



## Secondary Student Handbook

*(Revised August 2018)*

Ellsworth Community School offers each of its students “big school opportunities” with the support of professional “relationships” that only a “small school” can offer. We take our mission of preparing today’s youth for tomorrow’s opportunities seriously. We feature a school atmosphere in which students and families are involved in the learning process and see learning as the primary goal of the school. We encourage both parents and students to read this handbook.

The last page must be signed and returned to the school office no later than Friday, September 7, 2018.

*The Ellsworth Community School Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. The following person is designated to handle inquiries regarding the nondiscrimination policies of the District or to address any complaint of discrimination: Superintendent, 9467 Park Street, Ellsworth, Michigan, 49729; (231) 588-2544.*

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## Student Life

### 1.1 Attendance

The state's Compulsory Attendance Law recognizes an educational value in students regularly attending classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline, and responsibility in students. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after completing high school.

A student's grade in a particular course is a measure of the student's accomplishment in that course—it is a measure of a student's classroom performance. Teachers may factor attendance to the student's grade in any course in which the student's participation or lack thereof is essential to the successful mastery of the course.

**The Ellsworth Board of Education has adopted the following attendance policy. Any student who accumulates more than 10 unexcused absences in any and/or all subjects in which he/she is enrolled must earn a 70% or better on each of their semester exams in order to earn credit for that course. Any exceptions to this policy must be granted by the administration.**

#### *Reporting Absences*

- Parents must contact the school within 24 hours in the event their child misses school or the absence will be considered unexcused. Parents may call (231) 588-2544 during school hours from 8:00-4:00 or the fully automated number, (231) 588-2077, anytime. Parents without phones may send a note excusing their child from school. Unexcused absences will result in loss of credit for the day the student missed.

#### *Unexcused absences (loss of credit):*

- No parental phone call/note within 24 hours of a student's absence from school.
- Missing fifteen (15) minutes or more of a regularly assigned class.
- Missing any class during the day in which they have been present and/or leaving school without permission

#### *Pre-arranged absences:*

- In certain cases, the student and/or parent/guardian will know ahead of time that an absence will occur. In these cases, the student should bring a note or the school should receive a phone call three (3) days prior to the absence. The school work for these types of absences should be completed and turned in to the respective teachers prior to their absence, or a mutually agreed upon time after the student's return to class.

#### *Tardiness*

- A student who is less than 15 minutes late to class is considered tardy unless they receive a pass from a teacher. **There shall be no excused tardies for the start of the school day.** Students shall be granted two tardies to first period per semester without facing discipline consequences. **For the third, and all subsequent, tardies students will serve one lunch detention per first period tardy.**

#### *Reporting to office (Sign-in/Sign/out)*

- Whenever a student is late to school, he or she must check in at the office and log in that they have arrived. (This is in effect even if the parent/guardian has called the school to verify absence or tardiness.) The same procedure must be followed for all students who need to leave school prior to the regularly scheduled dismissal time as well. Failure to follow this procedure will result in disciplinary action.

#### *Truancy*

- Being absent from school without proper authorization is considered a discipline concern. Students who are absent without authorization will be considered truant. Truancy will result in consequences ranging from detention to suspension. Students who are truant from school will not receive credit for school work that was due in the classes they missed. Students under the age of 16 are required by law to attend school regularly. Students that are absent from school for 10 consecutive days, and do not notify school officials, will be referred to the County's truancy officer for intervention.

## 1.2 Attire

Students are expected to wear clothing that is in good taste and not disruptive to the learning atmosphere in school. Inappropriate attire will be at the building administrator's discretion. Students not wearing appropriate clothing will be expected to change at school if possible, or will be sent home to change. **NO head coverings (including hats and hoods) will be worn in the school building during normal school hours by either male or female students.** Students will not wear clothing that mentions drugs, alcohol or tobacco products, or has sexual implications. Students may not wear any gang identifying symbols or clothing. Students may not wear any type of chains, including wallet chains. **Skirts and pants must be mid-thigh.** There will be no spaghetti straps, halter tops, no bare midriffs, no underwear showing, etc. No visible graffiti drawn on the body.

## 1.3 Backpacks

Students may NOT bring backpacks, drawstring bags, etc. with them to the classroom. Students must leave all bags in their lockers during the school day. No bags, including sports equipment bags, may be left in the hallways during the school day. A secure location will be provided for students to leave bags which are too large to be kept in a locker.

## 1.4 Behavior at School Events

Students are to be in the gym and gym lobby while games are being played. Students who leave the building will not be allowed back in. After half-time of the second game, the gym doors will be locked and no students are allowed to come in. Students who do not pay to get in the game will not be allowed to come in after half-time of the second game free of charge. Any school employee in attendance is authorized to remind students to follow school rules. Students who misbehave at the game will be asked to leave the school building.

## 1.5 Beverages and/or Food in Class

Food and beverages other than water are not allowed in classrooms or the library.

## 1.6 Building Hours

The high school building is open for students on school days from 7:30 a.m. to 3:30 p.m. No student is to be in the building at any other time unless he is in attendance at a regularly scheduled school event, or taking part in an activity under the direction of a member of the school staff.

## 1.7 Bus Information

Students who ride a school bus to an extracurricular activity must also ride home on the bus. The only exception to this policy is for the student to provide the building administrator with written permission from their parent which must be given to the activity supervisor before leaving school on the bus.

## 1.8 Char-Em Services

Additional services are available for students through the Charlevoix Emmet Intermediate School District. There are professional staff people who offer services to fit the needs of specific individuals. Available are: school counselors, psychologists, social workers, homebound teachers, speech therapists.

