

EASTPOINTE COMMUNITY SCHOOLS

EASTPOINTE MIDDLE SCHOOL

Student Handbook

Vision

Eastpointe Middle School will grow a community of internationally minded people, who respect a common humanity and work to create a better and more peaceful world.

Mission

Eastpointe Middle School is committed to creating an academically rich community through challenging, inquiry-based instruction that cultivated knowledgeable, principled, reflective learners who are prepared to positively impact the global society.

Belief

Eastpointe Middle School Learners are: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective

EASTPOINTE COMMUNITY BOARD OF EDUCATION

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2019-2020**

EASTPOINTE MIDDLE SCHOOL
Head of School: Stephanie Fleming

24701 Kelly Road
Eastpointe, MI 48021
Phone (586) 533-3600 Fax (586) 533-3609
Attendance (586) 533-3601

Parent Support and Participation . . .

Parents are encouraged to be involved in their child's education and the activities of the school. Parents are invited to attend the PTSO meetings, which occur once per month. The principal, counselor and teachers are available for individual conferences, as well as the scheduled parent conferences. Please see the monthly principal newsletter for information related to school activities and your child's education. Meetings and appointments with administrators, counselors, and teachers should be made in advance.

Please review this agenda book periodically to check on the following, including but not limited to your student's activities and homework. Also, it is important to review these guidelines with your student, particularly the attendance and tardy policies, dress code, and student discipline procedures.



Property of: _____ Locker #: _____

*I have read and I understand the contents of this agenda book:
We wish you a happy and successful middle school year!*

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 Community 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 2014. 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 the 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, custodian closets, etc. The product used is odorless and of low toxicity. If you have any concerns regarding these programs please contact the director of maintenance or building principal.

Accommodating Persons With Disabilities

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

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 1,000 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 extension courses."

A Parents Right to Know

Eastpointe Community School receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program, the district has a requirement to inform you, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you in a timely manner, upon written request to the Instructional Services Office, of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.
- You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Eastpointe Community School Prohibition Of Bullying Policy

The Eastpointe Community Schools Board of Education believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the responsibility of the District to provide such a safe and nurturing environment for all of its students. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying Is Prohibited

Bullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, or volunteers, is prohibited. All pupils are protected under this policy, and bullying is prohibited without regard to its subject matter or motivating animus.

Definition of Bullying

Bullying is defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying is prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, on a school bus or other school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

lying that does not occur "at school," as defined above, including bullying that occurs over the internet (cyberbullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student to a teacher, a counselor, a building principal, an assistant principal, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal or assistant principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Retaliation shall be considered a serious violation of Board policy, independent of whether a report is substantiated. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or assistant principal is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The Superintendent shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Education on an annual basis.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records.

Notification

This policy will be annually circulated to parents and students, and will be posted on the District website. The Superintendent is directed to develop administrative guidelines to implement this policy.

This is Eastpointe Community Schools Policy 8260, approved May 21, 2012 in accordance with Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

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.

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
- 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 Eastpointe Community 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

EASTPOINTE MIDDLE SCHOOL

Building Hours:

7:00 am – 3:00 pm

Full-Day Schedule

7:10 am – 2:33 pm

Late Entry Schedule (every Wednesday)

8:10 am – 2:33 pm

Crusader Bell Schedule

Period	Begin	End	Minutes/Day	Hours/ Year
M/Tu/Th/ F				
STAR	7:20 AM	7:50 AM	30	
Passing	7:50 AM	7:53 AM	3	
1	7:53 AM	8:44 AM	51	
Passing	8:44 AM	8:47 AM	3	
2	8:47 AM	9:37 AM	50	
Passing	9:37 AM	9:40 AM	3	
3	9:40 AM	10:30 AM	50	
Passing	10:30 AM	10:33 AM	3	
Lunch	10:33 AM	10:59 AM	26	
4	10:59 AM	11:54 AM	55	
Passing	11:54:00 AM	11:57 AM	3	
5	11:57 AM	12:47 PM	50	
Passing	12:47 PM	12:50 PM	3	
6	12:50	1:40 PM	50	
Passing	1:40 PM	1:43 PM	3	
7	1:43 PM	2:33 PM	50	

TOTAL	7:20 AM	2:33 AM	433	1226.83
1	8:20 AM	9:10 AM	50	
Passing	9:10 AM	9:13 AM	3	
2	9:13 AM	9:58 AM	45	
Passing	9:58 AM	10:01 AM	3	
3	10:01 AM	10:46 AM	45	
Passing	10:46 AM	10:49 AM	3	
Lunch	10:49 AM	11:15 AM	26	
4	11:15 AM	12:08	53	
Passing	12:08 PM	12:11 PM	3	
5	12:11 PM	12:57 PM	46	
Passing	12:57 PM	1:00 PM	3	
6	1:00 PM	1:45 PM	45	
Passing	1:45 PM	1:48 PM	3	
7	1:48 PM	2:33 PM	45	
TOTAL	8:20 AM	2:33 PM	373	12.43

Note: There will be a 3 minute transition between classes with no warning bell!

