Eastpointe High School
Shamrocks

Mission Statement:

Eastpointe Community Schools, in partnership with families and community, will empower all students to achieve academic and personal success.

STUDENT HANDBOOK

Eastpointe Board of Education

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Karren MacKool	**Vice President**
Julie DeVita	**Secretary**
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High School Administration
586-533-3700

Mr. Greg Roberts	Principal	ext. 36424
Ms. Renita Williams	Asst. Principal	ext. 36421
Mr. Andy Kastl	Asst. Principal	ext. 36404
Mr. John Rizzo	Asst. Principal/Athletic Director	ext. 36414

High School Counselors

Michelle VanVallis	Last Name A - F	ext. 36451
Howard Weiner	Last Name G - M	ext. 36453
Rebecca Ceresa	Last Name N - Z	ext. 36452

Please understand that building administrators and counselors are not always immediately available to meet with parents on a walk-in basis. We encourage you to call and schedule an appointment.

Property of_____
Student name printed

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OFF TO A GOOD START

Entrance/Exit Process
All ninth (9th) grade students will enter and exit through the 9 mile doors. Students in grades 10-12 will enter and exit through the Gratiot doors only, unless they accompany a ninth grade student to school daily. In this case, the 10-12 grade student may apply to receive an exemption to allow entry/exit privileges at the 9 mile door. Parental verification may be required. In order to enter the building a **student must be wearing their ID in a visible position and it must remain visible for the entire school day.**

Bookstore/Lost and Found
Locks and replacement textbooks are available in the Bookstore. Lost and found items, especially items of value, should be reported to the office as soon as possible. Lost articles may be claimed when properly identified. Articles left in the building at the end of the year are discarded or given to a charity.

Cafeteria/Breakfast/Lunch
1. Breakfast ends at 8:10 am.
2. All students must eat lunch at the time they are assigned.
3. **Food and beverages are to be consumed in the cafeteria only.**
4. Students must remain seated in the cafeteria while not in line to purchase food.

OTHER AREAS OF THE BUILDING ARE OFF LIMITS TO STUDENTS ON THEIR LUNCH BREAKS UNLESS ACCOMPANIED WITH A PASS SIGNED BY A STAFF MEMBER.

ANNUAL NOTICES TO THE COMMUNITY

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The intent of this notice is to provide our staff and community with a status of asbestos-related activities within Eastpointe Community Schools.

In 1989 Clayton Environmental Specialist, Inc. conducted inspections in each Eastpointe School building to determine the locations of asbestos-containing materials. The results of these inspections are incorporated into individual building management plans. Copies of the management's plans are located in the administration building and the individual school buildings. The management plans are available to review upon request.

The AHERA regulation requires periodic surveillances of ACM condition every six (6) months and re-inspection every three years. Also, in accordance with regulatory standard, trained qualified in-house personnel performed a building re-inspection in June 2004. In addition, one individual in each school district must be selected to oversee the asbestos-related activities. This person is referred to as the designated person. Eastpointe Community School officials have selected Director of Maintenance and Operations, to implement these activities.

PESTICIDE PROGRAM

In accordance with Public Act 451 (Sec. 324.8316), school administrators shall notify parents and guardians of children attending that school of the right to be informed before any application of pesticide.

As a result of this regulation, you are being advised that a routine application of pesticides may take place in the first week of each month in each school. These applications will take place after school hours in non-student areas, e.g. boiler rooms, custodial closets, etc. The product used is odorless, and of low toxicity. If you have any concerns regarding these programs

ACCOMMODATING PERSONS WITH DISABILITIES

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

DRUG FREE SCHOOLS
Drug-free Schools and Communities Act of 1996
(amends Michigan Public Health code)
Public 174 of 1994

The "drug-free zone" surrounding school property is 1000 feet. Any individual who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the 1,000 foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine-or both-that would otherwise apply. "School Property" is defined as a "building, playing field, or property used for school purposes to impart instruction to children in grade kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extensions courses."

Appearance Expectations

Throughout life, many responsibilities dictate appropriate attire and appearance. Clothing that may be appropriate in one environment may not be appropriate in another. Clothing at school must be considered clean, not disruptive to the educational process, and should promote a positive school culture. Clothing that is indecent or inappropriate for school activities will not be permitted. Administration reserves the right to make the final judgment about the appropriateness of a student's attire and may pre-approve exceptions for spirit days. Guidelines for appropriate dress include:

a. Shorts, skirts, and dresses should be appropriate in length. When standing straight with arms flat to the side, the student's longest finger should still be touching fabric. Slits in skirts and dresses must also not extend higher than this measure.
b. Clothing that is torn excessively or torn in inappropriate locations(above fingertip length) is not permitted.
c. Shirts should not be low-cut. To see if your top is too low-cut: Lay the palm of your hand on the center of your upper chest with fingers together so that the index finger is at the base of the collar bone. If the shirt falls below your pinky finger, it is considered too low-cut to wear to school. Shirts that repeatedly slide back into the "too low" position are also not allowed.
d. Exposed shoulders, backs, sides, or midriffs (stomachs) are not allowed at any time. Tops should be long enough to tuck in and still permit normal movement. Spaghetti strap tops and tube tops are not permitted. Shirts must not be see-through. Bra straps and other undergarments should not be visible.
e. Hats, caps, and hoods are not permitted. Exception: headgear for religious purposes or approved health reasons. Hats are to be left in lockers or stored in the office.
f. Pants have waistlines that must be worn at waist level. Sagging pants are inappropriate. Underwear should not be showing.
g. Leggings or tights must be accompanied by a fingertip length or longer shirt or dress.
h. Clothing that has pictures and/or writing that alludes to or has double meanings that relates to drugs, alcohol, sex, gang affiliation, or tobacco OR is vulgar, crude, suggestive, indecent, or otherwise offensive as determined by administration is not permitted. Tattoos that fall into this category shall be covered.
i. Sunglasses are not to be worn inside the building.
j. Bulky coats are to be stored in lockers. Blankets are not appropriate in school.
k. Appropriate footwear must be worn at all times.
l. Accessories that are a potential safety issue (including spikes or heavy chains) are not permitted.

Students wearing inappropriate clothing will be required to change. Refusal or inability to change may result in ISS or OSS. Any sports uniforms or activity outfits worn during the school day must be in compliance with the dress code. Administration may announce exceptions during spirit weeks and special events. Repeated violations of the dress code may result in detentions, additional time in ISS and/or OSS.

Identification Cards

Every student enrolled in Eastpointe High School will be issued a picture identification card and lanyard. This identification card is proof of membership in the Eastpointe High School student body and will be used for identification any time that proof is needed. **ID badges must be worn and visible at all times.** ID's must be worn on school issued lanyards with no other attachments. Mutilated, defaced, or covered ID's are prohibited. All students must have ID badges visibly displayed on a school issued lanyard to enter the building. Students who fail to comply with this policy may not be admitted to classes. If a student has lost or forgotten his/her badge, a new ID

badge and lanyard may be purchased at the *Gratiot door only* for a fee of $5.00, ($3.00 for ID Badge and $2.00 for a lanyard) or the student may choose to go home to retrieve his/her pre-issued ID and lanyard. Absence/Tardies as a result of non-compliance may be subject to the Eastpointe High School's attendance policy and may affect students ability to exempt exams. Any student who does not have their ID badge during school hours, or is wearing an unacceptable badge, may face disciplinary action.

Personal Items/Valuables:
Students may not bring laser pens, headphones, pepper spray/mace, or any other items the school deems inappropriate. Violations may result in disciplinary action according to the disciplinary point system. On the first offense, the item in question will be returned to a parent or guardian only. After that, the item will be confiscated and not returned. Public Act 289, Section 1303. In addition, dice and gambling items, playing cards, collectibles, games, radios, recorders, CD/MP3 players, cameras, and other personal items not related to educational endeavors are not to be brought to school without prior permission given by Administration. **The school is not responsible for the loss or theft of these items, including cell phones**. ***NOTE: In particular, for the safety and welfare of your student, please do not permit students to bring/carry large sums of money to school. Checks may be issued to Eastpointe Community Schools for any school items, including The Meal Magic System.***

Lockers
Lockers and locks are assigned at the beginning of the school year. A maximum of two (2) students may be assigned to a locker. Students are NOT to change lockers without approval of, and assignment by, the Counseling Office secretary. Any problems with lockers should be directed to the Counseling Office Secretary.

Lockers should be kept locked at all times to avoid loss of property. The school district is NOT responsible for any theft that might occur. All students are responsible for any damage to their assigned locker.

The following guidelines for locker use help to keep student property secure and our schools safe and orderly:

- Do not reveal your combination to **ANYONE**.
- **NEVER** use another student's locker or let anyone use yours.
- Be neat and store books and items appropriately.
- Keep lockers in good working order.
- Do not store food in lockers.

Textbook Care & Deposits
Students must take responsibility for the care of textbooks. When books are issued, they are scanned to the student using their school id. Students are required to turn in the books that were assigned to them during book checkout regardless of the name signed in the inside cover of the book. Books returned at the end of each semester must be in the same condition in which they were issued at the beginning of the semester. Students will be responsible for lost, stolen, or damaged books. Other fees will be collected during the school year to cover breakage and loss in areas such as laboratory classes, athletics, music, and other activities.

The following textbook regulations pertaining to money deposits, methods of distribution, and records, were recommended by a faculty committee and administration and adopted by the Board of Education.

All students are required to have on account $20.00 for fees.

- This deposit is made at registration at the beginning of the freshman year or whenever the student enrolls in high school.
- Deposits and/or charges from middle school will follow students to the high school.
- This deposit remains as a credit during the student's enrollment at the high school, and will be refunded only when the student graduates or leaves the school system.
- If books are lost, misused, or damaged, a comparable amount will be charged beyond the $20.00 deposit.
- At the beginning of each school year, each student must have a balance of $20.00 to be paid before the opening of school.

Student Parking Regulations
Parking in Eastpointe High School lots is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, consistent with the current legal standards. **Board of Education Policy 8130.** Poor attendance, arriving late for 1st hour, or failure to follow school rules may result in the loss of this privilege. Please note that only adults are permitted to enter school parking lots to pick up students.

1. Parking in any lot is by **PERMIT ONLY!** The fee is $10.00.
2. Students must park in the assigned area. Parking is on a first-come, first-served basis.
3. The permit must be PERMANENTLY affixed to the inside lower front car window. If properly affixed, the

permit cannot be lost or stolen.

4. Only one sticker will be issued to a student on a car registered to the student and/or parent/guardian.
5. Parking permits are NOT transferable to another vehicle:
   a. If another vehicle is driven to school and it does not have a valid parking sticker, this vehicle may not be parked in any of the school lots.
   b. If a student obtains another vehicle, the old sticker must be removed from the windshield. The fragments of the sticker must be returned to school along with a new registration card and a new decal will be issued for no additional charge.
6. Safe driving and cooperation with Security Personnel is a must.
7. Vehicles must be locked at all times.
8. Vehicles are NOT to be used to EAT LUNCH, SMOKE, OR TO SIT IN DURING THE SCHOOL DAY.
9. The following areas are off-limits for student parking:
   A. Circle Drive off Couzens Street.
   B. Gratiot Lot,west of the double yellow line.
   C. Any area designated for Staff and Visitors.
10. The school district is NOT responsible for any theft or damage, which might occur when student vehicles are parked on the premises.
11. Motorcycles and mopeds are prohibited.
12. Upon parking the car, students must leave the car and enter the school.