## 1.9 Electronic Device Policy

Cell phones, MP3 players, and other personal electronic devices are **not** to be used during the school day, 8 a.m. to 2:55 p.m. This includes electronic devices and headphones being visible on the student's person. Use of electronic devices will be permitted during lunch and between classes for students in grades 9-12.

### *Consequences for failure to follow the Electronic Device Policy*

- 1st offense the device will be taken to the office and it may be retrieved after school. Parents will be notified.
- 2nd offense the device will be taken to the office and will be kept overnight (including the weekend.) It may be picked up by the student on the next regularly scheduled school day. Parents will be notified.
- 3rd offense, and greater, the device will be taken to the office and will be kept overnight (including the weekend.) It may be picked up **by a parent** on the next regularly scheduled school day. Parents will be notified.

## 1.10 Dance Policy

Each class in grades 9 - 12 may sponsor one dance, either as a fun activity or as a money-making project. In addition to these four dances, a Homecoming Dance and Junior-Senior Prom may be held. After the classes have had their four allotted dances during the school year, extra-curricular groups may have two additional dances, with the approval of the school administration.

The following conditions must be met to have a dance, or it will be automatically cancelled:

1. The time, place, chaperones, etc., shall be given to the administration the Monday before the dance.
2. Chaperones will consist of the advisor teacher, two parents or additional staff members, and one administrator or school board member, plus two alternate chaperones.

The following rules apply to all dances;

1. No high school graduates or students who attend other schools will be allowed to attend a dance, unless accompanied by an Ellsworth date and pre-approved by the administration prior to the end of school the Thursday before the dance. Additionally, students from other school districts must have an approval form completed by their school's administrator.
2. Each Ellsworth student may bring only **one** pre-approved guest to any dance.
3. No one twenty (20) or older may attend any dance. The only exceptions to the above rules are;
  - a. Ellsworth graduates under the age of 20 may attend homecoming and prom dances without prior approval.
  - b. Ellsworth graduates over the age of 20, **but under the age of 21 at the time of the dance**, may be allowed to attend the junior/senior prom.
4. All school sponsored dances must be held on school property, with the exception of the junior/senior prom.
5. No elementary students are allowed to attend dances.
6. No high school students are allowed to attend middle school dances.
7. Eighth grade students may be allowed to attend a high school dance with a date with prior approval from administration
8. Maximum time allowed for any dance is three (3) hours and no later than 11:30 p.m. Students must enter dance within one hour of the starting time.
9. If a student leaves the dance he/she cannot reenter unless special permission is given by a chaperone.
10. Any students who violates the rules on the use of alcohol, drugs, or tobacco products at a school function, will lose the privilege of attending school dances for one calendar year. If the offending student is a senior, the matter will be brought to the School Board for setting the disciplinary measures.
11. The Junior-Senior Prom is for members of the **junior and senior class only**, and their dates.

## 1.11 Insurance

Insurance protection for students is not provided by the school district. All injuries taking place on school grounds and/or during the school day are to be reported to the teacher or main office immediately so they can recommend the proper procedure for treatment of the injury. MiChild insurance, an offering of the State of Michigan is available and information may be obtained in the main office.

### 1.12 Schedule Changes

Students who need to change their class schedule must meet with the Guidance Counselor during the first week of the semester. No schedule changes will be made after this time period. The administration may make exceptions for extenuating circumstances.

### 1.13 Visitors

All visitors who enter the school building during school hours are to sign in at the office. Visitors who have not signed in are not permitted in the building or on school grounds. Parents of current students have a standing invitation to visit the school at any time.

### 1.14 Lancer Leap

Lancer Leap, a four-week project-based term for students in grades 6 through 12, is designed to offer rigorous elective courses in art, music, physical education, math, science, creative writing, photography, etc. Lancer Leap is also intended to offer students who are struggling in one or more classes, as well as those that have failed one or more classes, a chance to get extra help and/or earn credit for classes they have failed.

Participation in Lancer Leap is **required** for students in grades 6 - 11. Students will receive credit for Lancer Leap courses. It will appear on their transcript as required elective credits. Any student who misses more than two days of any class may fail the course. All students are expected to take part in the Lancer Leap Showcase. The showcase enables students to demonstrate to teachers, parents and the community what they have learned during the term and serves as a final exam.

### 1.15 Lockers

Lockers are provided to students as a place to keep their books and belongings. All articles too large to fit in the locker must be kept in the upper locker room.

Students are encouraged to put a lock on their locker, but must leave a second key or combination in the office. Locks are available for a nominal fee in the main office. Students should NOT leave valuables or money in an unsecured locker. The school is not responsible for any articles stolen from lockers. Please bring valuable and/or money to the main office for safekeeping. Students shall NOT switch lockers without permission from the administration.

Lockers and desks are school property and are assigned to the student for storage of clothing and supplies. General searches of school property may be conducted at any time by the administrator or their designee. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and local law enforcement agencies may be contacted. The privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. Law enforcement agencies may assist school personnel in conducting a search of a pupil's locker and the locker's contents if the assistance is at the request of the school principal or their designee. Locker sweeps may be made at any time using trained canine units. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student's possession.

**1.16 Motor Vehicles**

Motor vehicles are NOT to be operated during the school day unless permission is given by the office. This includes motor vehicles not parked on school property.

- a) Students are NOT allowed to sit in an automobile during lunch, nor may any motor vehicle be driven at lunch.
- b) Students must park in the designated area.
- c) Any vehicle driven to school by a student must be registered in the main office.
- d) Students must operate vehicles in a safe manner on school property.
- e) Students may not operate any motor vehicle until all buses leave from the parking lot behind school.
- f) The penalty for violating these rules shall be determined by the administration which may include; in/out of school suspensions, loss of parking privileges on school property, revocation of open campus lunch privileges.