Honors Requirements

<u>Award</u>	<u>Requirements</u>
Honor Roll	Must have a 3.0 GPA for the first 3 card markings
3.75 & Higher	Must have a cumulative GPA of 3.75 or better for the first 3 card markings
All "A's"	Every grade is an "A" for every class for the first 3 card markings
Perfect Attendance	Students who attends school every day up until two weeks before the event. Some extenuating circumstances may apply. (ALL YEAR)
Athletic Award	Nominations from coaches
Student must exhibit maximum involvement in the sports program	<ul style="list-style-type: none">• Exhibits leadership• Possesses exceptional ability• Displays good character – good role model• Displays positive attitude
Student Council	Regular Student Council participants
National Jr. Honor Society Achievement	Inducted into the NJHS
IB Student of the Month	Nominated by students and staff
Hallway Ambassadors	Students who exhibit responsible choices and assist others in hallways



EASTPOINTE MIDDLE SCHOOL

FIRST FLOOR

				Cafeteria			Gym						
						Rest-rooms							
113 Art	S.W. STAIRS	S · E · E n t r a n c e	114	Office	115	N.W. Entrance	Girls	159	<i>1199-1213</i>	150			
						N.W. STAIRS			Boys		<i>1145-1160</i>		
	<i>1096-1073</i>		<i>1072-1061</i>						<i>1214-1255</i>		151		
	<i>1144-1121</i>		<i>1120-1097</i>			Band 117							
Admini stratio n Buildi ng		S · W · E n t r a n c e	Admin istrati on Build ing	Court Yard	121	<i>1037-1060</i>	Choir 118	158	<i>1161-1185</i>	Office 154			
	<i>1025-1036</i>										157	<i>1256-1277</i>	
	S.E. STAIRS				MAIN Entrance	Offices			Mail Room		156	<i>1186-1198</i>	

EASTPOINTE MIDDLE SCHOOL

SECOND FLOOR

					179	Restrooms	251a	251b	252	253	
FACULTY LOUNGE		S.W. STAIRS	203	204	205	N.W. STAIRS 2132-2 121	206				
			2204-2157				2120-2109				207
200C	200D	2252-2205					2391-2420			254	
LIBRARY 200		S.E. STAIRS	215	Court Yard	216	2108-2085	208	2313-2351			255
					217	2156-2133	209	2421-2439			256
			214	2037-2084				2352-2390			Office
200B	200A	2001-2036					2440-2451			259	
		213	212	211			210	N.E. Stairs			

Off To A Good Start...

Attendance

Daily attendance, including promptness, for all who are enrolled in the Michigan Public Schools is required in accordance with state law and school board rules. Parents may *report* an absence of their student; however, state law requires that students attend school. (See Truancy.)

When the Bell Rings

To assure a safe and orderly environment in the school, all students should be in their classrooms when the bell rings.

ID's

Students receive an ID and lanyard when they start school. They must have their current ID's on them at all times and be able to present it when asked. ID's are not to be damaged or defaced or they may be considered invalid. If they lose or damage their ID, they may purchase a new one (\$3 for ID, \$2 for lanyard). ID's are required for all after-school activities.

Dress and Grooming

Student dress and appearance must be in accordance with the accepted policies of the Board of Education. Dress and appearance must respect the rights of all persons in school, be appropriate for each educational setting, and must not present health, cleanliness or safety problems. Shoes must be worn at all times. NOTE: Underwear is not to be showing.

