car with the office and purchase and display a parking sticker (cost \$2.00).

1. Under no circumstance are EHS students to transport fellow students off campus during school hours without permission from the administration.
2. Vehicles parked at school by students must be parked in the designated student parking lot.
3. There is to be no driving/parking in access or fire lanes.
4. Students are not allowed to park their vehicles behind the school, on the south side of the high school adjacent to the building or tennis courts or directly in front of the high school.
5. The maximum speed limit on school property is **ten (10) miles per hour**.

6. At all times school buses and official school vehicles have the right-of-way over student vehicles.
7. When buses depart, students must yield to buses in the parking lot and Section Street.
8. Student vehicles are to enter and exit via the south exit of the parking lot and Section Street.
9. Drivers and their vehicles will not be allowed to loiter in the parking areas.
10. Students are not to sit in parked vehicles at any time during the school day. As soon as vehicles are parked, students must leave them and go directly to the school building.
11. Illegally parked vehicles may be towed away at the driver's expense.
12. Illegally parked vehicles may result in the loss of on campus driving/parking privileges.
13. Excessive speed, reckless driving, unnecessary noise and cruising will result in removal of on campus/parking privileges. Whenever necessary, police will be called to assist in the apprehension or ticketing of vehicles.
14. No student is to be in his/her vehicle when assigned to attend class.

Absence or tardiness because of an improperly functioning or disabled vehicle will not be excused. Absence or tardiness because of driving or remaining in a vehicle will not be excused. In both cases, driving/parking privileges may be removed for excessive absence or tardiness.

The use of school property for racing, testing or cleaning of vehicles is prohibited. No student is to be in or drive a vehicle during school hours unless authorized to do so by office personnel. Emergency situations will be handled on an individual basis. When possible, advance permission must be secured before 8:00 A.M. Violations of any of the above could result in a warning, loss of on campus driving/parking privileges, suspension, or referral to the police. **Edwardsburg Public Schools or any of its faculty or staff will not be responsible for loss or damage to student vehicles or personal property therein on school property.**

#### **VIOLATION**

#### **POSSIBLE RANGE OF PENALTIES**

Driving or riding in a vehicle during school day without permission from the office.

2 days detention.  
Loss of driving for 2 weeks and 2 days ISR/OSS.  
Loss of driving for year and 5 ISR/OSS.

Reckless driving on school property (spinning tires, speeding, or anything that endangers safety of others)

5 ISR/OSS and 30 days loss of driving.  
(Flagrant violations will result in warrant for arrest sworn out)

Improper Parking  
Loitering, sitting in vehicle allowing other students to sit in vehicle.

2 days detention for first incident  
Loss of driving/detention/ ISR/OSS/expulsion

Other abuses of driving or parking regulations.

Loss of driving/detention/ ISR/OSS/expulsion

#### **BULLYING & OTHER HOSTILE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, or physical acts including cyberbullying (i.e., any electronic communication, including, but not limited to electronically transmitted acts such as internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **IN-SCHOOL RESTRICTION**

In-School Restriction (ISR) is housed at the Middle School in room 191. Students must be in the ISR classroom promptly at 7:30 a.m. The atmosphere at ISR is very structured. The student remains in the restriction room the entire day and is assigned a study booth. Students are expected to do school and/or related work. Each student's daily assignments will be delivered to him or her for an opportunity to earn those days academic credit in all subjects.

The following are the rules for the ISR Room:

1. All regular school rules apply.
2. No talking without permission.
3. Students are to sit in assigned seats and not leave them without permission.
4. No sleeping.
5. Students are to report on time and be seated.
6. Students are allowed one bathroom break in the morning and one in the afternoon.
7. Students will be allowed five negative behavior points per day. A behavior point will be given for each incident of talking, noise, sound action or behavior the supervisor deems inappropriate,

including leaving a seat without permission. Three behavior points will be given for an unexcused tardy. Students who receive five behavior points will be removed (OSS) and issued one additional day of ISR.

8. Absences from school result in the ISR being assigned for the first day back.
9. Students are expected to complete all work assigned to them each day.
10. Failure to comply with the above rules will result in OSS for the remainder of the restriction.

