

EDWARDSBURG PUBLIC SCHOOLS' MISSION STATEMENT

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

Edwardsburg Public Schools ADMINISTRATION

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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.

Edwardsburg Public Schools Alternative Learning Center

INTRODUCTION

The Edwardsburg Alternative Learning Center (ALC) is an extension of Edwardsburg High School. It is intended for students who have experienced difficulties within the traditional secondary school format because of high absenteeism/chronic truancy, academic failure/underachievement or self defeating/destructive behavior.

MISSION

The Alternative Learning Center creates an environment providing at-risk students with a second chance to work through individually paced courses towards a high school diploma and allows them to maximize their potential as productive adults.

PHILOSOPHY

All students are different and therefore learn differently. The Alternative Learning Center was developed to meet those needs. The students progress through coursework at their own pace while acquiring socio-emotional, interpersonal, academic and employability skills.

GOALS

Students who attend the Alternative Learning Center will:

1. improve basic academic skills.
2. improve school attendance.
3. complete graduation requirements.
4. improve self-esteem and self-confidence.

5. strengthen interpersonal skills.
6. improve coping skills.
7. learn positive problem solving skills.
8. increase personal responsibility.
9. develop goal setting strategies.
10. develop self-assessment and self-awareness skills.

ADMISSION

Students may be recommended for the Edwardsburg Alternative Learning Center by the following:

1. High school faculty member
2. High school counselor
3. High school administrator
4. Parents
5. Intermediate School District psychologist and/or social worker

Eligibility for the Edwardsburg Alternative Learning Center may be determined on an individual basis by a screening committee which will consist of the following:

1. ALC teacher(s).
2. High School Assistant Principal
3. High school counselor(s)

Students must have been in the high school for at least one semester before becoming eligible for the program. A student must be at least 16 years of age to be eligible for the ALC except in extreme circumstances. A student may return to the high school at the end of a semester with the approval of the screening committee. Exceptions to these guidelines may be made with the recommendation of the screening committee. All decisions of the screening committee are final.

PARENTAL INVOLVEMENT

Parental involvement and interest is important to success in school; therefore, a parent or guardian of each new student must meet with the High School Assistant Principal or representative to discuss this handbook, the expectations of the ALC Program, and sign the ALC Contract. All parents will be encouraged to attend a parent workshop at the onset of the school year.

ACADEMIC REQUIREMENTS

The graduation requirements will meet those approved by the Edwardsburg Board of Education for all high school students.

All Edwardsburg graduates must take and pass required tests to receive a general education diploma. Students in the ALC will receive a general Edwardsburg High School diploma upon completion of all requirements.

The ALC will use nine week marking periods. Report cards will be issued at the end of each period. Students must take scheduled semester examinations. The teacher will determine the criteria for grades in each class.

ATTENDANCE

Attendance is vital to a student's success in school. It is the student's responsibility to be in school, on time, every day. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self-discipline, it is a relevant objective criterion which can be related to a student's course grade. The purpose of attendance procedure is to help students develop these habits and to maintain academic standards for earning credit. The attendance policy that follows will help to insure that the students and staff communicate and understand this principle.

EXCUSED ABSENCES

The following are considered acceptable excuses for absences: serious illness, death of an immediate family member, mandatory legal appearance, or medical appointments that cannot be scheduled other than school hours. If a student is absent he/she is required to have a parent/guardian call 663-3055 or bring a parent signed note on the returning day. The absence is not excused because of failure to follow procedure for excusing an absence, the absence will be unexcused. Any student who accumulates 10 unexcused absences will have a parent meeting to determine the student's future with the ALC program.

Excused absences allow the student to make up all work and tests missed. It is the responsibility of the student to approach his/her teacher to make arrangements to make up work.

UNEXCUSED ABSENCES

Any absence that does not conform to the definition of an Excused Absence shall be classified an Unexcused Absence.

- School starts at 7:30 AM and is dismissed at 2:24 PM.
- Dismissal time for half days will be at 10:40 AM.

CLOSED CAMPUS

The Alternative Learning Center's campus is closed. Students are to enter and exit through designated doors. Students are not permitted on the premises or in other buildings of the school district without written permission.

Leaving School-No student shall leave school without first obtaining permission from the ALC staff. Students who are excused to leave during class time will be considered absent for the entire class.