THE FOLLOWING ARE NOT APPROPRIATE:

- Underwear showing
- Pants not worn at the waistline and/or not fastened with a belt – exposing underwear and/or sagging
- Shorts and skirts worn above mid-thigh (bottom of hem should be at or below fingertips when arms are at sides)
- Excessively oversized clothing
- Bare tummies/back – this includes shirts that rise up to expose skin
- Revealing see-through, or low-cut clothing
- Shoulder straps less than 3” in width
- Chains, spikes, handcuffs, etc.
- Headwear with a bill (baseball caps) or covers face
- Non-prescription glasses/sunglasses
- Sleepwear – slippers, pajamas
- Cutoffs – shirts and pants
- Ripped clothing - Frayed clothing will be allowed provided that no skin or under garments are visible.
- Muscle/mesh shirts, tank tops, beachwear, spandex
- Outerwear including but not limited to jackets and coats
- Clothing which designates a membership in an unauthorized organization deemed to be in conflict with school policies, practices, deviates from community norms, or is threatening to others, or anything else deemed inappropriate by administration
- Clothing that advertises or condones the use of drugs, alcohol, or tobacco, or states inappropriate language or promotes violence
- Clothing with designs/pictures/symbols or language that are sexually suggestive, vulgar/profane and/or offensive
- The following footwear styles: bare feet, house slippers, flip-flops, or any other type of footwear that could constitute a safety hazard
- **School ID must be worn at all times on a school-issued lanyard.**

Whether or not a student is dressed appropriately or properly groomed shall be left to the discretion of the principal or designee. A student whose clothing or apparel violates the dress code will be subject to the Code of Conduct and must change the inappropriate clothing or be sent home.

Cellular Phone Policy:

Eastpointe Middle School is a RED ZONE. Cell phones must be powered off and non-visible. Cell phones will be confiscated, parents must pick up. See Discipline Point System.

Recorders, Cameras, Laser Pens

Students are not to bring recorders, cameras, or laser pens to school or keep them in their lockers.

Items for Personal Entertainment

Playing cards, collectibles, games, 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.

Textbook Care & Textbook Deposit

A \$20 book deposit will be submitted at time of enrollment. This deposit may be used for new ID's, lanyards, damage to books, etc. This deposit will rollover grade to grade as students go through their educational career in ECS. It will be returned when student graduates or leaves the district. Students will be responsible for lost, stolen or damaged books. Books returned in June must be the same that were issued in September or an authorized replacement.

Lockers

Lockers should be kept locked at all times to avoid loss of property. Book bags should remain in student lockers. Outdoor wear, including but not limited to hats, headwear, coats, and gloves is to be left in the locker, unless otherwise directed by the teacher. Lockers are provided for students as a convenience, not a right. Students may use lockers as long as they abide by the rules and do not abuse the school property. The following guidelines for locker use help to keep student property secure and our schools, safe, orderly:

- **DO NOT TELL YOUR COMBINATION** to anyone, not even to a best friend. If the combination is kept secret, no one can open your locker.
- **NEVER USE ANOTHER PERSON'S LOCKER**, or let anyone else use your locker.
- **BE NEAT** in the way you store clothing and boots in the locker. It will close easily if personal items including but not limited to coats, and books are kept out of the way of the clips and hinges.

- **KEEP LOCKERS IN GOOD CONDITION.** Do not slam or kick the door; the clips will bend and break. Never yank or force the door closed or open.
- Lockers are inspected regularly. Students must pay for any damage to lockers.
- If you have difficulty getting into your locker, report this to your counselor rather than use a friend's locker.
- If a locker does not open with a normal pull, try the combination again. If you have trouble learning to use the combination, ask a hall aide, teacher, or your counselor to help you.

The school district is not responsible for any theft from lockers which might occur.

Lost and Found

Lost and found items, especially items of value, should be reported to the office as soon as possible. Articles left in the building at the end of the year are usually discarded or given to a charity.

NOTE: 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 School for any school items.

About Attendance...

Daily Attendance/Reporting Absences

Students are required to be in school. If a student is not in school, a parent or guardian is required to telephone the office at (586) 533-3601 on the day of the absence to report the absence. If parents are unable to telephone the school, a note concerning the absence should be delivered to the main office on the day of return, prior to reporting to the first class.

Students will be allowed to make up all the work missed during an absence. The time allowed for make-up work is equal to the number of days of the absence. Parents may request make-up work if their student is out for more than 3 days by phoning the office, except in the case of long term suspension of 180 days or permanent expulsion as mandated by law.

Unexcused Absences

Absences that are not reported by the parent or guardian are considered unexcused for the purposes of school reporting. All absences will be considered unexcused until a parent contact is made (this includes half-days as well). Schoolwork for unexcused absences will be able to be made up.