**1.17 Public Displays of Affection**

Holding hands is the only permissible display of affection by students during school hours.

**1.18 Use of Inappropriate Language**

Students may not use inappropriate language (foul language, profane language, derogatory terms/names) in the classroom, school building or on school property. This includes verbal, non-verbal, written and e-mail inappropriate language.

**1.19 Open Campus**

Students are NOT allowed to leave campus at any time during the school day, including lunch.

**1.20 School Closing Information**

On days when it is determined the school should be closed due to hazardous weather conditions, health reasons, or mechanical failures, television stations will be notified and parents will also be notified using the school's automatic notification system. Students and parents are requested NOT to call administrative personnel on days of questionable weather as their phone lines need to remain open.

**1.21 Student Directory**

ECS has classified the following personally identifiable information as Directory Information:

- Student Name
- Parent's Name
- Sex
- Address of student, parent, and legal guardian
- Date of Birth
- Place of Birth
- Honors and Awards
- Photograph
- Student Activities
- Grade

Directory information is available for general use and public release without the usual signed consent requirement of other personally identifiable information about pupil personnel. Student photos are used for marketing and communications purposes. A parent or eligible student may refuse to permit the designation of any or all categories of personally identifiable information with respect to that student as Directory Information and/or refuse to allow used by October 1 of each year. Such notice should be submitted to the building administrator. Pursuant to federal law, military and service academy recruiters are entitled to receive directory information for students in grades 9-12. Releasable information includes the student's name, address, and telephone number (if listed). The parent or eligible student must designate in writing the information to be withheld from the list of Directory Information or indicate that no photo is to be published by using the "opt out" form provided by the school.

**Academics**

**2.1 Grading Scale**

A 95-100%	A- 90-94%	B+ 87-89%	B 83-86%	B- 80-82%	C+ 77-79%
C 73-76%	C- 70-72%	D+ 67-69%	D 63-66%	D- 60-62%	F 0-59%

Semester grades will be computed by the following method: Semester Average = 80%, Semester Exam = 20%

**2.2 Graduation Requirements**

Each student shall have successfully completed the following course of study and the student shall have the recommendation of the Administration to the Board of Education.:

<b>Four credits of math from the following classes:</b> Algebra I, Geometry, Algebra II, one additional credit **One credit must be taken during the senior year	<b>Four credits of English Language Arts from the following classes:</b> English 9, English 10, English 11, English 12
<b>Three credits of science from the following classes:</b> Integrated Science, Biology, and Physics, Chemistry, or Agriscience	<b>Three credits of social studies from the following classes:</b> World History, U.S. History, ½ cr. Civics, ½ cr. Economics
<b>The following elective courses</b> ½ cr. Physical Education, ½ cr. Health, 1 cr. Visual, Performing, or Applied Arts. Participation in a district approved extra-curricular activity involving physical activities may be substituted for ½ cr. of physical education per district policy.	<b>Two Credits Foreign Language</b> Two credits in grades 9-12; OR equivalent learning experience in grades K-12 of Languages Other Than English  Completion of a department approved formal career and technical education program or an additional visual, performing and applied arts credit may be substituted for one credit of foreign language.
<b>Online Learning Experience and Demonstrated Computer Literacy</b>	<b>Plus, additional electives to total 28 units of credit (for 2017 graduation.)</b>

Parents/guardians of students who have completed the ninth grade may request a personal curriculum (PC). The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. More information on the PC process can be accessed by visiting the following website; [http://www.michigan.gov/documents/mde/PC\\_Guide\\_1\\_2015\\_482101\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf). Parent/guardians may also contact the school for more information on the PC process.

The Board, recognizing the desirability of the total process of education and recognizing the necessity of social, motivation and activity processes, further requires that the normal program leading to graduation will consist of a minimum of four full years of course work, i.e. seniors must be enrolled as full-time student during both the 1<sup>st</sup> and 2<sup>nd</sup> semester of their senior year.

Special Education students at Ellsworth Community School will meet the same requirements for graduation and promotion as regular education students unless modified by an IEPC. In some cases special education students may choose to pursue a certificate of completion in lieu of a diploma. In addition, special education students will be encouraged to obtain a Michigan Driver’s License. Special education students will be integrated into regular education whenever possible as deemed appropriated by IEPC.

Any exception to the above requirements for graduation must be made on an individual basis by the Superintendent. Exceptions will be made only when extenuating circumstances are involved.

Under normal circumstances, seniors must be within 0.5 credit of graduation, have been enrolled as a full time student during the second semester, have all books turned in, library fines paid, any other debts owed to the school paid, and all detention time served before they can participate in commencement exercises. Exceptions to this can only be made by the Superintendent. Students not meeting that criterion may be eligible to receive their diploma in August.

### **2.3 Incomplete Grades**

Any incomplete grades must be made up by a student within two weeks after the end of any quarter. If the incomplete grade is not made up during this time, the grade for the class will be an "F". The administration may make exceptions for extenuating circumstances.

### **2.4 National Honor Society**

Students who are elected to the National Honor Society must maintain an overall 3.5 grade point average or better. They must also maintain the standards of leadership, character and service that were used as the basis for their selection. Failure to do so may result in dismissal from the society by a vote of the faculty.

### **2.5 Seminar**

The seminar period is a class for which students receives credit. It is expected that students will use this time period to concentrate on those assignments with which they may need extra help and in which they can help each other. It is not expected that all daily assignments will be completed during the seminar period. Students will still have homework most nights. Students are to bring adequate materials to work on for the entire seminar period. Teachers may assign work to students during seminar.