TRANSPORTATION

Upon admission, students must state whether they are driving themselves or traveling by school bus. Students wishing to drive will be expected to conform to the following requirements:

1. Students will park in the designated parking lot.
2. Students will leave their vehicles immediately after parking and proceed into the building via the designated entry. DO NOT loiter in or around cars before or after school.
3. Students will not be allowed to go to their cars during school hours without permission from school personnel.
4. Student cars, while on school property, are subject to search by school authorities.

Students wishing to travel by bus will be expected to conform to the following requirements:

1. Students will not be allowed to ride the bus without prior approval.
2. Students must stay in the Alternative Learning Center setting after ALC dismissal until secondary bus run begins.
3. After school is dismissed, students must ride the I.S.R. bus to the high school. Students who do not ride the ISR bus will not be permitted to board their bus at the high school. Students will be considered INSUBORDINATE if they walk up to the high school and board their bus.

DISMISSAL FROM THE PROGRAM

Students are provided every opportunity to be successful, responsible participants in the Alternative Learning Center program. Students who do not respond to this unique environment in a positive manner may be dismissed. The reason for dismissal may be either academic or behavioral. A student must show significant achievement and rigor in his or her classes during each semester. In addition, the student must maintain the proper behavioral standard. If the behavior of a student is continuously detrimental to the ALC environment, he/she may be recommended for expulsion.

Grounds for expulsion include, but are not limited to:

- Possession, use, transfer, or being under the influence of illegal drugs, controlled substances, alcohol, inhalants, look-alike drugs, or medications (unless authorized and dispensed in accordance with school policy)
- Possession or use of dangerous weapons
- Behavior dangerous and/or threatening to staff, students or others.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student desks and lockers, and student automobiles under the circumstances outlined below and may seize any illegal, unauthorized substance/material prohibited by school policy, local ordinance, state or federal law, including but not limited to drugs, alcohol, tobacco, and dangerous weapons.

As used in this policy, the term “unauthorized” means any items dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in the policy will be considered ground for disciplinary action.

MEDICINES

All medicines (including over-the-counter medicines) must be dispensed by school personnel with written permission or signed physician’s orders.

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 Homecoming).
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. 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.
5. All state, county, township, and village laws are applicable at all times.
6. All school rules and regulations, including dress code, are applicable at all times.

DRESS CODE

Personal appearance of students is expected to be neat, clean, modest and appropriate to the ALC environment. All students are to dress in an acceptable manner. Extremely revealing clothing and clothing with suggestive or obscene gestures or slogans are not acceptable. No gang related clothing, symbols, or paraphernalia will be permitted. Hats should not be worn in the building or classroom, unless specified by the ALC Instructor. Miniskirts and tank-tops will not be worn. Wallet chains will not be worn.

HARASSMENT

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions, comments, derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the ALC staff immediately. All reports shall be kept confidential.

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, graphic, or physical act (including electronically transmitted acts – i.e. 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.

WIRELESS COMMUNICATION DEVICE

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.

DANGEROUS ITEMS - Possession of a Weapon:

A weapon includes conventional objects like guns, BB/pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.

Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use of an object as a weapon: Any object that is used to threaten, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to expulsion.

CODE OF CONDUCT

Discipline and conduct of pupils. The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself or by external authority. It includes the entire program of adapting the individual child to life in this society and involves two major emphases:

1. To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not threaten either the classroom or the instruction which is taking place.
2. To assist the pupil in becoming a responsible, productive and self-disciplined citizen within the school, in preparation for assuming adult responsibilities. At least by the time he/she reaches secondary school age, it is expected that the pupil will assume personal responsibility for his/her behavior.

Edwardsburg Public Schools wishes to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical force, the purpose of the school is to help students develop self-control and self-discipline.

For this reason:

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his age and maturity, experience, abilities, interests and values.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's image of self, his/her active participation in activities of the school, his/her motivation to learn and the understanding and support he/she receives from his/her parents, his/her teachers, and other adults.

SUSPENSION

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. If the student is late for ISR, s/he must report to the Middle School office and request a Tardy Admit Slip.

The atmosphere at ISR is very structured. The student remains in the suspension room the entire day and is assigned a study booth. Students are expected to do school and/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. No hot lunch is provided so the student must carry a sack lunch. All rules as stated in the parent/student handbook will be in effect.

**THIS DISCIPLINE CODE WAS ADOPTED BY THE
EDWARDSBURG PUBLIC SCHOOLS BOARD OF EDUCATION**

1. 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.
2. Regulations covered in this handbook are in effect at school or at any school- approved activity on or off school property. All penalties must be served prior to the student being readmitted to school.
3. Any student who is not in attendance will not be allowed on school property or to attend or participate in any school activity for that day.
4. All disciplinary matters will be dealt with on an individual basis.
5. A parent-student teacher conference will be required before a student will be readmitted after an accumulation of 10 days of suspensions.