## **LOCKERS**

Each student will be assigned his/her own locker and the following rules apply:

1. Locks which are removed or damaged may require a payment for replacement.
2. No designs, stickers, etc. are allowed on the outside facing of the locker.
3. Lockers are to be kept locked at all times. Jamming lockers open is not allowed.
4. Students may only use lockers that are officially assigned to them.
5. If you have any problems with your lock or locker, report it to the office.
6. Items stored in lockers are the responsibility of the student.
7. Combinations are issued only to persons assigned to a specific locker. If a student gives his locker combination to another student, he/she may lose locker privileges.
8. **THE EDWARDSBURG PUBLIC SCHOOLS AND ITS PERSONNEL WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PROPERTY STORED BY A STUDENT IN HIS/HER LOCKER.**
9. Students may not have opened soft drinks in their lockers.
10. Glass bottles and re-sealable containers are prohibited.
11. Book bags and purses are to remain in student lockers throughout the school day.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles of a student, in accordance with the following policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have individualized, and reasonable suspicion that the search is required to discover

evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Search of a student's personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal, who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the recording in writing of each student search, resulting in disciplinary action including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

#### **Seizure of illegal materials**

If a properly conducted search yields illegal, contraband, or unauthorized materials, such findings shall be given to proper legal authorities for ultimate disposition.

### **WEAPONS & OTHER DANGEROUS ITEMS**

#### **Possession of a weapon & Use of an object as a weapon**

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another student is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harasses another person is subject to expulsion unless School District officials, in their discretion, impose a lesser penalty. The prohibition against possession of weapons and the use of an object to threaten, harm or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events or activities, on property adjacent to School District property and while students are enroute to or from school or School District functions, events and activities.

“Weapon” includes: a firearm; gun; revolver; pistol; dagger, dirk; stiletto; knife; iron bar; brass knuckles; any explosive, incendiary, or poisonous gas, including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. “Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, B-B guns and pellet guns are considered to be a “firearms”.

Although the use of an object to threaten, harm or harass another person is prohibited, it is not possible to identify all of the objects that could be used for such purposes in violation of this prohibition. Examples include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry and other objects, which do not constitute dangerous weapons.



**Knowledge of dangerous weapons or threats of violence** – Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the administration. Failure to report such knowledge may subject the student to discipline.

## **STUDENT CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Certain types of behavior are never appropriate in the Edwardsburg Schools and are considered to be serious violations. The following are the most common examples of serious violations with the possible range of penalties that will be imposed for each.

**VIOLATION****RANGE OF PENALTIES****Arson**

Recommended Expulsion

**Attendance**

A. Hall pass violation

2 detentions  
2 ISR/OSS  
5 ISR/OSS

B. Improper check out. Failure to sign out at the office when leaving the building.

5 detentions/1 Saturday  
2 ISR/OSS  
4 ISR/OSS

C. Skipping/Closed campus violation (truancy or willful absence from school or class.)

1 ISR/OSS  
3 ISR/OSS  
5 ISR/OSS

D. Tardies

1 - Warning  
2 - 2 detentions  
3 - 2 detentions  
4 - Saturday detention  
5 - ISR**Bullying Harassment/Intimidation/Menacing**

ISR, OSS, Recommended Expulsion

**Dangerous weapons; Possession or use of any object which may fall under Section 1313 of the revised school code.**

Confiscation and 10 day out of school suspension or Recommended Expulsion

**Detention: Saturday***Failure to serve assigned Saturday detention.*

2 ISR/OSS

**Distracting Items; Possession or Use** (i.e. Cell phone, I-pod, PDA, etc.)Warning and Confiscated  
2 ISR/OSS  
5 ISR/OSS  
10 ISR/OSS

Confiscator – (Administration/Teacher) holds items until parent/guardian comes to school to retrieve them.

**Dress Code Violation**Warning  
2 Detentions  
5 Detentions  
2 ISR/OSS

Unexcused absence until appropriate attire is in place.

<b>Driving or riding</b> to shared time classes without proper authorization.	5 detentions/1 Saturday 2 ISR/OSS 4 ISR/OSS Dropped from program
<b>Drugs</b>	
A. Alcohol/marijuana, illegal drugs, controlled substances	
a. Possession/Use/Under the influence	Confiscation and 10 day OSS Recommended Expulsion
b. Transfer	Recommended Expulsion
c. Drug Paraphernalia	5 detentions and confiscation 3 ISR/OSS and confiscation 5 ISR/OSS and confiscation
B. Over-the-counter medications; Students are forbidden to possess, use or transfer any including, but not limited to, diet aids, stimulants, caffeine and sleep aids, counterfeit and look-alike drugs, unless done in compliance with the school's medication policy.	
a. Possession/Use/Under the influence	5 OSS and Confiscation 10 OSS and Confiscation Recommended Expulsion
b. Transfer	10 OSS & Confiscation Recommended Expulsion
C. Tobacco/Vape:	
a. Possession/use	3 ISR/OSS and confiscation 5 ISR/OSS and confiscation 10 ISR/OSS and confiscation
b. Paraphernalia	5 detentions and confiscation 3 ISR/OSS and confiscation 5 ISR/OSS and confiscation
<b>Excessive display of affection</b>	Warning 2 detentions 5 detentions or 1 Saturday detention 2 day ISR/OSS
<b>Extortion of others against their will</b>	5 ISR/OSS 10 ISR/OSS Recommended Expulsion
<b>False fire alarm &amp; bomb threat</b>	Recommended Expulsion