### **2.6 Requirements for Valedictorian and Salutatorian**

In order to be named Valedictorian or Salutatorian by the Ellsworth Community School Board of Education, the following conditions and requirements must be met:

- a. Four years of credit must be earned in English, Math and Science plus three years of Social Studies.
- b. GPA shall be determined for all classes taken, including all non-credit recovery online classes and dual enrollment/direct credit courses. The GPA shall be determined based on 3 years and 1 semester.
- c. In the case of a tie, final determination for Valedictorian and Salutatorian recognition shall be based on a combination of GPA and the SAT composite score. The student's highest SAT composite score shall be used. However, the last testing cycle to be considered is the one in December prior to the student's graduation.
- d. The student must have attended Ellsworth Community School for no less than his or her entire senior year of high school as a full-time student. Students taking state approved CTE courses at other school districts or dual enrollment college courses shall be considered full-time students for the purposes of establishing valedictorian/salutatorian.

### **2.7 Cheating Policy**

The first time a student cheats on schoolwork in class, he or she will receive a "0" for that work. Parents will be notified about the cheating. Future incidents of cheating will result in a zero for that work and a meeting with the principal, teacher, parent and student will be required. Cheating includes not only academic deception in the classroom, but also plagiarism in any form. Using another person's work and representing it as the student's own is considered plagiarism.

### **2.8 Testing Out of High School classes**

The Board of Education of the Ellsworth Community 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, School Code 1279b states:

*“The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than a C+ in the final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board’s determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward the fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.”*

For our purposes, we will define these terms from the law in the following manner:

- “Pupil enrolled in high school” refers to a student who is currently attending that high school or who is formally registered for the next semester. (This includes 8th graders-entering grade 9 and students from private or parochial school settings.)
- “Enrolled in the course” refers to a student who is registered and begun attending class sessions.
- “Any course” refers to any curricular offering available to students enrolled in our school; not to be confused with a class taught by a specific teacher.
- “Any” will be loosely interpreted. Exempted courses include Civics/American Government, Physical Education, and Band. Further recommended exemptions include all federally funded vocational programs.
- The requirements for “attaining a grade of not less than C+” are to be identified by District practice and shall apply equal to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.
- The “final exam” is a comprehensive semester assessment that includes the final student learning’s of the course. In the past, a final exam had a variety of definitions; for example: the last test of the semester, a test covering half of the course, or a comprehensive assessment of the entire course. In the past and for the future, final exams may have multiple components (demonstrations, research papers, oral examinations, portfolios, paper/pencil, etc.) as long as the same components are part of the final exam for students taking the course in the normal fashion.

## **2.9 Work Experience Program**

The school district will permit seniors to be released from school to participate in Work Experience activities subject to the following conditions:

1. The student must have twenty credits or more toward graduation at the beginning of the 1st semester of their senior year and twenty-two credits or more at the beginning of the 2nd semester of the senior year.
2. Students who have met the above requirements may participate in the work experience program subject to the following conditions:
  - a) The employment must be approved by the administration and be of such a nature as to provide an educationally sound work experience to develop skills useful for future employment. The employer must agree to participate in an evaluation of the student’s progress on a semester basis, and must agree to a mutually acceptable wage scale for the student.
  - b) Students shall be given 0.5 credit per semester toward graduation for each class period in which they are enrolled in work experience. The school district is not to assume liability or other responsibility for transportation of students to and from the work site.
  - c) If the student quits their job or changes jobs without notifying the administration, the student will be dropped from the work experience program and will not receive any credit toward graduation.
  - d) Students who participate in the work experience program must be passing all other classes they are enrolled in. This will be reviewed on a semester basis.

## Behavior/Discipline

### 3.1 Discipline Policy

This behavior plan applies to all Ellsworth Community School 6th-12th grade students while on school grounds, in the community during the school day, or attending any school event.

Students and parents should be aware of regulations concerning acceptable behavior at Ellsworth Community School. These regulations are based on the belief that an individual does not have the right to infringe upon the rights of others or to interfere with the educational process or atmosphere.

Individual acts of misbehavior will be dealt with as they arise. The vast majority of students are never sent to the office and never receive disciplinary action.

Take pride in your name and reputation. Undesirable consequences are a result of poor judgment. Ellsworth Community School students are the best there are. Live up to the ideal.

A sincere effort will be made by administrators and faculty members to resolve problems through effective utilization of school district and community resources in cooperation with the student and his/her parent(s) or guardian.

Disciplinary action, including suspension or expulsion from school, may be taken for failure to conform to rules or regulations adopted by the board of education now or any future date. Disciplinary action, including suspension or expulsion from school, may be taken for any improper conduct or behavior on school property (including school buses and other transportation) or at school activities. Improper conduct or behavior will include, but not be limited to, the following:

- Unexcused absence or unexcused tardiness
- Abuse of the food and beverage policy
- Abuse of the electronic device policy
- Teasing or bad-mouthing a fellow student
- Class disruption, insubordination, or disrespect
- Inappropriate behavior, dress and/or language on school grounds or at any school event
- Cheating or plagiarism; discipline and no credit
- Failure to comply with discipline consequences
- Forgery
- Harassment (sexual, racial, or gender)
- Driving or riding in vehicle during school hours
- Violation of Internet Use Policy
- Possession of banned objects (matches, lighters, pornography, etc.)
- Use, or possession of controlled substances on school property (5-10 day suspension, possible expulsion, police referral)
- Theft or intentional possession of property
- Fighting or provoking a fight (1-5 day suspension)
- Destruction of school property (under \$100 damages)
- Prank fire alarms and/or bomb threats
- Extortion, physical threats, and/or physical assaults
- Possession of weapons or use of objects as weapons
- Distribution or delivery of controlled substances

The preceding list of improper conduct or behavior is not all-inclusive. Unacceptable conduct not specifically set forth herein will be dealt with in the same fashion as those specifically listed.