NOTE: Any student operating or parking a motor vehicle on school property is deemed to have given permission to have the vehicle searched.

Attendance

Daily Attendance/Reporting Absences

If a student is not in school, a parent or guardian should call the office to report the absence. This will allow the student to make up the class work. Phone calls may be placed 24 hours a day, 7 days a week.

586-533-3700 Ext. 36423 or 36426

Early Release

If a student needs to be released early a **parent** must call ext. 36426 to request an early release. The student will be issued a pass signed by authorized office personnel. Students must be excused from the building through the attendance office during school hours.

Attendance Policy:

Regular attendance is essential in achieving a quality education. Classroom attendance provides students the opportunity to participate in group activities, classroom discussions, teamwork, problem-solving and other related educational experiences imperative to the success of 21st Century learners.

Codes:

- **Unexcused Absence (A)**- unexcused non-attendance in assigned classes, leaving the building without permission, not reporting to class. “Skip days” are not sanctioned by EDHS and will be considered unexcused.
- **Excused Absence (E)**- excused absences as reported by parent/guardian. Documentation must be provided within 48 hours of a student’s return to school. Reasons include: medical with a physician’s note, family bereavement, court appearance, youth home, or homebound.
- **Tardy (T)**- arriving to class without a pass within five (5) minutes after the bell has rung.
- **Late (L)**- arriving to class without a pass after the first five (5) minutes of class.

*Two (2) tardies and/or late’s equate to one (1) unexcused absence (A).

Eastpointe High School recognizes the importance of attendance as it relates to student academic success. EHS expects that students are in class, on time daily and has established attendance guidelines to assist students in developing this lifelong skill.

- A student must attend (each class) a minimum of eighty-five percent (85%) of the time. If a student’s attendance rate falls below this percentage, parents will receive notification and the student may be placed

on an attendance contract, may be required to make-up lost instructional time, or other alternative mutually agreed upon.

- If a student is on an attendance contract, in order to retain the privilege of earning both his/her grade *and* credit for a class, a student must not violate the contract. If a student violates the contract but receives a passing grade for the course, a letter of "FC" (failed with credit) will appear on his/her transcript. The student will obtain the credit for the class but their overall GPA will be negatively affected as the "FC" will count as 0.0.
- Excessive tardies (as defined by administration) may result in being placed on attendance contract.

- If a student achieves a ninety-five percent (95%) or above attendance rate in all courses in a semester, then in all courses in which the student is receiving proficiency or higher they may exempt from the final exam.

Illness During School Day

Students who become ill must report to the Attendance Office. The parent or adult on the emergency card will be contacted. Students who leave the building without permission may receive disciplinary action..

Truancy

Truancy is a legal term used by the Juvenile Justice System. Students aged 15 and under who have excessive absences from school, or excessive tardies resulting in loss of educational time may be identified as *truant* by the juvenile justice system unless a medical report is on record at the school. The following steps are intended to assist parents in monitoring their children's attendance/tardies:

1. Attendance letters will be mailed home notifying the family that truancy must be resolved immediately.
2. Daily outbound phone messages inform parents of absences.
3. At 10 absences the Macomb Intermediate School District Attendance Officer is formally notified and the truant student becomes their jurisdiction.
4. In order for an absence to be medically excused, a doctor's note must be turned into the attendance office within 48 hours upon the student's return. If a recurring health problem exists, the student's counselor must be notified. The truant officer will, in addition, be informed of the recurring health problem.

ACADEMICS

Grade Placement - Credits

Grade Placement is based on a student's entry date into high school. Students are expected to graduate in four years. EHS has changed to a seven period day schedule. Below you will find the total credits needed to graduate by class:

Class of 2018: 27 credits required
Class of 2019: 26 credits required
Class of 2020: 25 credits required
Class of 2021: 25 credits required

Students must achieve the credits as indicated below to obtain the respective grade level status:

	Class of 2018	Class of 2019	Class of 2020	Class of 2021
Total Possible	32	30	28	28
Graduate	27	26	25	25
Senior	21	20	19	19
2nd Semester Junior	18	17	15.5	15.5
Junior	x	14	12.5	12.5
2nd Semester Sophomore	x	11	9.5	9.5
Sophomore	x	x	6	6
2nd Semester Freshman	x	x	3	3

GRADUATION REQUIREMENTS

In order to be a candidate for graduation and take part in any graduation ceremony, a student must:

1. Successfully complete the amount of credits required (see above);
2. Attend eight (8) semesters of high school;
3. Have the equivalent of one semester of computer education.**

Michigan Merit Curriculum (MMC)		
4 English Language Arts (ELA) Credits	• English 9	1 credit
	• English 10	1 credit
	• English 11	1 credit
	• English 12	1 credit
4 Mathematics Credits	Algebra I	1 credit
	Geometry	1 credit
	Algebra II	1 credit
	Senior Year Math-Related	1 credit
3 Science Credits	Earth Science	1 credit
	Life Science	1 credit
	Physical Science	1 credit
3 Social Studies Credits	Government	1 Credit
	Economics	.5 Credit
	US History and Geography	1 credit
	World History and Geography	1 credit
1 Physical Education and Health Credit	Credit aligned to state guidelines	1 credit
1 Visual, Performing, and Applied Arts Credit (VPA)	Credit aligned to state guidelines	1 credit

2 World Languages Credits (Begins with Class of 2016)	Credits earned in grades 9-12 OR equivalent learning experience in grades K-12	2 credits
Online Learning Experience	Online course, learning experience, or experience is incorporated into one or more required credits	

GRADING POLICY

Beginning in the 2017-18 school year Eastpointe High School will utilize a standards based grading system. This is a system that requires students to demonstrate their level of understanding on specific learning targets or standards, derived from National or State Standards. The levels of understanding will be rated on the following scale:

4- Mastery: Student has exceeded the level of Proficient, continuing to excel by meeting subject standards and class expectations at a higher level. Work is of excellent quality, clearly exhibiting the student's firm grasp of content standards. The student's academic leadership is always evident.

3- Proficient: Students at this level have met subject standards and class expectations to a level of Proficient. Products of the student's learning are of good/very good quality and he/she has demonstrated a good/very good understanding of the content for the term. Proficient ≠ Perfect

2- Approaching Proficiency: Student has yet to meet the expectation for proficiency in the subject area due to incomplete/ missing products or has submitted products that have yet to demonstrate that the student's learning level is at the Proficient level.

1- Emerging Evidence of Proficiency: Student has yet to submit products of sufficient quality or quantity in order to assess the level of proficiency adequately. Some emerging evidence of proficiency has been observed either through partially completed assignments or anecdotal classroom assessments.

0- No Evidence of Proficiency: Student has yet to show evidence of subject area learning. Products of learning are insufficient to provide the teacher with information or evidence that even Emerging Evidence of Proficiency has been achieved during this term.

Course Grade

The course grade will be an average of the students proficiency level on the standards assessed during the semester. Each student must receive at least a 2 on each standard, **not average a 2**, to receive credit for the course. Multiple attempts to demonstrate mastery will be provided.

A+ = 3.5 +
A = 3.2 - 3.49
A- = 3.0 - 3.19
B+ = 2.8 - 3.00
B = 2.6 - 2.79
B- = 2.4 - 2.59
C+ = 2.2 - 2.39
C = 2.0 - 2.19
F = <2.0

GRADING BELIEFS

1) **Grades represent individual student understanding and application of clear learning targets, that are consistent regardless of instructor.**
   Example: All students enrolled in the same course with different teachers will be assessed using the same targets and rubrics. Grades are not curved relative to student performance.

2) **Evidence used for grading will be based only on learning targets.**

Example: Students are assessed on what they are taught only. No trick questions and no surprises. Extra Credit work does not exist in a standards based system of assessments.

3) **Not everything that is done in class should be included in the grade, but is still valuable to facilitate student understanding of learning targets.**
Example: Students should not be graded as they are learning the information, but after the learning has occurred. Students need to have enough "practice" in order to be successful in the "game." Practice is learning time. (Formative – not graded). The game is to show what you know. (Summative – graded).

4) **Grades are not an average (Mean) of evidence (assignments or assessments) over time, but represent where students currently are in their learning progression as determined with professional judgement.**
Example: A student's mistake early in their learning should not be represented in their final grade - emphasize more recent achievement.

5) **Each learning target will have multiple assessments to ensure students have adequate opportunity to demonstrate understanding.**
Example: Students will be provided multiple opportunities in multiple manners to demonstrate their understanding of learning targets.

Retake Policy
Students will be allowed retakes on assessments to demonstrate improved levels of understanding on targets/standards. However, a student must complete a retake ticket to inform the instructor how the student will relearn the material. Retake times and locations are at the discretion of the course instructor.

Grade Point Average
Grade Point Average will be determined by the average of a student's score on each standard/learning targets for the semester in the enrolled courses.

ADVANCED PLACEMENT (AP AND HONORS CREDIT)
Students taking Advanced Placement Classes (AP) and honors classes will receive an extra honor point. For example: An A grade in one of these classes will earn will earn 5 honor points instead of 4.

Grade Reporting
Final grades for the semester are available online at the Student/Parent Portal. **Report cards are not printed unless requested by the parents.**

State Assessments / Standardized Tests
The M-STEP and SAT is given to 11th grade students to determine mastery of the state core curriculum. Testing consists of the SAT, three WorkKeys assessments and Michigan components in science and social studies. The results are used to determine individual student learning compared to national norms, as well as to evaluate district curriculum and classroom instruction. Per Board Policy, **ALL JUNIORS MUST APPROPRIATELY COMPLETE AND RECEIVE A VALID STATE SCORE ON THE STATE ASSESSMENT, CURRENTLY KNOWN AS THE M-STEP and SAT, IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN COMMENCEMENT EXERCISES.**

Student Records
Student records are kept by the school counselor. Records contain academic achievement, attendance/tardy, and other miscellaneous information. Parents/guardians have the right to review their child's records. An appointment to review records with a counselor must be made 5 days in advance. Parents will be charged copying fees.

College Application/FAFSA
All students will be provided the opportunity to complete a free college application and Free Application for Federal Student Aid (FAFSA) while at school. In order to participate in senior activities (Prom, senior trip, commencement etc.) students must complete both a college application and FAFSA. Exceptions to this will be students who enroll in any division of the armed services.

Summer School
See your counselor for any requests concerning summer school.

Testing Out / Dual Enrollment
Public Act 335, Section 1279B, of the State School Code requires that a high school student be offered the opportunity to "test out" of any course offered by his/her high school. For testing out and dual enrollment information please see your counselor and/or refer to your Course Offering Guide. Extra copies of the Course Offering Guide are available online at www.eastpointeschools.org or in the Counseling office. For testing out, students must exhibit mastery of course content by attaining a grade of C+ (78%) or better on a comprehensive learning standards exam. Students may be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performance, papers, projects, laboratories, and/or presentations. Credit earned will be based on successful mastery of the required assessment and recorded as "pass". No letter grades will be given and no letter grade will be used in the computation of the grade point average. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence. Notification will be made during the school year on application.

NOTE: The purpose of *testing out* is to allow a student to take more challenging course work. Students may not test out of a course they have already failed. **Applications will not be accepted after the deadline date**. **EXCEPTIONS WILL NOT BE MADE**.

In The Classroom

Classroom Requirements and Procedures
Teachers provide guidelines for classroom requirements and procedures at the beginning of each course to assure that students and their parents are aware of what is required to be successful. Class requirements and procedures are aligned with the district policies, district curriculum, and other school rules. Students are responsible for bringing materials needed for each class.