<b>Fireworks, Explosive or Noxious materials; <i>Possession or use</i></b>	5 ISR/OSS 10 ISR/OSS Recommended Expulsion
<b>Forgery of School Documents</b>	2 detentions 2 ISR/OSS 5 ISR/OSS
<b>ID badge violation</b>	Warning 2 detentions 5 detentions/1 Saturday 2 ISR/OSS
<b>Inappropriate behavior in school.</b> Behavior and/or conduct and/or incitement to action which results in disruption of the learning process or endangers the safety of the school, students, and/or personnel.	2 detentions 5 detentions/1 Saturday 2 ISR/OSS 5 ISR/OSS
<b>Indecent exposure</b>	5 ISR/OSS 10 ISR/OSS Recommend Expulsion
<b>Insubordination</b> (refusal to comply with reasonable request of school authorities) or disrespect to school personnel.	2 detentions 2 ISR/OSS 5 ISR/OSS 10 ISR/OSS Recommended Expulsion
<b>Insubordination</b> (refusal to comply with reasonable request of substitute teacher)	Saturday Detention 2 ISR/OSS 5 ISR/OSS
<b>Language</b>	
A. Use of obscene or profane language in verbal or written form in pictures, caricatures or obscene gestures. (this includes lockers, cars, or any personnel property)	5 detentions or 1 Saturday 3 ISR/OSS 5 ISR/OSS
B. Use of obscene or profane caricatures or obscene gestures directed at school personnel or authorized guests.	5 ISR/OSS Recommended Expulsion

<b>Laser pointer;</b> Possession/Use of	confiscation and 1 ISR/OSS 3 ISR/OSS 5 ISR/OSS
<b>Persistent Disobedience</b>	5 OSS 10 OSS Recommended Expulsion
<b>Piercing/Tattooing</b>	2 ISR/OSS 5 ISR/OSS 10 ISR/OSS
<b>Sexual Harassment</b>	Suspension and/or Recommended Expulsion
<b>Theft;</b> possession of property belonging to others.	3 day OSS plus restitution 5 day OSS plus restitution 10 day OSS plus restitution
<b>Threatening Behavior-</b> verbal harassment or incitement to fight.	5 detentions/1 Saturday 2 ISR/OSS 5 ISR/OSS 10 ISR/OSS
<b>Threatening School Personnel</b>	10 day OSS Recommended Expulsion
<b>Throwing</b> foreign objects at school employees, students or guests lawfully permitted by the building administrator to be on school premises.	3 ISR/OSS 5 ISR/OSS 10 ISR/OSS
<b>Throwing</b> food in the cafeteria	5 ISR/OSS 10 ISR/OSS
<b>Vandalism;</b> Willful destruction or defacement of school property or destruction or defacement of property caused by the result of inappropriate behavior.	Full payment of labor and replacement costs and: 5 ISR/OSS 10 ISR/OSS Recommended Expulsion
<b>Violence</b>	
A. Fighting will be defined as physical contact in which two or more parties are active	3 ISR/OSS 5 ISR/OSS

participants which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, or spitting. Spitting on another individual will result In Out-of-School Suspension.

10 ISR/OSS

- |    |   |  |
|----|---|--|
| B. | Physical Assault- physical assault is different from fighting because it does not involve at least two active participants. Macing a person is viewed as an assault.    | 5 OSS<br>10 OSS<br>Recommended Expulsion |
| C. | The deliberate act of pushing, shoving or striking a teacher, school employee or other guest lawfully permitted by the building administrator to be on school premises. | Recommended Expulsion                    |

- The listed penalties are a possible range of penalties. The administration has the right to invoke any disciplinary measure necessary to insure the positive operation of the school. Referrals to police and juvenile authorities will be made, when appropriate.
- Regulations covered in this handbook are in effect at school or at any school approved activity on or off school property and enroute to and from school. All penalties must be served prior to the student being readmitted to school.
- Any student who is under restriction or suspension will not be allowed to attend or participate in any school activity.
- Any student accumulating 12 or more in-school restriction days through the course of the school year will receive OSS for every day thereafter.
- The building principal may recommend expulsion proceedings against a student whenever, in his/her judgment, the documented behavior pattern of the individual or the seriousness of the offense is opposed to the process of formal education within the Edwardsburg Public Schools.