Extended Absences

Vacations or extended absences during the school year are not recommended. For necessary pre-planned absences, students are required to bring a note from a parent or guardian, before leaving. This should be delivered to the main office. Students are to obtain assignments for the days of the absence from their teachers.

Appointment Related Absence

If a student must be excused for part of the school day because of an appointment, a parent is required to call the office early in the day and request a release. The student will then be issued a pass to the office, signed by an authorized office personnel. Students must be excused from the building through the office during school hours. The person picking a student up must sign him/her out in the main office. The person must be on the emergency card.

Tardiness

A student is tardy if he/she has not entered a classroom prior to the tone. A student who is tardy to his/her 1st class of the day must check in at the front door. The policy for continued tardies is online at the EMS school page.

Lunch/Cafeteria Attendance

Attendance in cafeteria assignments is the same as any regular class. Students are not to leave the building during the school day without permission from the main office. There are no out lunches. Unless given a pass, students are to remain in the cafeteria.

Illness During School Day

Students who become ill during the school day must report to the main office. **Students should not call for illness from the classroom.** The parent or responsible adult on the emergency card will be called to arrange transportation home. Students may not the building without permission will not be excused.

Truancy

Truancy is a legal term used by the Juvenile Justice System. Students who have excessive absences from school, or excessive tardies resulting in loss of educational time for the child 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. An attendance letter may be sent to students who have 10 (non- medically excused) absences per semester or 15 cumulative absences.

2. After 15 days of absences (unless medically excused) per semester or 20 cumulative days absent, a second letter notifying the family that truancy must be resolved immediately.
3. Further truancy may result in an automatic referral to the Macomb Intermediate School District Attendance Officer.
4. In order for an absence to be medically excused, a doctor's note must be turned into the main office. If a recurring health problem exists, the student's counselor must be notified.

In The Classroom...

Career Pathways

Career Pathways is an informational program that assists students in planning an educational program with a career in mind. The information helps students who have a career area in mind to understand how their school classes support their preparation for the career. Information is available from counselors and teachers.

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 should arrive on time for class and be seated when the bell rings. Students are responsible for bringing materials needed for each class. A student may only leave the classroom during class with printed permission from the teacher or a signed agenda book.

Curriculum Review by Parent/Guardian

The curriculum is available for parents to review. In general, the curriculum of the district and each school is aligned with the state of Michigan's Curriculum Framework and the Michigan *Standards and Benchmarks* and *Common Core Standards*. With the assistance of the curriculum office, the middle school 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. 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 themselves. Students not attending the field trip are still required to attend school.

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, standards and benchmarks of the district grade level curriculum. At the middle school level, PG-13 films require parental permission for students under 13 years of age.

Grading Scale

In general, the grading scale for all classes is as follows: 90% - 100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D; 50 - 59% = F. Individual teachers may adjust the scale to indicate - (minus) or + (plus) grades.

Grade Changes

If a student and parent(s) feel that a grade requires review and adjustment, an appeal may be made to the principal.

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 some parents find objectionable because of religious beliefs or value system. After review of program lessons and/or materials, a parent may request that his/her child be excused from particular lessons for specified reasons. A student, however, will not be excused from participating in a course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. (Board of Education Policy 2240)

Homework

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 subjects as well as the placement of the student. Teachers attempt to distribute evenly homework and tests. Parents are provided with a list of additional resources to assist their students with the course work.

Parents often ask how much help they should give their children on school projects. If parents do most of the work children won't develop problem-solving strategies and organizational skills. Yet, children may view lack of involvement as lack of interest. The right amount of help falls somewhere in between. Consider this approach:

- Although homework is your child's responsibility, reading homework material together now and then may boost needed flagging interest.
- Ask your child to explain the project and identify what materials or resources are needed; then help gather the materials.
- Show your child how to break a project into smaller, manageable tasks and create a time line for completing each part. Give feedback and encouragement at different stages and help with parts of the project that could be dangerous, such as using power tools or a source of heat.

In the event a student is absent, s/he has the responsibility of making up homework on returning to school. Homework may be requested through the main office during an extended absence of 3 days or longer unless the absence is due to a long-term suspension of 180 days or permanent expulsion as mandated by law.

State Assessments / Standardized Tests

The state language arts and math test is given to all students.. The results become a part of the student's record and are used to evaluate district curriculum and classroom instruction. In addition, our students take the NWEA-MAP Assessment in ELA, math and science three times yearly; which is norm referenced adapted and the results are used to guide instruction.