The discipline imposed upon a student for violating the discipline policy may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent. An administrator may deal with a violation with discipline ranging from a conference with the student to making a recommendation of expulsion.

The administrator may separately or concurrently refer the student or the incident to the appropriate governmental authority.

Special education students will be subject to the discipline rules and procedures that are governed by state/federal rules and regulations. Student athletes will be disciplined according to the athletic code.

### 3.2 Detention

Detentions may be used as a form of discipline. It can be effective as a first-line choice for altering a student's behavior, which is primarily disruptive of the learning process (e.g. failure to do home work, tardiness, unexcused absences, inattentiveness, etc.). Detention can be imposed by a teacher or by an administrator. The student will be given time to inform parents and make transportation arrangements. Transportation problems will not exempt a student from this type of discipline.

**Teacher detention** – A teacher may impose before school, lunchtime, or after-school detention. The length of detention is at the teacher's discretion. Students who miss a detention assigned by the teacher may be referred to the administration for other disciplinary action as determined by the administration.

**Administration detention** – The administrators may impose before school, lunchtime, or after-school detention. Students skipping or missing detention may be subject to progressive discipline, including suspension from school until the detention is served, not exceeding ten (10) days.

All students will be assigned a step per disciplinary action taken by administration for **minor violations** of the discipline policy. The consequences per step are clearly defined below and will be strictly enforced. Steps will be reset at the beginning of each new semester. Detentions will be given as follows:

Step 1 – Student will be spoken to by a member of the administrative team. The specific behavior in question will be discussed, and the student will be informed of the next steps in the detention/discipline policy.

Step 2 – Student will be assigned one lunch detention. Parent will be contacted by phone and/or in writing explaining the next steps in the detention/discipline policy.

Step 3 – Student will be assigned to lunch detention until a conference with the parents is held to discuss the student's behavior and to develop an individual plan to modify their student's behavior. Record of the action will be placed in the student's file.

Step 4 – Student will receive a 1-3 day in school suspension. Parents will be contacted and record of the action will be placed in the student's file.

Step 5 – Student will receive a 1-5 day out of school suspension. Parents will be contacted and a parental conference will be required before the student will be allowed to return to school. Record of the action will be placed in the students file.

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper, for carrying in to execution the educational program of the school, which are specifically stated herein, as the need arises. When, in the judgment of the administration, the student's behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

### **3.2 School Bus Rules**

The student code of conduct as outlined in this handbook applies to the school bus as well. In addition to appropriate discipline, Violations of Bus Rules will result in the following action:

- 1ST OFFENSE - Disciplinary Referral form will be sent home to parents and placed in student's file. Student will be warned of consequences if the rules are violated again.
- 2ND OFFENSE - Student will be suspended from riding the bus for up to 3 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.
- 3RD OFFENSE - Student will be suspended from riding the bus for 4 to 10 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.
- 4TH AND SUBSEQUENT OFFENSE - Student will be suspended from riding the bus for a minimum of 10 days, or longer if the situation warrants. Disciplinary referral form will be sent home and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school.

***Additional information;***

- Severe violations of the bus rules may be punished out of the preceding sequence.
- Students who want to ride a bus different from their regular one must bring a parent note to give the bus driver.
- Non-bus students who want to ride on a bus must bring a note from their parents to give the bus driver.

### **3.3 Lunch Hour Rules**

Students are expected to behave appropriately whenever they are in school, attending school functions, or on school property. This means that proper behavior in the hallways and on the school grounds during lunch is also expected. Failure to obey will result in disciplinary action. In addition:

- There are to be NO shoes on the gym floor.
- NO food is to be taken out of the cafeteria without permission.
- Students are to remain in designated areas only.
- Balls and other objects including snow balls are NOT to be kicked or thrown at other people.
- No dodge ball, tackle football or other such activities are allowed.

Students violating these rules, at a minimum, will lose their lunch time recreation privileges.

## Other Policies

### 5.1 Bullying Policy

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, including cyberbullying, 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.

Bullying or other aggressive behavior toward a student, including cyberbullying, that is not initiated at a location described above, or using a device or service owned by or under the control of the District, is nevertheless, covered by this policy if the incident could likely lead to a material or substantial disruption of the school learning environment for one (1) or more students and/or the orderly day-to-day operations of any school or school program.

#### **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 student and parent/guardian handbooks.

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 Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying or other 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 Superintendent (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.

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.

In instances where bullying or other aggressive behavior is believed to be based on race, color, national origin, sex or disability, the School District will, then in addition to the above, follow its policies and practices for investigating claims of discrimination.

### **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.

### **Prevention/Training**

The District shall support programs involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide all students annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide all parents/legal guardians annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyberbullying and other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying 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"** means any written, verbal, or physical act, or any electronic communication, that 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.

**"Cyberbullying"** is defined as the use of the Internet, telephone, cell phone or other electronic devices to engage in "bullying."

## **5.2 Drug Policy**

The Ellsworth Community School District believes that the use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful. Therefore, age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) will be a part of the curriculum for all students in grades of the programs operated or served by the school district from early childhood level through grade 12. This includes improper use of legal substances such as glue, paint, over-the-counter medications, etc.

Disciplinary action (consistent with local, state, and federal law) up to and including expulsion and referral for prosecution, will be imposed on students who violate this standard. Parents and law enforcement officials will be notified for violations of this policy.