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
Bullying Harassment/Intimidation/Menacing Expulsion	ISR, OSS, Recommended
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 <i>Failure to serve assigned Saturday detention.</i>	1 ISR/OSS 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.

Driving or riding to shared time classes without proper authorization.

5 detentions/1 Saturday
2 ISR/OSS
4 ISR/OSS
Dropped from program

Drugs

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
Excessive display of affection	Warning 2 detentions 5 detentions or 1 Sat. Detention 2 day ISR/OSS
Extortion of others against their will	5 ISR/OSS 10 ISR/OSS Recommended Expulsion
False fire alarm & bomb threat	Recommended Expulsion
Fireworks, Explosive or Noxious materials; <i>Possession or use</i>	5 ISR/OSS 10 ISR/OSS Recommended Expulsion
Forgery of School Documents	2 detentions 2 ISR/OSS 5 ISR/OSS
ID badge violation	Warning 2 detentions 5 detentions/1 Saturday 2 ISR/OSS
Inappropriate behavior in school. 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
Indecent exposure	5 ISR/OSS 10 ISR/OSS Recommend Expulsion
Insubordination (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
Insubordination (refusal to comply with reasonable request of substitute teacher)	Saturday Detention 2 ISR/OSS 5 ISR/OSS

Language

- 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 language in verbal or written form in pictures, caricatures or obscene gestures directed at school personnel or authorized guests. 5 ISR/OSS
10 ISR/OSS
Recommended Expulsion

Laser pointer; Possession/Use of

confiscation and
1 ISR/OSS
3 ISR/OSS
5 ISR/OSS

Persistent Disobedience

5 OSS
10 OSS
Recommended Expulsion

Sexting

ISR, OSS,
Recommended Expulsion

Sexual Harassment

Suspension and/or
Recommended Expulsion

Theft; possession of property belonging to others.

3 day OSS plus restitution
5 day OSS plus restitution
10 day OSS plus restitution

Threatening Behavior- verbal harassment or incitement to fight.

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

Threatening School Personnel

10 day out of school suspension
Recommended Expulsion

Throwing 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

Throwing food

5 ISR/OSS
10 ISR/OSS

Vandalism; Willful destruction or defacement of school property or destruction or defacement

Repayment of labor and costs:
5 ISR/OSS

of property caused by the result of inappropriate behavior.

10 ISR/OSS
Recommended Expulsion

Violence

- | | | |
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| A. | Fighting will be defined as physical contact in which two or more parties are active 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. | 3 ISR/OSS
5 ISR/OSS
10 ISR/OSS |
| B. | Physical Assault- physical assault is different from fighting because it does not involve at least two active participants. Macing a student in considered an assault. | 5 OSS
10 OSS
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 may impose a suspension of up to ten days duration.

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, martial 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 (269-663-1048).

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.

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.

STUDENT SURVEYS

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.

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 by clicking on High School, and then clicking on the Student Handbook. You will find the specific policy or administrative guideline within the handbook.

**ALTERNATIVE LEARNING
CENTER PARENT CONTRACT**

As parent and/or guardian, I support my son/daughter's commitment to this program. In addition, I will assist the Alternative Learning Center staff by pledging the following:

1. I will communicate upon request with members of the Alternative Learning Center staff regarding my son/daughter when necessary. I will also keep the staff informed of circumstances outside of school that may affect my son/ daughter's performance in school.
2. I understand the importance of prompt daily attendance, and will permit my child to be tardy or absent only for a serious reason. I will attempt to schedule all appointments after school hours, and inform the staff by 9:30 AM on the day following my son/daughter's absence of the reason he/she was not in attendance. I understand that after 10 absences in a semester, my child will need to attend credit redemptions to make up time for days missed.
3. I will encourage behavior from my son/daughter that is conducive to success in school.
4. I will support the goals, policies and procedure of the Alternative Learning Center. I will also support all actions that need to be taken by personnel of the Alternative Learning Center.
5. I understand that continuous misbehavior resulting in 20 total days of suspension warrants dismissal from the program.
6. I understand that by attending the Alternative Learning Center, my son/daughter agrees not to possess, use or sell or be under the influence of any illegal substance while on the property of Edwardsburg Public Schools. My son/daughter is aware that by breaking the agreement, he/she is choosing to remove himself/herself from the program.

Student Signature Date

Parent Signature Date