Test and Exams

Tests are necessary to assess student progress and achievements. Formative assessments (quizzes and tests) 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.

Acceptable Use of Technology in the Schools...

Eastpointe Community School encourages and strongly promotes the 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. Misuse of technology will result in disciplinary action, up to and including loss of computer privileges 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 put 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 Director of Educational Technology.

Technology Users Will:

- Comply with district policies, rules and regulations.
- 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 are to be placed on the Internet. This release requires parental permission.

Technology Users Will Not:

- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files and/or passwords without authorization.
- Use district technology for commercial or for profit purposes.
- Use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.
- Use district technology to send or receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Use district technology to distribute material that violates the Family Education Rights and Privacy Act; jeopardizes the health and safety of 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 by the Director of Educational Technology.

INTERNET SAFETY POLICY

Eastpointe Community School encourages and strongly promotes the 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. The district fully understands and is in compliance with all regulations of the **Children's Internet Protection Act (CIPA)**. As such, the district utilizes an Internet filtering system that is supported and maintained by the Macomb Intermediate School District (MISD). The BESS filter is designed to restrict access by category to inappropriate sites that may be deemed harmful to minors including direct communications such as Chat rooms, E-mail and Social Networking sites. Students using computers and/or copying equipment without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension.

Eastpointe Community School, together with the MISD and direct teacher observation, monitors student Internet activity. The district will also ensure that all workstations specified for student use have appropriate filtering software installed. In addition, students receive instruction on responsible use of the Internet, including safety and security when using email, chat rooms, social networking and cyber-bullying awareness and response. Currently, the ability to "Chat" use of email and social networking sites by students is restricted. The only exception made for student email use is by those students who are enrolled in an online course.

District/building acceptable use policies, as well as technological constraints on port traffic are in place to prevent unauthorized access or "hacking" activities by online users.

The policies that are in place restrict Eastpointe Community Schools' unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Guidelines:

1. Published documents may not include a child's phone number, street address or box number; or names of other family members.
2. Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
3. Documents may not contain objectionable material or point directly or indirectly to objectionable material.
4. Documents must conform to school board policies and established school guidelines.
5. Documents must be edited and approved by a referring teacher and/or the staff member charged with maintaining the Internet site on which the material is published.

Keeping in Touch . . .

Progress Reports

Progress reports are provided to parents so they are able to monitor their student's classroom activity and work habits. Progress reports are distributed four times per year at approximately five weeks after each new marking period.

Report Cards

Report cards are distributed four times per year at approximately 10 week intervals--at the close of the 10th, 20th, 30th, and 40th week of school. Report card grades become part of a student's academic record. Students will receive an achievement grade for each subject, a mark in behavior and a record of absence and tardiness. Incomplete grades must be made up within a reasonable time that is determined by a student's teacher(s) and counselor.

Parent Teacher Conferences

Parent - teacher conference(s) take place after the first card marking. In September, parents are invited to attend an open house and curriculum night to receive an introduction and overview of the student's classes and the requirements of the class. Parents are again invited to attend conferences with individual teachers to review their child's progress. (See the school calendar for specific dates and the Principal's Newsletter for monthly calendar updates). Parents may request a conference with their child's teacher by contacting their child's counselor.

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.

Visiting the School

To assure a safe and orderly environment, all visitors must complete a Volunteer Release Form and SOM iChat. This includes guests, parents and siblings. Visitors are asked to call to make an appointment once their form has been approved.

Residence and/or Telephone Changes

Counselors and the main office are also to be informed of telephone number and address changes as soon as possible. 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.

Extracurricular Activities...

Assemblies/Events

Different types of assemblies require different types of behaviors. The following assemblies, including but not limited to plays, choir performances, band concerts (unless music dictates participation), and gymnastic performances, necessitate **quiet refined behavior and total attention**. The following activities, including but not limited to cheering during pep assemblies and clapping during certain musical numbers, allow participation on the part of the audience. When any speaker addresses the audience, attention is required. The principal or their designee will direct dismissal from any assembly.

Clubs

Activity groups and clubs are available for a variety of interest areas.

Dances or Other Evening Activities

Dances or other activities for students provide suitable, wholesome, recreational activity. All school rules are in effect during activities. Students who attend must stay for the entire event unless a parent personally requests at the door that the child is to be excused or makes prior arrangements at the office for the student to be excused.

Extra-curricular Activities / Trips

Extra-curricular activities are considered part of the school day. All school rules apply both on and off school property. 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 themselves.