Description of actions: discipline will be applied appropriately to the offense and the offender that follows the Ellsworth Suspension and Expulsion Policy guidelines. Additionally, discipline may include:

- Completion of an appropriate rehabilitation program at parent’s or legal guardian’s expense.
- Referral for prosecution.
- The Ellsworth Community School will review its Drug Prevention program at least biannually to:
- Determine the program’s effectiveness and implement changes to the program if they are needed, and
- To ensure that the disciplinary actions are consistently enforced.

In an attempt to maintain a drug-free school at all times, the district will employ the use of ongoing random locker searches and drug-dog searches.

### ***Look Alike Drug Policy***

- It is a violation of school policy to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which:
- Substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, Cocaine, etc.).
- Is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.).
- Is not labeled as required by the FDA.
- The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit, for example).
- Sale or distribution of any drug (which is not in properly labeled, sealed packages) violates school policy.
- No person may advertise a non-controlled drug:
  - a. If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
  - b. If it promotes the sale or distribution of a drug which has not been approved for human consumption for its physical or psychological effects; or
  - c. Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

## **5.3 Expulsion Policy**

This type of exclusion is permanent and may be recommended to the Board of Education in those instances where the continued presence of the student is not possible due to the grossness of the conduct, the seriousness of the act, or where the welfare of the educational program may deem it necessary. The State mandates student expulsion when certain types of offenses occur.

The building administrator shall be responsible for written documentation to support any action of suspension or expulsion as well as effort to solve the problem. Parents must be informed and involved in any case of a student exhibiting a history of MISCONDUCT. Records of such involvement shall be maintained in the building administrator's office.

**Expulsion - A recommendation for the expulsion of a student from school will be made by the Superintendent. The student and parents will be notified in writing of the recommendation, the reasons for it, a request for a parent conference, and details of the appeal process which shall include:**

- The student and the parents may appeal the recommendation to expel within five days of receipt of notification by holding a conference with the Superintendent. The Superintendent may affirm or modify his/her original recommendation to expel.
- The Superintendent’s decision at the parent meeting may be appealed to the Board of Education. The Board shall review the situation as in suspensions and the same procedure shall apply. In the absence of an appeal, however, the Superintendent will function to insure the process, review educational alternatives and prepare the recommendation for expulsion to the Board of Education for action. This recommendation shall contain educational options open to the student including special programs and services of this district.

At the time the Superintendent's recommendation to expel is initiated the following procedures shall be applied:

- a) The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
- b) It shall include the essential elements which forced the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
- c) The Board of Education shall set the time, date and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing if a request to appeal the expulsion is presented in writing to the Board of Education.
- d) The hearing procedure shall be as set forth in the appeal of a suspension.

All reasonable effort will be made by the school to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence programs, special services of the district, or referral to other public agencies.

### ***Recordation and Referral***

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private, (primary or secondary), school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian, (if the pupil is un-emancipated), and to the local law enforcement agency.

The School district shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral.

The School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

## **5.4 Immunization Policy**

As of 1992, Michigan Law requires every child enrolled in a Michigan school to meet the minimum requirements for immunization. Failure to complete the basic immunization requirements requires a child to be excluded from school attendance.

The following immunizations are required:

- 5 DPT doses. If a dose was not given in the last 10 years, a booster dose of Td is required.
- Polio doses.
- MMR doses.
- Hepatitis B doses.
- 2 doses of Varicella (chicken pox), 1 dose on or after first birthday and one dose before 13th birthday.

Ellsworth Community Schools enforces a "Head Lice Policy." Students found to have lice will not be able to attend school until there are no longer any lice.

## **5.5 Dual Enrollment Policy**

School State Aid Act allows school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. High school students may earn college credit or both high school and college credit if they meet certain criteria.

According to the State of Michigan, the student must have taken all of the required standardized grade level tests including MEAP, MME, and ACT tests. Ellsworth reserves the right to only offer dual enrollment options to students who have met the minimum dual enrollment qualifying scores on grade level standardized tests. The following conditions must also be met:

- a. The course is not offered by the public school or public school academy in which the student is enrolled.
- b. The course is offered by the public school in which the student is enrolled but is determined by the administration of the public school in which the student is enrolled to not be available to the student because of a scheduling conflict beyond the student's control.
- c. A course cannot be in the subject area of hobby, craft, recreation, physical education, theology, divinity, or religious education.
- d. Eligible students may enroll in post-secondary courses for high school credit or post-secondary credit or both.
- e. Students will designate which type of credit they desire at the time of enrollment and shall notify both the high school and post-secondary institution of that designation.
- f. Students may make different credit designations for different courses.
- g. High school credits granted to a student shall be counted toward the graduation and subject area requirements of the school district.
- h. The school will pay for tuition, course fees, and registration fees. The school will not pay for books, lab fees, and technology fees, parking costs or mileage.

A parent or legal guardian may request in writing that a high school student be allowed to take all of the high school proficiency tests at any time the test is regularly given, including retest times. The request must state that it's being made for the purposes of qualifying for post-secondary enrollment in Public Act 160.

Payments made by the Ellsworth School District will be determined by the amount of the State's per student foundation allowance the school district received per semester and the proportion of time the student is attending classes in the district and at the post-secondary institution. Students are responsible for any funds due in excess of this amount.

### ***Early College***

High school students are also able to earn college credits on site each term while attending high school. At no cost to the student, students enrolled in classes at Ellsworth will be able to earn both Ellsworth High School and Baker College credit.

### ***On-line Courses***

Students may choose to take one or more of a variety of on-line courses that are not offered by class room teachers at Ellsworth for advanced placement, enrichment and/or credit recovery.

- A maximum of 2 correspondence or virtual class credits can count toward graduation requirements. Exceptions may be made by administration.
- Virtual courses are subject to the same drop and add window as regular courses
- If the student fails the course the cost to the student will be \$150.