Curriculum Review by Parent/Guardian
The curriculum is available for parents to review by request. In general, the curriculum of the district and each school is aligned with the State of Michigan High School Content Expectations. With the assistance of the curriculum office, the staff develops course guides and specific lessons. The district supports curriculum and instruction that is based on research about best practices in each content area.

Field Trips
Field trips may be scheduled by classroom teachers as a means of enriching the classroom learning experience. Parents must sign a permission slip for their child to participate in a field trip. All school rules will be observed on all field trips from the time of departure to the time of return, even if beyond the normal school day. Student behavior during the field trip is a reflection upon the school, the sponsor, and the students. At all school related events, school rules must be followed. Students are expected to be respectful of staff members, including drivers and chaperones, as well as people they encounter on school related field trips. Students who do not follow rules will be referred to administration for disciplinary action and risk participation in other school-related activities.

Film, Video, and Other Media
Films or other forms of media are used to enhance the learning of students. Films used in the classroom are related to the academic content and standards and benchmarks of the district grade level curriculum. At the high school level, PG and PG-13 films are permitted.

Final Examinations
Final exams are an opportunity for students to demonstrate proficiency on individual learning targets or standards, or prove mastery of those targets. In order to pass any class students must receive a level 2 (developing an understanding) on all essential learning targets.

Grade Changes
If a student and parent(s) feel that a grade requires review and/or adjustment, all appeals must be made in writing to the principal within one school semester of receiving the grade.

Guest Speakers
Guest speakers are occasionally used to support and enrich the learning of students. Speakers may represent a particular point of view, their specialized knowledge, or their experience; however, it is the intent of the district to provide balanced curriculum in the spirit of scholarly inquiry.

Health Education Disclosure
The Board of Education recognizes that a course of study may contain content and/or activities that a parent may find objectionable because of religious belief or value system. Therefore, a written notice shall be sent each school year to advise the parents of their right to review course materials, and shall further inform them of their right to excuse (opt out) their child without penalty. Upon the written request of a pupil's parent or legal guardian, a pupil shall be excused, without penalty or loss of academic credit, from attending classes in which the subject of **sex education** is under discussion. **For sex education classes only,** if a parent or legal guardian files a **written** notice, the student shall be provided alternative learning activities during the class time that sex education has been scheduled.

Homework
Homework is an extension of students learning in the classroom. It is an opportunity to practice what they have learned. Homework is designed to provide the student with practice in skills needed and for application of classroom learning. The amount of homework assigned will depend upon the subject as well as the placement of the student. Homework may be requested through the counseling office during an absence of more than 3 days.

Tests and Exams
Tests are necessary to assess student progress and achievement. Formative assessments will be given often in an attempt to assist teachers in determining the student's progress in learning and the correctives needed. Summative exams are used to determine mastery of the subject matter. Assessments are aligned with the curriculum outcomes that are presented at the beginning of each unit or lesson. Multiple summative assessments will be provided for each learning target or standard in an effort to provide students an opportunity to demonstrate mastery.

Awards

It is the intent of the Eastpointe Community Schools to provide incentives and awards for a variety of achievements by students. Awards and recognition programs include academic, citizenship, and athletics.

Academic Letter
Eastpointe High School awards academic letters. Letters are earned solely on the basis of grades. Students who finish their previous school year with a G.P.A. of 3.5 or higher will be awarded an academic letter. A Lamp of Knowledge pin will be awarded to display on their letter. Seniors who have a cumulative G.P.A. of 3.5 or higher will receive gold medallions to wear at Commencement exercises.

Graduating in Gold
In order for an Eastpointe High School student to "Graduate in Gold" s/he must have at least a cumulative 3.00 grade-point average for the first seven (7) semesters (final grades). All academic honors are determined by the first seven (7) semesters at EHS.

Honor Roll
A student can qualify for the Honor Roll each marking period by achieving a 3.0 or better on his/her report card. Eastpointe High School operates on a 12 point scale with A=12 and F=0. Maintaining a "B" average results in a grade point average of 3.00.

National Honor Society
Membership in the National Honor Society is open to incoming 11th and 12th graders, and is based on the following criteria and subject to the decisions of the Faculty NHS Committee:

Grade point average of at least 3.2 and submission of an essay demonstrating not only academic proficiency but also the characteristics including but not limited to:

- Leadership - maintains a positive attitude, promotes school activities, holds positions of responsibility in at least two activities during the previous school year.
- Service - volunteers willingly inside and outside of school, works well with others cheerfully and without complaint, shows courtesy.
- Character - upholds principles of morality and ethics, cooperates with school authorities, is honest (doesn't cheat), punctual, truthful, and positive.

Teachers familiar with potential members must attest to these characteristics. In addition, students must complete the application in its entirety including signatures, for membership consideration. For a more complete explanation of NHS membership requirements, see one of the faculty sponsors.

Scholarships for Higher Education
Information for students regarding scholarships and other awards for college or other post-secondary education is available from each student's counselor. Students should begin to investigate this information in their junior year of high school.

Summer Institutes
Each year the state universities offer classes/camps for students in a variety of topic areas. Information is available from counselors and teachers of core content and special subject areas.

Technology

Acceptable Use of Technology in the Schools
Eastpointe Community Schools encourages and strongly promotes use of technology in the educational community. To ensure students, staff, and parents can take full advantage of available technologies, all technology use in the district must be properly authorized, adhere to district policy, and be in support of and consistent with the purposes and stated goals of the school district. Students using computers and/or copying equipment without proper authorization may be subject to disciplinary action up to and including loss of computer privileges and/or suspension.

Technology Guidelines:
- Students shall not use technology unless authorized by appropriate school personnel.
- Only software legally owned and authorized by the district may be installed on district computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Nothing is to be placed on a building web page without prior approval of the Office of Educational Technology.

Technology Users Will:
- Comply with district policies, rules and regulations (see below).
- Use networks and technology in support of education consistent with the curriculum and programs of the district.
- Obey all copyright laws.
- Report to the building administrator or teacher any misuse of networks and technology.
- Use equipment responsibly and respect individual work, files and programs.
- Sign the "Student Work/Photograph Release Form" when a project and/or photograph is to be placed on the Internet. This release requires parental permission.

TECHNOLOGY USE BY STUDENTS AND STAFF
The purpose of this policy is to facilitate network (electronic mail, network resources [file servers], computer hardware) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

A. All District computers, servers and any information, student data, programs, or software provided by the District are the property of the District and are to be used for educational or communication purposes.

B. The use of the district's computers/technology and networks is a privilege. The District may review activities and use of computers and Internet at any time. Using the computer or Internet in a manner not authorized may result in disciplinary action or removal of access. The staff member is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to intentionally:
1. altering of system software
2. placing or distributing of unlawful or unauthorized information
3. installing viruses or harmful programs on or through the computer system either in public or private files or messages
4. misrepresenting other users on the network

5. disrupting operation of the networks through abuse of equipment or software
6. malicious use of the networks through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
7. using district technology for commercial or for profit purposes
8. extensive use for non-curriculum related communication
9. illegal installation of copyrighted software
10. unauthorized copy or use of licensed copyrighted software
11. allowing anyone to use an account other than the account holder
12. intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to other users
13. using district technology to distribute material that violates the Family Educational Rights Privacy Act; jeopardizes the health and safety of staff and students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying; or is not approved the district technology department.

C. The District retains the right to access and review all electronic mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's system. Staff members should have no expectation that any information contained on such systems is confidential or private.

D. A staff member will not use his/her access to intentionally access or remove any material that is unlawful, obscene, pornographic, abusive, or objectionable; doing so will result in disciplinary action. If the staff member is not certain whether material falls outside of these parameters, approval should be sought from their immediate supervisor prior to accessing or transmitting such material.

Keeping in Touch

Directory Information

The Eastpointe Community Schools may release directory information such as the following: student's name, address, participation in school activities, honors and awards and information generally found in yearbooks. If parents of high school students do not wish this information disclosed, written notice must be received by the principal by the end of the second week of the school year. (See Appendix A.)

Residence and/or Telephone Changes

The Counseling Office is to be informed of telephone number and address changes immediately. All families who are moving should notify the assigned counselor. Students are requested to check out through the counseling office at least one day prior to departure.

Visiting the School

To assure a safe and orderly environment in the school, all visitors must enter the Gratiot entrance only and **MUST** obtain a Visitor's Pass. This includes guests, parents/guardians and siblings. Students are not permitted to bring visitors to school within the regular school day. This includes siblings.

Extra-curricular Activities

Extra-curricular activities are considered part of the school day. All school rules apply both on and off school property. Students must be in school at least four (4) hours to participate in or attend after school or evening events.

Activities/Clubs

Anime Club
Cheerleaders
Choir
Dance Club
Debate
Diversity Club
Drama Club
Flag Corps
Forensics
French Club
Gaming Club
Spanish Club
Marching Band
NHS: National Honor Society
Pep Band
Shamrock Broadcasting Club
Shamrock Shoppe
Student Assembly
Vocal Ensembles
Yearbook

Assemblies/Events
Different types of assemblies require different types of behaviors. Quiet, refined behavior and total attention are necessary for, but not limited to the following: plays, choir performances, and band concerts. The following activities allow participation on the part of the audience: cheering during pep assemblies, clapping during certain musical numbers. When any speaker addresses the audience, attention is required. The principal or designee will direct dismissal from any assembly, students who act inappropriately. In addition, those students may be barred from further assemblies or other extra curricular activities for the remainder of the year.

Posters
All posters placed in the halls must be approved by the Student Activities Director or the Assistant Principal in charge of activities. When the event/activity is over, all pertinent posters must be removed.

Student Assembly
The Student Assembly provides experiences for students in a model for representative government. Students participate in the election process, and, for those elected, the democratic procedures of office holders. As assembly members, students are expected to represent their fellow classmates and make sound decisions on their behalf. The Student Assembly assists the faculty and administration in formulating and promoting policies that involve the student body, and organizing major co-curricular activities including charitable events. The Assembly is a member of the Michigan Association of Student Councils, and the National Association of Student Council.

EASTPOINTE COMMUNITY SCHOOLS
SECONDARY DISCIPLINE CODE

The purpose of the student discipline system is to guide administrators, teachers, parents, and students as we work together to create a culture of learning within Eastpointe Community Schools and build positive behaviors for life.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools. While progressive discipline, which is based upon the belief that an individual does not have the right to infringe upon the rights of others, may be utilized, it is the goal of Eastpointe Community Schools to build a system that helps to change and model appropriate behavior. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

While a point system will be used to monitor behavior and will provide a guide for discipline when Restorative measures are not agreed upon, the primary system of discipline will be Restorative Practices. Through Restorative Practices points may be waived from accumulating for individual infractions. All points assessed will be by a building administrator or designee. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.

2. Notice of the specific rule violation by the student and the nature of evidence supporting the infraction.

3. Notice of the date of hearing sufficiently in advance to permit preparation of the defense where removal of more than ten (10) days is involved.

4. Notice of the student's procedural rights at the disciplinary hearing

The policy applies to the entire academic year, grades 6-12, and is to be the behavior code for our students at school and at all school sponsored events.