Students who are suspended from school, whether in school or out of school suspension, are not allowed to attend or participate in extra-curricular activities during their suspension. Academic or truancy issues may also restrict extra-curricular participation.

Homework Club

A homework support program is planned each year to assist students in completing their classroom requirements, based on Title I funding. Students should check their building schedules for times and days when the homework club meets.

Student Council

The middle school has a student council group which provides experiences for students in a model for representative government. Students may be required to participate in the election process, and, for those elected, the democratic procedures of office holders. Grade level representatives may be elected to the school council early each school year. As council members, students are expected to represent their fellow classmates and make sound decisions on their behalf. The student council also sponsors and coordinates a variety of worthwhile pupil activities, including dances and fund-raisers.

Student Code of Conduct...

Rights and Responsibilities

The Eastpointe Community Board of Education recognizes the following: That 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 principal is authorized by statute to suspend students for cause.

The following rules, regulations and due process procedures statement 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.

For the Common Good

Conduct which supports the educational process is encouraged and supported. Any action, conduct or attitude, whatsoever, which is disruptive of discipline, or which tends to impede the orderly conduct of school routine or the learning process of the offender or any other student, 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.

Cooperation with School Personnel

Students must obey the lawful instructions of school district personnel and their designated representatives.

Corridor Passes/Regulations

Students are not to be in the hallways, except at passing time, without permission. The Agenda Book is used to provide permission for students to be in the corridor for a legitimate purpose.

Passes are issued by administrators, teachers or other staff members for legitimate purposes only. Permission/ pass information is to be written in ink on the appropriate page in the agenda book. Parents are asked to monitor their child's activities as indicated by this listing of passes. Forging a corridor pass will result in an office disciplinary action.

Cafeteria Regulations/Conduct

Attendance in the cafeteria during the scheduled lunch period is required. The cafeteria is a room for eating and socializing with friends. Rules must be followed so that all students may enjoy their lunches and assist in clean-up responsibilities. **Students are expected to clean up after themselves.** Students who do not follow these rules will be referred to administration.

Events, Field Trips, Related Transportation

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 and extracurricular activities. Students who do not follow rules will be referred to administration for disciplinary action.

Bus/Bus Stop Behavior

While waiting for the bus, your child is responsible for:

- Getting on and off the bus at her/his **assigned** bus stop
- Riding only her/his assigned bus
- Arriving at the bus stop no earlier/later than 10 minutes prior to the published pick-up time
- Staying off of lawns, porches, driveways and cut of the street
- Lining up at least 6 feet from the curb or roadside while waiting for the bus
- Not approaching the bus until it has come to a complete stop and the door is opened
- Speaking in conversational tones
- Not littering

While on the bus your child is responsible for:

- Sitting in assigned seat, facing forward with no part of the body in the aisle or out the window
- Not eating, drinking, chewing gum or smoking
- Not bringing anything other than school bags and musical instruments on the bus
 - Including but not limited to no animals, weapons, golf clubs, scooters, skateboards, sleds, etc.
- Being courteous and respectful at all times

As a Parent with a child riding the bus your responsibilities are:

- Make sure all necessary paperwork is completed and received by the Pupil Transportation Department
- Know where your child is expected to get on and off the bus
- Know your child's **ROUTE #**
- Know the rules governing bus riders
- Make sure your child knows and follows the rules they are responsible for
- Be responsible for your child's safety to and from the **STEPS** of the bus
- Be courteous and respectful of neighboring homes if taking your children to and from the bus stop

These guidelines are not inclusive. In general, classroom behavior is expected of your child while waiting for and riding the bus. Students need to understand that riding the school bus is a privilege that can be taken away due to safety infractions or inappropriate behavior. School conduct codes are in place when riding the bus.

We look forward to providing a safe ride for your child. Should you have any questions or concerns, please feel free to call the transportation office at 586-533-3970.

* Please be advised that your child may be videotaped and voice recorded when being transported.

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 and student locker under the circumstances outlined 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 (including but not limited to purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

The following rules shall apply to the search of school property assigned to a specific student (including but not limited to locker and desk) and the seizure of items in his possession:

1. There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety and/or school authorities may seize security of others.
5. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession.

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.

**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 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, and harassment and cyberbullying." However, a student or legal guardian always may decline the restorative process and accept the point system as set forth.