## **5.6 Internet Acceptable Use Policy**

The use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

Students have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

You may not use the Technology Resources to engage in bullying, which is defined as: any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District’s Bullying Policy.

If a student misuses the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

- a. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
- b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
- c. Accessing or attempting to access material that is inappropriate for minors. Material that is age inappropriate for minors.
- d. Bullying (as defined in paragraph E).
- e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
- f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
- g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
- h. Unauthorized copying or use of licenses or copyrighted software.
- i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
- j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
- k. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
- l. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
- m. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
- n. Misusing equipment or altering system software without permission.
- o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may

contact a public official to express an opinion on a topic of interest.

- p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District’s Board approved policies.

You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

The District does not guarantee that measures described in paragraphs h and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District’s students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs h and I.

The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

The student is responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

## **5.7 Medication Policy**

Students needing occasional medications, such as penicillin, ampicillin, etc., for colds, earaches, and sore throats are encouraged to take these medications at home if possible. In the event that medication must be given at school, we require the following procedure:

- 1) A completed medication form with the physician’s order and signature on file in the school office.
- 2) Written authorization from the parent or guardian on file in the school office.
- 3) Notification to the school office when the medication is stopped or the prescription is modified. If the prescription is changed, a new physician’s order must be submitted.
- 4) The medication must be brought to school in a container appropriately labeled by the physician or pharmacy.
- 5) An adult must transport the prescription medication to and from school. We prefer that students not be responsible for transporting any medication to and from school.

Any medication sent to school without the proper identification or a medication form on file will not be administered. Medication forms are available in the school office. Physicians may fax completed forms to the school by dialing (231)588-6183. We ask your cooperation in following these guidelines as we are primarily concerned with the safety and health of your child.

Under no circumstances is any student permitted to take medication without supervision.

## 5.8 Sexual Harassment Policy

It is the policy of the Ellsworth Community School to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any Board member, employee, volunteer, or student to harass any member of the board, employee, volunteer, or student through conduct or communications of a sexual nature as defined in this policy.

### ***Definition***

- 1) Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either by explicitly or implicitly a term or condition of an individual's employment or education, or when;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.
- 2) Sexual harassment, as set forth in Section 11-A, may include, but is not limited to the following:
  - a. Verbal harassment or abuse
  - b. Written harassment or abuse
  - c. Pressure for sexual activity
  - d. Repeated remarks to a person, with sexual or demeaning implications
  - e. Unwelcome touching
  - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### ***Procedures***

- 1) Any Board member, employee, volunteer, or student who alleges sexual harassment by another Board member, employee, volunteer, or student may complain directly to her/his immediate supervisor.
- 2) Any allegations brought to the school district's attention shall be reported to the administration.
- 3) The Board of Education of the Ellsworth Community School directs the Superintendent to develop procedures consistent with this policy and to establish and publicize processes by which allegations of sexual harassment may be filed, investigated and adjudicated.
- 4) Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- 5) The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- 6) Complaining to the school district is not an exercise of any other civil or criminal remedies that may be available to a complainant.

### ***Sanctions***

- 1) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- 2) A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- 3) A substantiated charge against a Board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.
- 4) A substantiated charge against a volunteer in the school district shall subject that volunteer to any legal and disciplinary action allowed under current law.
- 5) Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

***Notification***

It is the intent of the Board of Education of the Ellsworth Community School that this policy receive wide distribution and shall be:

- 1) Circulated to all schools and counselors of Ellsworth Community Schools on an annual basis and shall be incorporated in staff and student handbooks.
- 2) Publicized in district and building newsletters.
- 3) Distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.
- 4) The Board also directs that affirmative programs be initiated so that employment practices and work conditions/educational practices and the educational environment will be free from sexual harassment.

***Application to Handicapped Pupils***

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

**5.9 Skipping a Grade Policy**

A student in grades 1-8 may be allowed to skip a grade if the following conditions are met:

- Parents of the student must talk to the school principal first.
- Student must pass cumulative tests in all subject areas of the grade to be skipped with 85% proficiency.
- The change must take place at the beginning of a school year.
- The grade the student is advancing to be not overcrowded.
- Student must be deemed socially ready by the school counselor, school principal, and teachers of the grade completed and the grade to which the student is advancing.

**5.10 Suspension Policy**

Every reasonable effort should be made by the total staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary and implemented according to the following stipulations:

***Teacher Induced Suspension***

If the teacher believes that a pupil's conduct in class, subject, or activity is detrimental to others and/or is disruptive to the educational process of others in class, the teacher may suspend the student from class, subject, or activity for up to one (1) day. As soon as possible after this suspension, the teacher will conduct a parent-teacher conference with the parent/guardian of the student regarding the suspension. Whenever practicable, the school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent/guardian so requests.

***Short-Term Suspension***

The administration may invoke a suspension for one to five days that will include a parent conference at the school prior to the return of the student. THIS SUSPENSION MAY OCCUR IN-SCHOOL OR OUT-OF-SCHOOL, AT THE DISCRETION OF ADMINISTRATION.

***Long-Term Suspension***

This type of suspension will be for a specified period of time, five to ten days. It will include a parent conference at school prior to the return of the student. Long term suspensions will be invoked for major infractions of school and civil laws.

Students SERVING OUT-OF-SCHOOL SUSPENSIONS may not attend or participate in any school co-curricular activity nor will they be allowed on school property at any time during the suspension (including school-sponsored events).