RESTORATIVE PRACTICES

In accordance with MCL 380.1310 (c)(d) as revised, Eastpointe Community Schools will utilize restorative practices that may modify the point system. The law defines "restorative practices" as "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct." The law states "The school Board or

its designee shall consider using restorative justice in addition to suspension or expulsion...Restorative Justice practices may include victim-offender conferences that initiated by the victim; that are approved by the victim's parent or legal guardian *(If victim is under 15)*…that are attended voluntarily by the victim, A victim advocate, the offender, members of the school community, and supporters of the victim and the offender..." Furthermore it is clear and will be an expectation of Eastpointe Community Schools Restorative Practices that the meetings must "provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm." The consequences may include, but are not limited to "apologize; participate in community service, restoration, or counseling; or pay restitution."

Eastpointe Community Schools will require a Restorative Contract be used when consequences stray from the point system. The contract shall include "set time limits for completion of the consequences and is signed by all participants."

"Restorative Justice" will be "the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying." However, a student or legal guardian may always decline the restorative process and accept the point system as set forth.

OFFENSE	POINTS PER OCCURRENCE		
	1ST	2ND	3RD or more****
Alcohol or other drugs – Sale or Transfer	***	***	***
Alcohol or other drugs – use, possession, alcoholic beverages, other behavior altering substance. Also applies to look-alike drugs, or look-alike beverages such as non-alcohol beer. (cumulative over the preceding 3 year period (grades 6-12))	*	*	**
Arson	***	***	***
Assault	***	***	***
Assault on staff, school employee or volunteering	***	***	***
Banned items	2	2	2
Bomb threats, false fire alarms, 911 calls	***	***	***
Breach of security	3	3	3
Bullying including but not limited to electronic/written	4	4	4
Bus/bus stop violation- see bus/bus stop offenses	-	-	-
Cell phone violation-see cell phone offenses	2	2	2
Classroom disruption	2	2	2
Computers: Inappropriate Usage and Trespassing	2	2	2
Detention – missing an assigned day/time	2	2	2
Disorderly Conduct – to and from school - see disorderly conduct offenses	6	6	6
Disrespectful behavior (which includes disrespectful behavior towards public officials)	2	2	2
Dress code violation	1	1	1
Drug paraphernalia	3	3	3
Extortion/physical threats for favor or money	5	5	5
Falsification (non-academic issues)	2	2	2
Fighting- (cumulative over the preceding 3 year period (grades 6-12))	*	*	**

Gambling	3	3	3
Gross Misconduct	*	*	*
ID badge violation	1	1	1
Inappropriate use of technology, including audio or video recording of students/staff.	6	6	6
Incite unsafe condition	6	6	6
Insubordination and/or interfering with the learning process	4	4	4
Harassment: including but not limited to racial, religious, sexual	4	4	4
Loitering/Trespassing	6	6	6
Mediation Refusal	6	6	6
Misconduct	2	2	2
Physical aggression	6	6	6
Pornography (Distribution)	3	3	3
Pornography (Possession)	2	2	2
Profanity	1	1	1
Profanity and vulgarity and/or lewd behavior and/or language directed at a school employee	4	4	4
Public display of affection	1	1	1
Sexual Misconduct (cumulative over the preceding 3 year period (grades 6-12))	*	*	**
Skipping a class/hour(s)	2	2	2
Skipping school (entire day)	3	3	3
Theft and/or possession of property not belonging to student, less than $20.00	3	3	3
Theft and/or possession of property not belonging to student, greater than $20.00	6	6	6
Serious threat or implied threat to school employee or their property	***	***	***
Serious threat or implied threat to do bodily harm, either verbal, non-verbal, or electronically, regarding another student	6	6	6
Tobacco use	3	3	3
Tobacco product possession	3	3	3
Unauthorized sale of items (other than drugs)	2	2	2
Vandalism or destruction of property less than $50.00 & restitution	2	2	2
Vandalism or destruction of property greater than $50.00 & restitution	5	5	5
Weapons possession (see note)	***	***	***

* Automatic up to 10 day suspension and a mandatory parent meeting with a restorative justice leader, counselor, or administrator before reinstatement. Police may be notified.

** Automatic suspension up to one hundred eighty (180) school days if the third offense occurs within the previous three year period (grades 6-12)

***Automatic removal from school pending a long term suspension or expulsion hearing before the Superintendent or a permanent expulsion hearing before the Eastpointe Board of Education.

****Excessive disciplinary incidents that result in the disruption of the learning environment may be defined as persistent disobedience and result in a long-term suspension up to and including expulsion.

- Offenses not specifically listed may also result in discipline being assessed as per the discretion of the building principal including but not limited to behavior requiring police intervention.

Note: A weapon includes but not limited to conventional objects like guns, knives, mace/pepper spray or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to

padlocks, pen, pencils, furniture, jewelry, and so on. Criminal charges may be filed for this violation. Possession of weapon will subject a student to an automatic 180 school day suspension and/or permanent expulsion. 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 belonged to a student other than the one who possessed the weapon that student shall also be subject to the same disciplinary action. No student is permitted to have in his/her possession any instrument exclusive of school-related supplies, which may be capable of inflicting bodily injury, either in the school building, on school grounds or at school sponsored activities.

Parent/Guardian contact will be made informing…

A. At all levels, either a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of this behavior code. Parental conferences or behavioral contracts may also be necessary at various times during the year to help modify behavior.

B. Whenever deemed appropriate, counselors/social workers, outside agencies and law enforcement officials may be brought into the process.

C. Any points assessed during the final two weeks of school will be held over to the following school year on the individual's point record.

Restorative Practices will be implemented as part of the disciplinary system. Beyond Restorative Practices, the Levels of Dispositions may include the following:

One Point	Warning and/or possible detention.
Two Points	Detention.
Three to Five Points	Up to one (1) full day suspension.
Six to Nine Points	Up to three (3) full day suspensions. A parent conference may be required. A referral to a counselor may be made before the student returns to school.
Ten Points	Up to five (5) full day suspensions. The student and parent may be required to meet with the restorative justice leader, a counselor or administrator prior to the student's return to school, or a behavior contract may be implemented. The second accumulation of ten (10) points during the school year may result in discipline based on the terms of the contract or a suspension up to 10 school days. third (3rd) occurrence of ANY discipline that is part of a behavior contract or deemed a '10 or more day' suspension within one school year may result in a suspension up to 180 days.

- Suspension days are defined as days when classes are in session.

Administration may determine that a student's suspension will be effective immediately following the infraction. In those cases, a parent/guardian will be notified and must pick up the student, make arrangements for the student to be picked up, or give permission for the student to exit the building *within two hours* after being notified by administration. If a student is not picked up within two hours, police notification may take place.

Imposition of Long Term Suspension, Expulsion or Permanent Explusion

Under amendments to state law effective in 2017, and amendments to Board Policy in accordance with the state law amendments, a "long term suspension" is an exclusion from school for between 11 and 60 days; an "expulsion" is an exclusion from school for more than 60 days; and a "permanent expulsion" is a permanent removal of a student from the District, subject to an opportunity to seek reinstatement.

Before any long term suspension, expulsion or permanent expulsion (other than permanent expulsion for possession of a firearm, which is mandatory) is imposed, the Superintendent (or the Board in the case of a permanent expulsion) will consider each of the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student is a student with a disability;
4. the seriousness of the violation or behavior committed by the student;
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. whether restorative practices, as described elsewhere in this Code, will be used to address the violation or behavior committed by the student; and
7. whether a lesser intervention would properly address the violation or behavior committed by the student.

Suspension Appeal Process

Suspensions for ten (10) days or less may not be appealed.

Suspensions for more than ten (10) school days and expulsions may be appealed to the Board of Education. Suspensions for more than ten (10) school days and expulsions require a hearing before a disciplinary decision is rendered. Appeals of suspensions for more than ten (10) school days and expulsions must be submitted in writing to the Office of the Superintendent within two (2) school days of the completion of the hearing. The written appeal must contain the reason(s) that the suspension or expulsion is being appealed.

Appeals to the Board of Education must be for one of the following reasons:

A) Incident for which the student is being disciplined did not actually occur.

B) The incident did occur. However, the punishment administered was inconsistent with the policy.

The student may be reinstated during the appeal process at the discretion of the superintendent.

The secretary for the Board of Education will schedule a formal hearing with both the student and parents/guardians within a reasonable time after the receipt of the written appeal. Parents/Guardians have the option to request the hearing be held in closed session. During the appeal hearing, parents/guardians and student are entitled to produce evidence which substantiates their claim. Upon review, the Board of Education may uphold the discipline imposed by the Superintendent, modify the discipline, or reverse the discipline in its entirety. The Board of Education will reach a decision at the conclusion of the hearing and inform parents during open session. The Board decision is final and not subject to further appeal.

Point Roll Backs

1. If a student has no disciplinary referrals/action for an agreed upon amount of time based on the individual circumstance, the student's point total may be reduced by action of the building administrator.

2. Students will begin a new school year with zero (0) points, unless points were assessed during the final two weeks of the previous school year. Any points assessed during these final two weeks will be held over to the following school year on the individual's point record.

3. Points may be rolled back, upon administrative approval, if a student voluntarily engages in community service directly involved with the Eastpointe Community Schools. Credit will be given at a rate of one (1) point for every one (1) hour of successful service.

Cell Phone Policy

Students may be in possession of cell phones during the school day and use it in the appropriate areas in the building. Please see below:

Red Zone: Absolutely no use of electronic devices (including headphones). These areas would include, but not be limited to, locker rooms, bathrooms, hallways, etc.

Yellow Zone: Cell phones/electronic devices may be used if teacher or staff has given consent for educational purposes only. Points assessed if student uses phone without permission.

Green Zone: Cell phones may be used to utilize music, games, etc. These areas would include, but not be limited to, the cafeteria. (No recording- see "Inappropriate use of technology" in discipline code)

Students not following the cell phone policy or using phones inappropriately (Camera usage, Social Media, texting, the accessing of inappropriate content, etc.) will be subject to discipline points and possible confiscation.

In the event that a student violates this policy while in possession of a phone not belonging to him/her, they would be held to the appropriate consequences as listed above while the parent/guardian whose child owns the phone would have to claim the phone through the appropriate administrator.

Disorderly Conduct Offenses
Students must conduct themselves at all times in a manner consistent with the goals and values of the Eastpointe Community Schools as well as the community at large. Students should recognize that when they go to and from school, or participate in school activities in the community or beyond, they are representatives of the school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while off campus should expect that the school will take the appropriate disciplinary action. Students must refrain from rude and offensive behavior including, but not limited to, fighting, profanity, loitering, insensitive remarks or gestures, and behavior that represents a lack of respect for others in the community.

Students are expected to go directly home at the end of the school day or school-sponsored event. Anything deemed as disorderly conduct migrating to and from school or at a school sponsored event will be subject to disciplinary action.

Bus/Bus Stop Offenses
<u>Bus/Bus Stop Minor Offenses</u>
Disrespectful Behavior
Falsification
Loitering/Trespassing
Misconduct/Disruption
Pornography
Profanity (not directed at a school employee)
Public Display of Affection
Unauthorized Sale of Items
Vandalism/Destruction of Property (less than $50)

1st Occurrence: Warning

2nd Occurrence: 1 Day Bus Suspension

3rd Occurrence: 3 Day Bus Suspension

4th Occurrence: 5 Day Bus Suspension – Points also given by school for specific infraction

5th Occurrence: Bus Suspension for Remainder of the Year – Points also given by school for specific infraction

If a student has not had any bus/bus stop disciplinary referrals/actions for one calendar month, the student's level of disposition will roll back to the previous occurrence level.