OFFENSE	POINTS PER OCCURRENCE		
	1 ST	2 ND	3 RD 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 <small>(see note)</small>	***	***	***

- * Automatic up to 10 day suspension with mandatory parent meeting with 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 suspension from school pending a long term/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, a notice may be sent home and/or a phone contact may 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 days suspension. 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 days suspension. 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. 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. <u>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.</u>

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

Administration may determine that a student's suspension will be effectively 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.

Suspension Appeal Process

Suspension of ten (10) days or less may not be appealed. However, suspension for more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.

Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.

The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision.

Appeals to the Superintendent must be for one of the following reasons:

- A) Incident of 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 Superintendent will arrange to meet with both the student and parents within ten (10) school days after the receipt of the written appeal. During the appeal hearing, the parents and student are entitled to produce evidence, which substantiates their claim. The Superintendent will render a written decision within five (5) school days following the hearing.

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 may be used 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 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 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

Bus/Bus Stop Minor Offenses

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.

Bus/Bus Stop Major Offenses

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 has 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 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.*

At the beginning of the school year, your child will be given a copy of the Discipline Point System with a Parent Acknowledgement page that must be signed

School ID and Lanyard Offense Policy

Students are expected and encouraged to wear school IDs daily. Students who do not wear IDs will not be able to fully participate in all the activities of the school day, including:

- After school sports and activities.
- Student assemblies or meetings during the school day.
- PBIS rewards during or after school.
- Students wearing school issued IDs will be called first for lunch.
- Students will only be allowed to purchase extra items such as chips, Gatorade, or cookies in the lunch line if they are wearing their school ID.
- Students will receive other incentives for wearing their school IDs. These incentives include: classroom incentives given by teachers, PBIS stamps on student shields, raffle tickets for drawings, as well as other rewards.

All students are issued an ID and lanyard free of charge at the beginning of the year.

Students who lose or damage their ID or lanyard will be required to purchase a replacement.

Student Discipline Point System Revised 7.25.17 approved by Eastpointe Community School Board of Education

Student Services...

Student Pictures

Each fall, all students have their pictures taken by a professional photographer. Pictures are taken for school records and photo IDs may be provided. Parents need not purchase the picture packets. Students may purchase picture packets at a nominal cost. Group pictures are also taken for the school yearbook.

Student Visitors

Students are not permitted to bring visitors to school unless approved by an administrator in advance.

Special 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, or to the appropriate community agency.

Guidance counselors enroll new students, make schedule changes 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.

The middle School invite students and their families to become acquainted with the guidance counselors and to learn about all of the counseling services available.

Social Worker

A social worker is available to students who need help with personal or family problems. Appointments may be made through a counselor or by an 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 speech may make an appointment with the speech therapist or may be referred by a counselor.

HEALTH...

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 by 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 main office secretary and counselor should also be alerted for an illness that will cause an extended absence.

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 time of registration, or not later than the first day of school, proof of immunization. Any questions regarding these requirements should be directed to the office at 586-533-3600 or 586-533-3650 for ALP students. Students who remain non-compliant with the required immunizations will be excluded from school per State law until requirements have been met.

Sex Education Disclosure

The Board of Education recognizes that a course of study may contain content and/or activities that a parent/guardian may find objectionable because of religious beliefs or value system. Therefore, a written notice shall be sent each school year to advise the parent/guardian 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 or the pupil's parent/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/legal guardian files a **written** notice, the student shall be provided alternative learning activities during the class time that sex education has been scheduled.

Medication

Whenever possible, medications for students should be administered by parent(s)/guardian(s) 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 physician and parent/guardian have signed a Medication Control Form and Care Plan. **OTC (Over the Counter)** medication may also be dispensed when necessary but need to be authorized by a parent/guardian and signed plan.

Self-Possession: Medications used for relief or prevention of asthma symptoms, diabetes management, or medications necessary for medical emergencies, are the **only prescription** medications approved for self-possession with a signed physician and parent medication form. **In the event that a student is found to be irresponsible in the self-administration procedures, including sharing of medication with another student, he/she will lose the privilege of self-possession.**

Medications should be delivered with the appropriate form to the main office and medical aide. All medication should be in the correct pharmacy container and clearly identified with the student's name. Prescription and Non-Prescription Medication Forms need to be renewed on a yearly basis and may be

obtained from the main office. Arrangements will be made to have the medication administered by school personnel.

Homebound Students

The homebound program provides continuing school instruction two hours per week for students who are unable to attend school because of physical illness or disability. **Requests must be made through the counselor** when it is apparent that an illness will cause lengthy absence, or prior to a planned absence, i.e. hospitalization.