***Implementation of Suspension***

- 1) A student shall be fully informed of the charges brought against him including the rationale for the action.
- 2) The parents shall be notified by phone as soon as possible and later in writing, in every instance of student suspension, requesting a conference with the parents and indicating the conditions of re-enrollment. A copy of all such notification letters must be filed in the school office. Copies of letters for suspension must be sent to the Superintendent of Schools.
- 3) Parents must be notified in writing by the Superintendent of appeal procedures which shall include:
  - a. Parents may request a conference with the building administrator. Such a request shall be made within the period of the suspension, and
  - b. When the building administrator has invoked a suspension and sustained it after a parent conference, the decision may be appealed to the Board of Education. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures:
    - i. Written notice shall be given of the time, date and place of the hearing.
    - ii. The student or parents may be represented by an attorney or other advisor of their choosing.
    - iii. Witnesses may be presented at the hearing by either party.
    - iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
    - v. The Superintendent, the Board of Education attorney or such other resource persons as the President of the Board of Education deems essential to the proper disposition of the case shall be present at the hearing.
    - vi. The Board of Education shall send a written decision within two school days of the date of the hearing to all parties concerned.

**5.11 Weapons Free School Zone Policy**

The Ellsworth Community School Board of Education is concerned and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. Accordingly, the Board of Education of Ellsworth, (or the superintendent, or principal, or other district official as designated by the board), shall permanently expel a pupil from attending school in the Ellsworth Community School, if the pupil possesses a weapon in a weapon free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in the building or on school grounds. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the pupil;
- 3) The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- 4) That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

***Definitions***

- "Weapon" or "dangerous weapon" includes; a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.
- "Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.
- "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school, except a building used primarily for adult education or college extension course.
- "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, a BB gun is considered to be a "firearm."

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the school district.

## **5.12 State Laws**

### **Assaults and Bomb Threats**

- 1) If a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is reported to the school administration or school board, the pupil may be suspended for up to 180 days. (Physical assault will be defined by the school administration).
- 2) If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school, and the physical assault is reported to the school administration or school board, the pupil will be expelled from school.
- 3) If a pupil enrolled in grade 6 or above makes a bomb threat to the school or its property, the pupil will be expelled from school.
- 4) If a pupil enrolled in grade 6 or above commits a verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school, and the verbal assault is reported to the school administration or school board, the pupil may be suspended for up to 180 days. (Verbal assault will be defined by the school administration)
- 5) State law recognizes "hazing" as a crime. Students engaging in hazing or hazing-like behavior will be disciplined and the incident (s) may be reported to law enforcement.

## **5.13 Student Code of Conduct**

### ***Student Discipline***

Each student should always be dealt with as an individual according to age, experience, abilities, and interests. It is recognized that a student's behavior in school is directly related to many factors which include the student's image of himself, his participation in school activities, his motivation to learn, and the understanding and support he receives from parents, teachers and other adults. The role of teachers and other school personnel should be one of guiding pupils in understanding, establishing and maintaining acceptable behavioral conduct.

Administration is charged with the responsibility and the authority to make reasonable rules and regulations necessary for the proper establishment, maintenance, and management and carrying on of the school. Authority is given to administration to invoke discipline as is needed to ensure the safety and well-being of all.

### ***Student Responsibilities***

- Students are expected to attend school regularly, punctually and to devote their energies to learning, under the supervision of the total school staff.

### ***Parent Responsibilities***

- Parents are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school, and assume responsibility in working cooperatively with school personnel in resolving behavioral problems.

## **5.14 Tobacco Policy**

Ellsworth Community School is a tobacco free school. Students in possession of tobacco will be subject to the consequences outlined in the discipline policy. Adults will be instructed not to use tobacco on the school premises and at school-sponsored events.

## **Parent-Teacher-Student Compact**

### **6.1 A Promise of Commitment**

We, the Ellsworth Community School staff, parents, and community guide each child in achieving his or her greatest potential by providing a variety of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Ellsworth Community School by continually assessing and evaluating our attainment of these goals as measured by descriptive objectives.

#### ***Parent/Guardian Agreement***

It is important for my child to reach his or her full academic potential. Therefore, I will encourage him or her by doing the following:

- See that my child attends school regularly and is punctual.
- Encourage my child to complete homework.
- Support the school staff.
- Have ongoing communication with my child's school and teachers.

#### ***Student Agreement***

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Come to class prepared.
- Try my best.
- Show respect for myself, my school, and others.
- Believe that I can and will learn.
- Know that I am an important part of my school.

#### ***School Agreement***

Students must be given the opportunity to succeed. Therefore, we will do the following:

- Provide an environment conducive to learning.
- Have high expectations for ourselves and our students by using effective techniques and methods in our classrooms.
- Maintain open lines of communication with our students and their families to support student learning.
- Welcome families as the center of our learning community.
- Respect our students and their families.

### **6.2 Parent/Guardian/Community Involvement Plan**

Parents/Guardians are an integral part of the education of their children. Studies indicate when parents or guardians are involved in the educational process of their children, essential academic success occurs. Ellsworth Community School encourages parents and guardians to become active participants in their children's education. In conjunction with Board Policy #7175, opportunities to become involved include, but are not limited to serving as the following:

- |                               |                         |                               |
|-------------------------------|-------------------------|-------------------------------|
| • Classroom volunteers        | • Event chaperone       | • Book Fair (Fall and Spring) |
| • Committee member            | • Playground assistant  | • Back-to-School Picnic       |
| • Tutor                       | • Mentor                | • Library assistant           |
| • Parent-Teacher Organization | • Athletic event helper | • Family Enrichment Night     |

### **6.3 Communication**

Parents/Guardians have a variety of ways to contact their children's teachers or receive information about how their children are progressing:

- Phones in every classroom with voice mail
- Email accounts for each staff member
- Report cards
- Conferences in fall and spring.