<u>Bus/Bus Stop Major Offenses</u>
All other infractions, including but not limited to possession of weapons, use of alcohol or drugs, physical aggression and fighting will be considered major bus/bus Stop Offenses.

Points will be assessed in accordance with the Discipline Point System

Extra-Curricular Clubs/Activities
Participating in school-sponsored clubs or attending school-sponsored activities such as dances, events etc. are a privilege and not a right. Students may participate or attend activities by carrying a current GPA of 2.5 or higher, or a cumulative GPA of a 2.0 or higher, having a semester attendance rate of 85% or higher in all classes (2 tardies= 1 unexcused absence in a class), and are in good standing behaviorally. The opportunity to attend dances (including Homecoming and Prom), field trips, and other school-sponsored activities will be determined by administration based on course grades, class attendance, and behavioral factors. Administration is the final authority over all activity participation.

Special Needs Students
School officials may suspend a disabled student (as identified by IDEA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days constitutes a "change in placement" for which procedural safeguards must be implemented.

Before implementing a suspension of a disabled student for more than ten (10) consecutive school days, the school district must provide the same due process protection given non-disabled students, and must take the following steps:

1) Notify the student's parent or guardian in writing of proposed change in placement; and,

2) Convene an MDR/IEPT to determine:

   a) Did the disability cause, or have a direct and substantial relationship to, the misconduct?

   b) Did the District's failure to implement the IEP cause the misconduct?

3) If the answers to both questions are NO, a suspension of more than ten (10) days may be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be provided.

4) At the completion of the student's first MDR of the school year, a student's total points *may* be rolled back to zero (0) points.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the "stay put" policy allowing the student to remain in the present program. *The District will follow IDEA 2004 mandates.*

Rights and Responsibilities

The Eastpointe Board of Education recognizes the following: The primary intent of society in establishing the public schools is to provide an opportunity for learning. That the students have full rights of citizenship as delineated in the United States Constitution and its amendments. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.

Education is one of these citizenship rights. A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about. The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those enjoying the rights of citizenship is to respect the laws of the community.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility of maintaining and facilitating the educational program. The administration is authorized by statute to suspend students for cause.

The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties. Nothing in this statement of student rights shall be held to limit the due process rights of educators or non-certified school employees nor their use of the recognized or established District grievance procedure.

Conduct which supports the educational process is encouraged and supported. Any action, conduct or attitude, whatsoever, which is disruptive or which tends to impede the orderly conduct of school routine or the learning process, or adversely affects the safety, health and welfare of other students, shall be considered grounds for disciplinary action.

Citizenship
Students are expected to exhibit behaviors of good citizens, be responsible for their own behavior and possessions, and respectful of others' behavior and possessions.

Corridor Passes/Regulations
In an effort to protect the learning environment, students are only allowed in the hallways during passing times, unless they have an appropriate pass. Passes are issued by administrators, teachers, or other staff members for legitimate purposes.

Dances
Eastpointe High School dances are for the students of Eastpointe High School only. Eastpointe High School students can sponsor a guest to attend these events. **Guests must be under 21 years of age**. All guests must be sponsored by a high school student, have an approved guest pass, and must follow all high school rules. The guest must enter with the sponsoring student with the sponsoring student assuming responsibility for the conduct of the guest. No middle school students may attend a high school dance for any reason. No guest pass will be issued at the door. School/Picture ID is required for all who attend. This includes Eastpointe High School students as well as guests.

Harassment
The School District considers discriminatory harassment based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability to be a major offense.

Hazing
Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership, in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extracurricular activities
- Conference with parent(s)/guardian(s)
- Suspension issued according to the discipline point system
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the District

Bullying
Bullying is a form of harassment: For purposes of this policy, “bullying” is defined as “The repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.” It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited by law. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their counselor. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook,

including but not limited to, suspension and expulsion consistent with the school and district's discipline policy.

Inappropriate Affection
Public displays of affection are not permitted in school or at school events/activities. Inappropriate affection is determined by the administration.

School Property
Students who enter a school building illegally at any time, either by breaking in, using an unauthorized key, or otherwise entering at a time when the building is closed to students, who are not accompanied by an authorized person, may be subject to suspension or expulsion from school. Furthermore, the parents of students involved will be held accountable for any damage to school property from this entry in accordance with State Statutory Laws.
Students may not enter the building prior to 7:40 a.m. and students must leave the school building within 10 minutes after the end of the day if not involved in a supervised activity. Students must leave school property immediately upon exiting the building. Failure to leave the building or property at the designated time may result in a suspension from school. (City of Eastpointe Ordinance 670.07. No person shall loiter or remain upon any school grounds or in any school building, whether public, private or parochial, before or after normal school hours, or on days when school is not in session.) Please make transportation arrangements prior to coming to school.

Sexual Harassment Policy
Sexual harassment of students by other students or by employees of the Eastpointe Community Schools is unlawful under both Michigan and Federal law and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment of students. It is the policy of the Eastpointe Community Schools that all contact between students, teachers, and other adult employees of this district be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable learning environment.

Sexual harassment includes but is not limited to making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by the Eastpointe Community Schools, by a fellow student, or by a member of the public, the student should immediately report this concern to a building administrator, counselor, teacher, or directly to the Assistant Superintendent of Schools.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by the District. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if the perpetrator is a student or termination from employment if the person is an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this District is required by law to report any type of child abuse to the Family Independence Agency.

Sexual harassment, may include, but is not limited to the following:
- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Indecent exposure
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Smoking/Tobacco
The Eastpointe Board of Education considers tobacco a drug. Possession or use of tobacco for any purpose is subject to the point system.

Substance Abuse

The Board prohibits the use, possession, or concealment of any drug at any time on District property or at any District-related event. Distribution of any drug shall receive an automatic suspension from school pending a long term/expulsion hearing before the Eastpointe Board of Education.

NOTE: Repeated violations of this and/or drug or alcohol involvement will result in a recommendation to the Board of Education for immediate expulsion for one school year.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered, an uncontrolled substance that the person represents to be a controlled substance, or represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute or use a substance as a controlled substance.
2. Possession of drug paraphernalia (i.e. pipes, lighters, cigarette wrapping papers, roach clips, or other paraphernalia) on school property by students is prohibited.
3. Transfer or sale of any drug (prescription, over the counter, illegal) on school property is against school policy.
4. Malt beverages labeled as "non-alcoholic" may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school property or at a school-sponsored event is inappropriate conduct and will be subject to disciplinary action under the student code of conduct.

Violence (Threats, Assaults, Fights, etc.)

Violence of any type will not be tolerated whether it be directed by a student to another student, or student to an adult. Threatening behavior consisting of any words or deeds that intimidate or cause anxiety concerning a person's physical and/or psychological well-being is strictly forbidden. Any person who is found to have threatened another will be subject to discipline and/or reported to the authorities.

Any student who commits a threat against another student is subject to discipline. Any student who commits a physical assault against another student may be suspended or expelled for up to 180 days per Board of Education Policy #8320.

A verbal threat of assault against another student, even though the physical assault does not occur on school property, is considered to be premeditated.

Any student who commits a threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District may be recommended to the superintendent for expulsion.

Search & Seizure Guidelines

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, and motor vehicles on school property under the circumstances below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent and without a search warrant.

A student's person and/or personal effects (purse, backpack, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

A student's failure to permit searches and seizures as provided in this document will be considered grounds for disciplinary action. If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for disposition.

Video Monitoring System

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

Due Process Rights of Students and Their Parents

Students and their parents are to be advised of any charges against the student and who is making them. The

principal or designee shall be responsible for assuring that *due process* is provided for students and their parents. The principal or designee shall give the student an opportunity to be heard and to present his/her view of an occurrence. When the decision has been made by the official to suspend the student, the student and parents/guardians are to be notified as to the cause, length of the specific disciplinary action, and conditions to be met before the student may be re-instated.

A long-term suspension or expulsion of a student must be approved by the Superintendent and/or the Board of Education. In such cases, the principal or designee must give the parents written notice of the intention to suspend or expel and the reasons as well as the date when such action is scheduled to be heard by the Superintendent or the Board of Education. They must be provided with a summary of the facts and a list of witnesses who may appear at the hearing. Parents have the right to request an open or closed hearing with the Superintendent and/or the Board of Education.

Civil Rights of Minors

1. Freedom of Speech and Assembly
    a. Students are entitled to verbally express their personal opinions. Such verbal opinion shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
    b. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

2. Freedom to Publish
    a. Students are entitled to express, in writing, their personal opinions. The distribution of content may not interfere with or disrupt the educational process. Such written expressions must be signed by the author(s).
    b. Students who edit, publish, or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
    c. Libel, obscenity, and personal attacks are prohibited in all publications.
    d. Unauthorized commercial solicitation will not be allowed on school property at any time.
    e. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political organization/candidate is prohibited.

Criminal Acts Defined - The State of Michigan defines the following as crimes:

1. Arson - The intentional setting of fire.
2. Assault - Physical threats of violence to persons.
3. Bomb Threat - Students found violating this rule will result in a recommendation for suspension or expulsion for up to 180 days as recommended by law. Costs for evacuation, searches, salaries for extended hours, and loss of revenue will be referred to the courts for remuneration.
4. Burglary - Stealing of school or personal property.
5. Criminal Sexual Conduct - This crime is defined in PA510(1), Chapter 750.520.
6. Explosives - Explosives are not permitted on school property or at school-sponsored events.
7. Extortion, Blackmail or Coercion - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
8. Forgery - The false alteration of signatures or fraudulent writing of school passes, papers, etc., is not permitted.
9. Gambling - Gambling for money or other valuable items is not permitted in or around school property.
10. Larceny - Theft.
11. Malicious mischief - Property damage.
12. Profanity - Use of profane language or gestures directed toward a school employee, or another student.
13. Robbery - Stealing from an individual by force or threat of force.
14. Sale, use or possession of alcoholic beverages or illegal drugs. The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian. The school officials shall adhere to District Discipline Procedure.
15. Trespassing-Being present in an unauthorized place/refusing to leave when ordered to do so.
16. Unlawful interference with school authorities - Interfering with administrators or teachers by force or violence.
17. Unlawful intimidation of school authorities - Interfering with administrators or teachers by intimidation with threat of force or violence.
18. Weapons are prohibited on school property or at school sponsored events. Possession of a weapon (or any object replicating a weapon) which is life threatening to another student or staff member will result in immediate suspension and police involvement. If a non-weapon is portrayed as a weapon, this policy applies. State law requires that students be expelled from school for 180 days if found with a weapon.
    a. Weapons may include firearms, explosives (including firecrackers), knives, brass knuckles, electrical shocking devices, mace-like sprays, or any other object deemed to be potentially dangerous by school

authorities.

b. Replicas of firearms or other weapons shall be considered to be weapons under the intent of this school regulation.

c. All such objects shall be confiscated by school authorities and not returned.

The commission of, or participation in, above activities or other criminal acts in school buildings, on school property or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

A SAFE ENVIRONMENT

Snap Suspension

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class effectively, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time the student's infraction unless otherwise permitted by the teacher who ordered the suspension. The teacher must contact the student's parent/guardian to inform them of the behavior and consequence.

Statement of Principles

The following basic principles will guide disciplinary action:

1. The welfare of the student body as a whole shall be a matter of primary concern.
2. The welfare and proper development of the offending student shall be determined to be of high importance. The creation and maintenance of a high standard of discipline within the school system is declared to be essential to the proper operation of the school and to the effectiveness of teaching procedure.
3. The creation and maintenance of a high standard of discipline within the school system is declared to be essential to the proper operation of the school and to the effectiveness of teaching procedure.
4. Protection of persons and property and the preservation of order may, at times, require summary corrective or protective measures.