## **PROCEDURES WHEN SUSPENDING A STUDENT**

### **Preliminary Hearing**

No student may be suspended without a hearing unless there is a threat to the safe/orderly operation of the school, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The principal or designee shall provide the student with an oral or written notice of charges against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible. The principal and superintendent may impose a suspension of up to ten days duration. Suspensions imposed by the superintendent shall be in accordance with the aforementioned procedure.

### **Sending a Student Home**

Unless the student is an immediate threat to the safety of the school, he/she should remain in the school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they

pick up their child. If they are unable to do so, the student should remain in the office or ISR until school is dismissed. The principal may forego the previous provisions in the event of mass violation of school rules or where it is not possible to keep the students on school grounds and restore order or protect people on school property. In such an emergency situation, the principal shall contact the Superintendent.

### **NOTICE OF APPEAL PROCEDURES FOR STUDENT SUSPENSION**

A. Parents may request a conference with the principal (or with the Superintendent if the suspension was imposed by the Superintendent) within the period of separation or suspension. The principal (or Superintendent if the suspension was imposed by the Superintendent) shall affirm or modify the terms of his action within three (3) school days from the date of the conference.

B. *Except in cases involving alleged violations of due process*, there shall be no right to appeal short-term suspensions decisions by the Superintendent. Within three (3) school days from the principal's decision concerning short-term suspension, the parents or legal guardian may appeal such decision to the administrative review pane. The administrative review panel shall affirm or modify the decision of the principal within three (3) school days from hearing the appeal. For suspensions of ten (10) days or less, the administrative review panel's decision is final, *with the sole of exception of cases involving alleged violations of due process*.

C. For suspensions greater than ten (10) days, the superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.

D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:

- 1) Written notice shall be given of the time, date, and place of the hearing.
- 2) The student should be represented by his parent, guardian or other adult advisor of their choosing.
- 3) Witnesses may be present at the hearing and the student or his representative may question witnesses.
- 4) The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- 5) There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- 6) The Board of Education shall render a written opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

### **PUBLIC ACT 103 OF 1999 SENATE BILL 183: TEACHER INITIATED SUSPENSION**

A teacher may suspend a student from a class, subject or activity for up to one (1) full day for the following conduct:

1. extortion
2. fighting
3. indecent exposure
4. physical assault
5. possession/use of dangerous weapons
6. possession/use of laser pens
7. possession of property belonging to others
8. possession/use of fireworks or other noxious substances
9. possession/use of tobacco
10. sexual harassment
11. threatening school personnel
12. throwing foreign objects
13. use of obscene/profane language toward school personnel

14. willful destruction/defacement of school property

## ANNUAL PUBLIC NOTICES

Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Titles VI and VII of the Civil Rights Act of 1964.42 U.S.C. 2000d et. seq.

Title IX of the Educational Amendments of 1972.20 U.S.C. 1681 et. seq.

Section 504 of the Rehabilitation Act of 1973.29 U.S.C. 794 The Americans and Disabilities Act of 1990.42 U.S.C. 12101 et. seq.

The Handicappers' Civil Rights act, M.C.L.A. 37.1101. et. seq.

The Elliott-Larson Civil Rights Act, M.C.L.A. 37.2101. et. seq.

Child Protection Act. M.C.L.A. 722.621 et.seq.

Policies on Bullying, Michigan State Board of Education 7-19-01.

## EQUAL EDUCATION OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

If any person believes that the Edwardsburg Public Schools District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Assistant to the Superintendent, Edwardsburg Public Schools, 69410 Section Street, Edwardsburg, Michigan 49112 (269-6631048).

## STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use of information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  1. interest inventories and aptitude tests
  2. vocational preference inventories
  3. achievement tests
  4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns



- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information not appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

Occasionally students may be given school surveys to establish baseline perception data, identify areas for improvement, and/or track progress over time as part of the school improvement process.

### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information":

a student's name;  
address; telephone  
number; date and  
place of birth; major  
field of study;  
participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

### **Armed Forces Recruiting**

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure

that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

The Board may disclose "directory information" on former students without student or parental consent.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore there may have been changes to the documents reviewed in this Handbook since it was printed in June 2016. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: [www.edwardsburgpublicschools.org](http://www.edwardsburgpublicschools.org) by clicking on High School, and then clicking on the Student Handbook. You will find the specific policy or administrative guideline within the handbook.