Disciplinary procedures will be utilized for violations of the student code of conduct. In each offense, effort shall be made for action to be commensurate with the nature of the offense and surrounding circumstances.

Administrative Disciplinary Action

Administration will become involved in student discipline when efforts of the classroom teacher and Resolution Staff have not been successful. In such cases, contact with the parent/guardian may be made by the principal, assistant principal, or counselor. Serious offenses will be handled by an administrator using one of the following means: detention, probation, suspension, and expulsion.

Suspension

The principal, assistant principal, or designee has the authority to suspend a student for disciplinary reasons for up to ten days without a formal hearing. The principal or designee shall be responsible for assuring that the student is advised of the charges against him/her and who is making them. The principal or designee shall give the student an opportunity to be heard and to present his/her view of the occurrence.

When the decision has been made by the official to suspend the student, the student and parents are to be notified as to the cause, length of the suspension, and conditions to be met before the student may be reinstated. The suspension shall be for a definite time or until a specified requirement is met. Renewals of the short term suspension may be authorized when this is appropriate, when the student is to have certain examinations. The principal, assistant principal or designee shall maintain a record of suspension.

NOTE: During the suspension period, the student is suspended from attending and/or participating in any school district sponsored activity. Students are responsible for getting make-up work from their teachers upon return from suspension. The time allowed for make-up work is equal to the number of days of the suspension.

1. **At Home Suspension:** A student may be suspended from the building and school grounds for up to ten school days for disciplinary reasons.

2. **In School Support Room:** A student may be removed from the classroom but still provided with instruction support in the ISS Room. This may be for an individual class or an extended number of days, until the student and staff are able to successfully mediate/resolve the issue.

3. Long Term Suspension: Long term suspension of more than ten days may be recommended by the building administration and approved by the superintendent, designee or the Board of Education. Long term suspension may be recommended for offenses such as verbal harassment of any type, physical assault against another student, or repeated discipline problems. Students are responsible for their behavior during the school day, at school events, on school property, and on their way to and from school.

Expulsion (Exclusion or Removal from Enrollment in the School District)

For offenses including but not limited to possession of weapons on school grounds, assault of a staff member, or making a bomb threat, suspension or expulsion for up to 180 days is mandated by Michigan Law (MCL 380.1311). A recommendation for suspension or expulsion must be made by the administration and approved by the Superintendent or the Board of Education. During the period of suspension or expulsion, the student may not be on any school properties. Students may not attend or participate in school events.

The student being considered for expulsion may or may not be on suspension pending a hearing. The principal shall conduct a study of the student's problem and advise the parents of the results. The principal shall give written notice to the student and parent(s) that expulsion has been recommended by registered mail, return receipt requested.

The Superintendent, or his/her designee, shall schedule a hearing before the Board of Education and shall inform the student and his parents in writing of the date and time of the hearing, the cause, and the witnesses concerned. The parents and the student will be advised of their right to have an open or closed hearing and to have counsel present.

The Superintendent or his/her designee shall conduct the hearing. The hearing shall be private unless the student and/or his parents request a public hearing. An opportunity shall be provided for both sides to be heard in detail. The Superintendent or his designee shall supply the student, parents, and the principal with a written report of the findings of the hearing and the action of the Board of Education.

STUDENT SERVICES

Counseling / Guidance Program

Guidance counselors work with teachers to provide support and assistance to students so that all children can be successful in their academic and social endeavors. Students with problems ranging from academic failure, personal adjustment and emotional concerns can be referred to the guidance counselor. If necessary, counselors will refer students to the school social worker, psychologist, nurse, or to the appropriate community agency.

Guidance counselors schedule new students, make schedule changes, monitor graduation requirements, and discuss career and course selections with students and their parents. Guidance counselors interpret standardized test results to individuals and to students and/or their parents in group settings. Special needs students may seek assistance with career and technical education concerns through their assigned counselor.

Eastpointe High School invites students and their families to become acquainted with the guidance counselors and to learn about all of the counseling services available. Eastpointe High School has four full-time counselors. Students are urged to get acquainted with their counselor as soon as possible. Counseling offices are located near the Gratiot entrance.

Students may schedule appointments by signing up on their counselor’s clipboard in the counseling department. Those who stop in without an appointment must have a signed pass from the sending teacher. Parents are encouraged to contact or schedule an appointment with their student's counselor if they have questions or concerns about their child's program.

Mandated Reporters

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

Counseling Assignments:

Students are assigned counselors in a systematic manner as indicated below:

Michelle VanVallis	Counselor (A-F)	ext. 36451
Howard Weiner	Counselor (G-M)	ext. 36453
Rebecca Ceresa	Counselor (N-Z)	ext. 36452
Susan Hamden	Social Worker	ext. 36455
Sarah Rabaut	Teacher Consultant	ext. 36454

Deliveries

Items will not be delivered to students in their classrooms. They will be housed in the office for pick up at the end of the day**. Delivery of gifts, flowers and/or balloons is strongly discouraged**. **Please note that latex products are prohibited due to latex allergies.**

Homebound Teaching

The homebound program provides continuing school instruction at home for students who are unable to attend school because of physical illness or disability. Requests for home teaching may be made through the student's counselor. Forms may be filed in advance to expedite the arrangements for services if hospitalization or other circumstances are known in advance.

Library / Media Center

Students may use the Library/Media area with their classes or with a library pass signed by the teacher they have for that hour. Books may be checked out of the library for two weeks and magazines for one week. These materials may be renewed. Students will be asked to present EHS ID cards in order to check out materials. Students are encouraged to use all materials in the Library/Media area, and are asked to return them as soon as possible so others can use them. Grades and/or schedules may be withheld if materials are not returned and fines are not paid.

Media Release Form

Eastpointe Community Schools Board of Education policy governs media relations, which affect students. News media representatives are required to report to the principal's office prior to interviewing students.

The school district is occasionally asked if pictures of students may be used in relation to a news media article about programs of the district. In most cases, a media release form is used to request parental permission to include a student's picture. Any time a parent chooses to exclude a student from participating in media interviews, the parent must notify the building principal in writing.

Shamrock Shoppe

The Shamrock Shoppe is the school store. It is open Monday through Friday. Students who take the two-hour marketing class have the opportunity to work in this student-operated store. Some items for sale include Eastpointe imprinted clothing, school supplies, cards and gifts. Stop by and check it out or visit our website at www.eastpointe.org to make online purchases.

Social Worker

A social worker is available to students who need help with personal or family problems. Referrals may be made through any teacher, counselor, or administrator.

Speech Therapy

Speech therapy is provided during the regular school day for any student whose speech interferes with communication. Any student who is concerned about his/her speech may make an appointment with their counselor for a possible referral.

Work Permits

Work permits may be obtained in the Counseling Office..

Yearbook / Yearbook Photographs

Any student who wishes her/his picture to appear in the yearbook must be photographed by the official photographer. Freshman, Sophomore, and Junior pictures are used for both ID and yearbook. Underclassmen may purchase a photo package if they wish. Parents need not purchase the picture packets for the student's picture to appear in the yearbook.

Seniors must be photographed by the official photographer if they wish to appear in the class composite picture. Seniors may purchase packages from any photographer they wish. Students who fail to have a picture taken, or who fail to deliver it to the yearbook staff by the deadline, will not appear in the yearbook.

Emergency Cards
For the safety of all students, administration asks parents to complete an emergency card. It is critical that essential and up-to-date information be provided to the school by the parent/guardian. Students can only be released to a parent/guardian or responsible adult designated on the emergency card. Please notify the school if emergency information changes during the school year.

Communicable/Infectious Diseases
In compliance with the Macomb County Health Department guidelines, a student cannot attend school when a communicable or infectious disease is suspected. A child with symptoms of a communicable disease will be excluded from school until a note from a physician states that the student may return to school. Because prompt action may prevent a serious outbreak, it is important that an absence report be made by the parent/guardian to the school regarding an infectious disease that has been diagnosed by a physician. The counselor should also be alerted for an illness that will cause an extended absence.

Medication
Whenever possible, medications for students should be administered by a parent/guardian at home. As a service to the family, the superintendent has established procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary.

Prescription medication may be administered to a student on a regular basis during the school day when the parent/guardian and physician sign a Medication Control Form. **In the event that a student is found possessing prescription medication without the necessary signed Medication Control Form, the student may face disciplinary action.**

Prescription medication used for relief or prevention of asthma symptoms, diabetes management, and medication necessary for a medical emergency are the **only prescription medications** approved for self-possession.
In the event that a student is found to be irresponsible in the self-administration procedures, he/she will lose the privilege of self-possession, and may face disciplinary action.

The procedure for administering **non-prescription or over-the counter** medication is similar for prescription medication, except that a Medication Control Form, with written instructions authorizing administration of the medication, is submitted by the parent/guardian. Students in Grades 9-12 may self-possess Tylenol and Advil over the counter, **non-prescription,** medication when the parent/guardian provides written permission on the emergency card.

Prescription medication should be delivered with the appropriate form by the parent/guardian and left in the main office. Medication should be in a pharmacy container and clearly identified with the student's name. Medication delivered in envelopes or a plastic bag with will not be accepted. Prescription and Non-Prescription Medication Forms need to be renewed on a yearly basis and may be obtained from the counseling office.

Immunization
Proof of immunization is required at the time of registration in the school district. Students transferring to Eastpointe Community Schools from out-of-district schools must present, at the time of registration, or not later than the first day of school, proof of immunization. A student who remains non-compliant with the required immunizations will be excluded from school per State law until the requirements have been met. **If you have questions regarding the immunization requirements, please call the Attendance Office at 568-533-3700, Ext. 36426.**

SAFETY
The building Emergency Management Plan and Crisis Response Manual has specific instructions for each type of emergency. Parents may review this manual.

Accidents
Any student injured during school hours or while participating in school sponsored activities, including athletics must report the injury to an instructor or to the office immediately. An accident report is filled out and parents are notified. If the injury requires professional medical attention, the parent will be asked to pick the child up at school or at a medical facility. In rare instances when a child must be transported by ambulance to a hospital, a school official will accompany the student until a parent appears at the hospital. The hospital must have prior parent approval before treating a minor.

Emergency Drills
Six fire drills are required per year. When the fire alarm sounds, students will stop work immediately and move along a predetermined path to the outside of the building. Teachers and students will move away from the building as quickly as possible so as not to block the exits for others who are evacuating the building. Students are to avoid pushing and running, but move quickly and quietly. Teachers are to take attendance when they reach their designated area. Teachers and students will remain outside and away from the building until the all clear signal sounds. For tornado drills and other emergency drills, students are to go to the predetermined areas, be quiet as possible in order to hear specific directions, and behave in an orderly manner. (The Emergency Management Plan has specific instructions and details.)

School Closing (Weather, Other Emergencies)
In the event of inclement weather, listen to local radio and television stations for a list of school closings. The school district's telephone must be open for emergencies, so please do not call the school to obtain this information.

In case of emergency...
1. Be sure your child knows where to go if you are not home.
2. Impress on your child the importance of getting home as quickly as possible.
3. Do not endanger the lives of others by:
   - telephoning the school which could interfere with important communication.
   - driving your car to school and causing traffic congestion; walking toward school to meet your child is safer.
   - asking to remove your student at the time of an emergency, i.e. tornado warning.

4. In the case of an early school dismissal, students go straight home or to the place directed on their emergency cards.

ATHLETICS
Athletics can play an important role in rounding out the education of a high school student. In addition to developing physical skills, athletics encourages goal setting, organizational and time management habits along with sportsmanship.

Athletic Code of Conduct
Students are not required to take part in any extracurricular contest or activity. The primary purpose of the athletic program is to promote the physical, mental, social, emotional, and moral well being of the participants. As recognized representatives of their school, student athletes are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus. Participation in interscholastic athletics in the Eastpointe Schools is a privilege and an honor, and the coaches, athletic director, and administration have the authority to revoke, suspend, or limit that privilege when the conduct of a student athlete brings disrepute to the School District or violates this Code of Conduct.

The School District recognizes that students and coaches are concerned with reasonable rules that are initiated for the purpose of a healthful and orderly environment in which to conduct their sport. Therefore, all participants in extracurricular athletics, regardless of their team level, are expected to follow this Code of Conduct, applicable MHSAA rules, and the rules governing each particular sport.

Student athletes are also governed by the policies of the Board of Education and must follow the Eastpointe School District "Student Code of Conduct" guidelines.

I. General Rules

A. Athletes are expected to display sportsmanship towards opponents, teammates, coaches, officials, and spectators. Use of profanity, abusive language, obscene gestures, or loss of self-control could result in the removal of the offender for the remainder of the contest and possibly the next scheduled contest. If this conduct continues, the Athlete may be suspended from athletic competition. Student/athletes evicted from any athletic contest are subject to penalties as imposed by the MHSAA. The student/athlete is also subject to further penalties deemed appropriate by the Eastpointe High School Administration. These penalties may exceed those penalties as imposed by the MHSAA.

B. Each athlete is responsible for all equipment issued to him/her by the Athletic Department and must return this equipment upon completion of the season. If this rule is violated, suspension from further athletic competition will be in order until equipment is satisfactorily returned and/or satisfactory monetary reimbursement is made to the Athletic Department.

C. Any athlete who makes (joins) an athletic team, and thereafter terminates his or her membership, for any reason, may not join another sport team during that same season without written clearance from the original coach. Such player must participate in two weeks of practice with the new team before being allowed to compete.

D. Hazing or initiation of any member of an athletic team is in violation of school policy. Any athlete guilty of performing initiation rites or hazing another athlete(s) will be disciplined on the first offense by being held out of 2 competitions for all sports except football in which the athlete(s) will be held out of 1 competition. The athlete(s) will also be punished according to school policy. During the period of time the athlete(s) is being held out of competition it will be mandatory for such athlete(s) to attend practices on a regular basis. Athletic policy will be enforced at the conclusion of the school-enforced policy, not in concurrence. Any athlete(s) guilty of hazing or performing initiation rites a second time during their tenure as an athlete at Eastpointe High School will immediately be removed from the athletic program for the remainder of the season plus one additional sport season. Such athlete(s) will also be punished according to school policy and will not be eligible for any post-season awards. Hazing includes, but is not limited to, any willful act done by a student, either individually or with others, to another student for the purposes of subjecting that student to indignity, intimidation, physical abuse or threats of abuse, social or other exclusion, shame or disgrace.

II. Eligibility Rules

Eastpointe High School is a member of the Michigan High School Athletic Association and therefore must follow its rules and regulations concerning eligibility, transfer, physical examinations, seasons of competition, awards, and limited team memberships.

The Eastpointe Board of Education encourages participation in interscholastic athletics as being beneficial to the health and well-being of its student body. However, such programs are of an extracurricular nature; reserved for those who make satisfactory academic progress in the classroom and maintain reasonable standards of behavior and citizenship. This policy shall apply to all Varsity, Junior Varsity, and 7th Grade / 8th Grade teams, including Sideline Cheerleading.

III. Academic Eligibility

The Michigan High School Athletic Association (MHSAA) requires that student athletes pass at least 66% classes in the previous semester as a minimum requirement. If the athletic director, coach or parents deem it necessary, a weekly academic progress report will be required for such athlete to remain eligible on a week by week basis. Coaches are encouraged to have athletes circulate weekly progress reports and address those student athletes that show low grades in all or some of their classes.

In addition, student athletes' grades are computer checked every five weeks. Any student not passing at least three classes is ineligible until one week (Monday through Sunday) has passed and a new check reveals that he/she is passing at least three classes.

IV. Citizenship Eligibility

Any student who has received ten (10) or more discipline points at the beginning of the season will be ineligible for participation. Any student receiving ten (10) or more discipline points during the course of school year, regardless of point rollbacks, will be removed from the team of which they are a member.

V. Attendance

A. Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after school activity he or she must be present in school for half of an academic day. Only an Act of God or an emergency accepted by the athletic office will be allowable as a deviation from this rule. If the activity is to be held on Saturday, then the student must be in attendance in school on the preceding Friday.

B. Any athlete missing more than 3 consecutively scheduled practices and/or games will be required to make up the practice/game time missed. The athlete involved must make up a day for a day-missed beginning with the 4th consecutive missed day. This policy includes all scheduled games and practices, i.e., an athlete misses 5 consecutive days because of an illness; on the 4th day of the illness the athlete misses a game and on the 5th day misses a practice; when the athlete returns to the team he or she must participate in 2 days of practice before being allowed to compete in an event.

VI. Transportation

During weekday competitions, students must use school provided transportation for all away competitions. If parents want to pick up their student, they must submit a note to this effect in advance to the athletic office. Only the parents of the athlete may drive the athlete to or from an athletic contest. No school transportation will be provided for weekend competitions. Weekend transportation will be the responsibility of the student to arrange with a licensed driver.

VII. Drugs and Alcohol

During the season of practice and competition, a student athlete shall not:

(1) use tobacco or be in the possession of tobacco including smokeless tobacco,
(2) use or have in possession a beverage containing alcohol,
(3) use or have possession of, buy, sell, or give away any controlled or look-alike substance, including anabolic steroids or other performance enhancing drugs as listed by the NCAA. Being an athlete in the Eastpointe Community School System is a commitment that goes beyond the confines of the school campus. Smoking, chewing of tobacco, drinking of alcoholic beverages, and drug use have been proven scientifically to be detrimental to athletic performance, and in most instances are considered illegal conduct for persons under certain ages.

Therefore, athletes are expected to adhere to these rules and regulations at all times, whether on or off campus. Failure to do so may result in disciplinary action in accordance with these rules.

Moreover, any conduct deemed detrimental to the Eastpointe Community School System or its athletic program constitutes grounds for disciplinary action. Therefore, any athlete who finds himself/herself in the company of persons who are in possession of, using, selling, or under the influence of alcohol or controlled substances is expected to part company with such persons and not associate with them while such conduct is occurring. Failure to do so may result in disciplinary action.

A: **Failure to Comply**

1. If the student athlete turns him or herself in to the coach or an administrator, the athlete may be removed from the team or helped while on the team and given appropriate counseling. Such help may involve parents, administration, and treatment of the condition. When a suitable solution is reached and is being pursued, the student athlete may be permitted to continue in the current athletic program.

2. If there is confirmation of a violation and the student athlete has not volunteered the information, the athlete will not be allowed to participate in athletics for minimum of the next (2) athletic events or two weeks of a season, whichever is greater. The student athlete may not practice until reinstated on the team. In order to be reinstated on the team the athlete must:
   (a) Participate in a follow-up conference with the athlete's parent(s), coach, athletic director, and administrator.
   (b) Participate in a mandatory substance abuse workshop if the violation is for alcohol or other substance use.
3. A second violation will cause the athlete to be dismissed from the team and to be excluded from all athletic participation for the remainder of the sport season. In order for the student athlete to compete in another sport, the parent and student must show evidence that the student has undergone professional assessment for chemical dependency at an approved agency and has made progress satisfactory to the student athlete's coach, athletic director, and administrator.
4. A third violation will result in the exclusion of the athlete for all athletic activities for the remainder of the current school year.

VIII. Criminal Conduct

Athletes in the Eastpointe Community School System shall not engage in any criminal conduct. Such conduct is injurious to the proper operation and general welfare of the School District, its athletic program, students, property, and staff.

Criminal conduct is defined by state law, local ordinances, and other regulations, which have the force and effect of law. Violation of this section shall include:

A. Engaging in any activity that results in the athlete being charged with a criminal offense, whether a felony or misdemeanor, that occurs either on or off campus.
B. Engaging in illegal activity or dangerous driving on school property, regardless of whether any criminal charges filed or prosecuted.
C. Conviction of, or plea of guilty or no contest to, a criminal offense.
D. Serving a sentence or being placed on probation for a criminal offense.
E. Association or involvement with individuals during their commission of a criminal act.
F. Participation in, or pretending or attempting to participate in, a gang or gang-related activities.
G. Engaging in any of the following activities on school property: acts of physical violence, illegal possession of a controlled substance or imitation controlled substance or other intoxicant, trespassing, and property crimes including, but not limited to, theft and vandalism.

A violation of this section may result in suspension or expulsion from the athletic program. Alternative or additional restrictions may be imposed if, in the discretion of the administration, they are necessary or desirable for purposes of protecting the safety and welfare of other persons or school property. All court orders regarding bond conditions or no contact provisions must be followed, and the administration may impose rules to affect such orders.

In the discretion of the administration, an athlete may be suspended from participation in the athletic program pending the outcome of a criminal charge.

IX. Other Violations

Conduct not covered above, but which may still result in dismissal from athletics on a temporary or permanent basis, includes:

- Violations of the Student/Parent Handbook.
- Insubordination
- Vandalism
- Falsifying excuses or records.
- Conduct injurious to the proper operation and conduct of the schools.
- Travel and attendance infractions.
- Team rule infractions.
- Conduct injurious to the proper discipline and general welfare of the school district, students, property, and staff.
- Participation in activities which bring disrepute to the School District and/or which are malicious, mischievous, or otherwise lacking in redeeming social value.

Disciplinary action will be based on the severity of the infraction as determined by the responsible administrator.

The above violations are not considered to be a complete list. Any conduct deemed detrimental to the Eastpointe Community Schools or its athletic program is grounds for disciplinary action. Disciplinary action may be taken whether or not legal proceedings or action are pursued outside of school district authority.

X. Athletic Appeal Board

Participation in athletics is a privilege and not a right. Nevertheless, the student/athlete will be offered an opportunity to appeal his or her disciplinary action if desired. To do this, the student/athlete must make his/her request, in writing, to the Athletic Director. This request must be received by said office not later than seven days (one calendar week) from the day of the disciplinary action.

The appeal board will consist of:

(a) Administrator
(b) Counselor
(c) Athlete's Coach
(d) Additional Coach

(e) Athletic Director

The student athlete shall be entitled only to rudimentary due process, as that term is understood in the legal community. The athlete may be represented by a parent or other person who may speak on his or her behalf, and may present evidence and testimony as desired. The appeal board may set procedural rules during the appeal hearing.

DIRECTIONS TO MACOMB AREA CONFERENCE (MAC) SCHOOLS

For your information: www.hsmaps.com is a site that will link you to maps for Michigan High Schools and www.highschoolsports.net offers a complete list of athletic dates/times and locations.

Anchor Bay HS 6319 County Line Rd., Fair Haven 586-648-2528
I-94 east to 26 Mile Rd. (Exit 248). Turn right on 26 Mile to County Line Rd. Turn right on County Line Rd. The school will be on your left.

Anchor Bay Middle School North 52801 Ashley, New Baltimore 586-725-7373
I-94 north to Richmond/New Haven exit. Make a right when you exit onto Washington. Take Washington 2.5 miles to Light House Elementary and make a left into driveway. Follow drive to middle school.

Anchor Bay Middle School South 48650 Sugarbush, New Baltimore, 586-949-4510
I-94 to 21 Mile Rd. Turn right (east) on 21 Mile to Sugarbush. Turn left on Sugarbush.

Center Line HS 26300 Arsenal, Center Line, 586-510-2103
9 or 10 Mile Rd. west to Van Dyke. Turn right or north on Van Dyke. Turn right on Virginia Park. (between 10 Mile and 11 Mile)

Chatterton Middle School 24333 Ryan, Warren, 586-757-6650
Nine Mile to Ryan and turn right. School is on west side of Ryan between 9 and 10 Mile Rds.

Chippewa Valley HS 18300 19 Mile, Clinton Twp., 586-723-2400
I-94 east to Hall Rd. (M-59). Exit west to Romeo Plank Rd. Turn left (south) on Romeo Plank Rd. Go about one mile. CVHS on corner of 19 Mile and Romeo Plank Rd.

Clintondale HS 35200 Little Mack, 586-791-6300
I-94 east to Gratiot exit. Gratiot to 15 Mile Rd. West on 15 Mile Rd. to Little Mack. CHS is located on the corner.

Cousino (Warren) HS 30333 Hoover, 586-698-4585. I-94 to I-696. Go to Hoover exit. Turn right (north). Cousino is 2 blocks south of 13 Mile on Hoover.

Dakota HS 21051 21 Mile Rd., Macomb, 586-723-2805

I-94 to exit 21 Mile Rd. Go west. School is located between Card Rd. and Heydenreich.

Davis Jr. High 11311 Plumbrook, Sterling Hgts., 586-797-2700
Gratiot north to Utica Rd. and turn left. Go to Metropolitan Parkway (16 Mile) and turn left to Dodge Park. Turn right on Dodge Park Rd. and go to Plumbrook and turn left. School is on north side.

Eastland Jr. High 18700 Frank, Roseville 586-445-5702
Gratiot north to Common Rd. Go west on Common a short block to Park and turn right. Turn right on Frank.

Eisenhower HS 6500 25 Mile Rd., Shelby Twp. 586-797-1308
I-94 East to I-696 to Van Dyke exit. Go north on Van Dyke to 25 Mile Rd. Turn left (west) on 25 Mile. EHS is between Van Dyke and Mound.

Fitzgerald HS 23200 Ryan, Warren, 586-757-7072
9 Mile Rd west to Ryan. FHS on corner of 9 Mile and Ryan.

Fraser HS 34270 Garfield Rd., Fraser 586-879-2314
I-94 east to 12 Mile Rd. Go west on 12 Mile to Utica Rd. Continue on Utica Rd. north past 13 Mile Rd. to Garfield Rd. (fork in road) Go right. FHS is on the east side of Garfield north of 14 Mile Rd.

Grosse Pte. North HS 707 Vernier, Gr Pte Woods, 313-432-3216
I-94 to Vernier. Left on Vernier. GPNHS is between Mack and Jefferson, and the school is set back from road at end of long driveway.

Grosse Pte. South HS 11 Grosse Pte. Blvd, 313-432-3541
I-94 to Moross. Turn left on Moross to Grosse Pte. Blvd. Turn right on Grosse Pte. Blvd. GPSHS is on corner of Fisher & Grosse Pte. Blvd.

Henry Ford II HS 11911 Clinton River Rd., 586-797-1600
I-94 to 12 Mile Rd. Take 12 Mile to Utica Rd. Take Utica past Metro Pkwy (16 Mile Rd.) to Schoenherr Rd. Go right (north) on Schoenherr to Clinton Riv. Rd. Turn left (west) on Clinton Riv. Rd. Approx 1 mile to HS.

Heritage Jr. High 37400 Dodge Park Rd., Sterling Hgts 586-797-3100
Gratiot north to Utica Rd. and turn left. Go to Metropolitan Parkway (16 Mile) and turn left to Dodge Park. Turn right on Dodge Park Rd. School is on right

Jeannette Jr. High 40400 Gulliver , Sterling. Hgts. 586-797-3300
Van Dyke north to 18 Mile Rd. and turn left and go to Gulliver (Gulliver is west of Ryan) Turn left on Gulliver.

L'Anse Creuse HS 38495 L'Anse Creuse, 586-783-6400
I-94 east to Metro Pkwy exit. Turn right on Metro to Crocker Blvd. Left on Crocker to Reimhold. Turn right to LCHS.

L'Anse Creuse North HS 23700 21 Mile Rd., 586-493-5270
I-94 east to 21 Mile Rd. Turn left (west) on 21 Mile. Cross over Gratiot - approximately 1 mile. The driveway for LCNHS is on south side of 21 Mile.

Lake Shore HS 22980 13 Mile Rd., St. Clair Shores, 586-285-8920
Jefferson to 13 Mile Rd. Left (west) one block. LSHS is between Harper and Jefferson.

Lakeview HS 21100 11 Mile Rd., St. Clair Shores, 586-445-4070
Harper Rd. to 11 Mile Rd. LHS is on corner of 11 Mile and Harper.

Lamphere HS 610 W. 13 Mile Rd., Madison Hgts., 248-589-3943
Take I-696 west to Dequindre exit. Go north on Dequindre to 13 Mile Rd. Turn left on 13 Mile Rd. Lamphere's just west of John R on the north side.

Lincoln HS 22900 Federal, Warren, 586-758-8314
9 Mile Rd west to Federal (before Van Dyke). Turn left on Federal.

Madison HS 915 E. 11 Mile Rd., Madison Hgts., 248-548-1800
Take I-696 west to the 11 Mile/Dequindre exit. Stay to the right and follow the service drive past Dequindre. Madison will be on the north side.

Malow Jr. High 6400 25 Mile Rd., Shelby Twp. 586-797-3500
Van Dyke north to 25 Mile Rd. and turn left. Malow is next to Eisenhower High.

Marine City HS 1085 Ward Street, Marine City, 810-676-1916
I-94 to 26 Mile Rd. Right on 26 Mile for approximately 11 miles until it dead ends at King Rd. Turn right on King 1/4 mile to Ward St. For football - left on King Rd for 2 miles to Meisner. Right on Meisner 1/4 mile. Field on right.

Marysville HS 1325 Michigan Ave., Marysville, 810-455-6084
I-94 to Gratiot Rd. Right on Gratiot to Huron. Turn right on Huron to HS.

Mt. Clemens HS 155 Cass Avenue, Mt. Clemens, 586-461-3740
I-94 east to Gratiot exit. Follow Gratiot to downtown Mt. Clemens. Turn Left (west) on Cass. MCHS is on south side of Cass Ave.

New Haven HS 57700 Gratiot, New Haven, 586-749-5105
I-94 east to the New Haven exit (exit 247). Turn right on Gratiot and the New Haven High will be on the right.

Port Huron HS 2215 Court St., Port Huron, 810-984-2611
I-94 east to I-69 exit number 271. Stay to right and go to 24th St. and turn left.

Port Huron Northern HS 1799 Krafft Rd., Pt. Huron, 810-984-2671
I-94 east to end. (Turns into Pinegrove) Take Pinegrove approximately 2 miles to Krafft Rd. Turn right (east). School is on south side of Krafft.

Romeo HS 1091 W. 32 Mile Rd., Romeo, 586-752-0431
I-94 east to I-696 to Van Dyke. Go right (north) and take the Van Dyke Expressway to 32 Mile. Turn left. RHS on right, just outside of town.

Roseville HS 17855 Common Rd., Roseville, 586-445-5577
I-94 east to 12 Mile Rd. Left on 12 Mile to Utica Rd. Turn right on Utica to Common Rd. Right on Common Rd. to school.

Roseville Jr. High 16250 Martin Rd., Roseville 586-445-5600
Gratiot north to Martin Rd. Turn left and go to Barkman. School is on corner of Martin Rd. and Barkman.

South Lake HS 21900 9 Mile Rd., St. Clair Shores, 586-435-1440
On 9 Mile Rd. (South side) between Harper and Mack.

St. Clair HS 2200 Clinton Ave., St. Clair, 810-676-1700
I-94 to St. Clair. Turn right on Fred Moore highway for approximately 5 miles to Carney. Left on Carney 1 mile to Clinton. SCHS on corner of Clinton and Cox.

Sterling Heights HS 12901 15 Mile Rd., St. Hts, 586-698-4622
I-94 east to I-696 to Schoenherr exit. Turn right (north) to 15 Mile. Turn left on 15 Mile. Go approximately 1/4 mile. School on north side of 15 Mile.

Stevenson HS 39701 Dodge Park, Sterling Heights, 586-797-1950
I-94 east to 12 Mile Rd. to Utica Rd. Utica Rd. past Metro Pkwy. Go to Dodge Park. Turn left on Dodge Park. Go 1/4 mile to school.

Utica HS 47255 Shelby Rd., Utica, 586-797-2230
I-94 west to I-696 west to Van Dyke. Go right (north) on Van Dyke staying on Old Van Dyke to 21 Mile Rd. Turn left (west) on 21 Mile Rd. Go approximately 1/2 mile. School is at end of 21 Mile Rd. on Shelby Rd.

Warren Mott HS 3131 12 Mile Rd., 586-698-4577
I-94 east to I-696. Exit on Mound Rd. Go north to 12 Mile. Turn left (west) on 12 Mile. WMHS is on north side of 12 Mile between Ryan & Dequindre. Park in rear.

Warren Woods Tower HS 27900 Bunert, Warren, 586-439-4565
I-94 east to I-696 west to the Groesbeck exit. Take service drive to Bunert Rd. Turn right. Go north 1/2 mile to Martin Rd. School is on corner of Bunert & Martin.

NON-DISCRIMINATION POLICY
(Policy of Compliance with Federal Law)

The Eastpointe Community Schools support and adhere to the principles, rules, and regulations of Title IX of the Education Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Michigan Law. The School District of Eastpointe hereby notifies all employees, residents, and students that it does not discriminate on the basis of sex, race, color, national origin, religion, age, height, weight, marital status, or against otherwise qualified handicapped individuals with respect to the district's educational programs, activities, and employment practices. Furthermore, any student or employee of Eastpointe Schools, believing to be discriminated against on the basis of the aforementioned regulations, may contact the following compliance officers:

Title IV and Title I
Dr. Ryan McLeod, Superintendent
Director
24685 Kelly Rd., Eastpointe, MI 48021
Telephone: 586-533-3000

Section 504 Coordinator
Lorena Rush, Special Services

24685 Kelly Rd., Eastpointe, MI 48021
Telephone: 586-533-3738

Student Records and Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Eastpointe Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Eastpointe Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Eastpointe Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.[1]

If you do not want Eastpointe Community Schools to disclose directory information from your child's education records without your prior written consent, *you must notify the District in writing by the end of the second week of the school year*. Eastpointe Community Schools has designated the following information as directory information:

- The student's name
- Electronic mail address
- Picture
- Major field of study
- Participation in recognized activities and sports and related information
- Grade placement, and
- Honors and awards received

The Family Education Rights and Privacy Act (FERPA) also affords parents and students eighteen (18) years of age or older ("eligible students") certain rights with respect to the student's education records. They are:

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the East Detroit School district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. δ 7908) and 10 U.S.C. δ 503 (c).