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.

Evacuation Drills (Fire Drills, Tornado Drills, and other 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 a much safer measure;

-asking to remove your student at the time of an emergency (i.e. tornado warning).

Athletics . . .

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

A student must pass a physical examination and present a record of it before trying out for a team. No tryouts will be permitted without proof of a current year physical exam.

MHSAA Eligibility

The following Michigan High School Athletic Association eligibility rules apply to seventh and eighth grade students competing in athletic events.

1. Must be enrolled in school by the fourth Friday after Labor Day / fourth Friday of February of the semester in which student is competing.
2. A middle school student competing in any interscholastic athletic contest must be under 14 years of age, except that a student whose 14th birthday occurs on or after Sept. 1 of a current school year is eligible for the balance of that school year. An eighth grade student competing in any interscholastic athletic contest must be under 15 years of age, except that a student whose 15th birthday occurs on or after Sept. 1 of a current school year is eligible for the balance of that school year.
3. A record of a current physical examination given on or after April 15 of the previous school year must be in the school files. There is no limit to semesters of enrollment or seasons of competition for seventh and eighth graders.
4. A student athlete may not accept ANY award valued at more than \$15.
5. A student may not accept money, merchandise, membership, privileges, services or other valuable consideration for participation in any form of athletics, sports, games or interscholastic athletic contest officiating.
6. A student may not compete in an outside event during the season in which that athlete competed for the school in the same sport and may not have competed on a senior high school team. Three-on-three basketball tournaments are included in this regulation.

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 Community school district 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 Community School District "Student Code of Conduct" guidelines.

1. 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 Middle 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 Middle 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 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.

3. Eligibility Rules

Eastpointe Middle 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.

4. Academic Eligibility

The Michigan High School Athletic Association (MHSAA) requires that student athletes pass at least four 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 six weeks. Any student not passing at least four classes is ineligible until one week (Monday through Sunday) has passed and a new check reveals that he/she is passing at least four classes.

4. 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 will be removed from the team of which they are a member.

5. 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 the full 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.

6. **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.

7. **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.

8. **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 are 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.

9. **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, its 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.

10. **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.

CRUSADER PARENT – ATHLETE GUIDE

If there is a problem:

1. Have your son/daughter talk to the Coach, one on one. When an athlete successfully deals with difficult situations, he or she learns and grows.

If this does not resolve the problem the parent should:

1. Call the school and request a returned call or a face-to-face meeting with the Coach.
2. Coaches will make time available in their day to meet with students and parents

Parents MUST not:

1. Confront the coach before, during or after practice.
2. Confront the coach before or after a game.

Coaches are teachers. A parent would not walk into a classroom during class time and yell at the teacher about a poor grade, so please do not confront the coach in a public setting. There are proper ways to communicate and have your concerns addressed. Practices and games are highly emotional times for everyone involved; players, coaches and parents. Meetings and concerns do not get resolved during emotional times.

How to discuss an appropriate concern with the coach:

Whenever there is a question, concern or complaint arising from an athletic situation, we have found the following line of communication very effective in resolving issues.

1. Start with the source.
 - Athlete is to talk with the Coach, in private, face-to-face, away from the practice sit or game arena.
 - Parent is to speak directly with the Coach.
2. If necessary and if your concern is with a Sub-Varsity Coach, talk next with the Head Coach of the sport.
3. If necessary, contact the Athletic Director.
4. If necessary, contact the Principal.

Good Practices for parents to follow:

- Encourage all players.
- Control your emotions in frustrating situations.
- Abide by referees' or officials' decisions.
- Recognize and appreciate skilled performance by either team.
- Openly show respect for the opponent.
- Look for opportunities to display pride.

We hope this information helps make your child's and your experience with the athletic program at Eastpointe Middle School enjoyable.

Athletic Department
John Rizzo – Athletic Director
586-533-3725

An Athlete's Poem to Parents

How badly you must want to win, not for yourself but me, so help me play this game, with dedication, goals and dignity.

It's embarrassing for me, when you criticize my coach, if you think you can be helpful, and then try a new approach.

Call and make arrangements, to meet coach face to face, far better than to yell at them in such a public place.

Think that you will also find, your friendship will be sealed, in a more-conducive atmosphere, than on the playing field.

Please try to go along with coach, not judging wrong from right.

You know they've got a job to do, that must be done tonight.

As coach stands alone down there, under pressure of the game,
and certainly where you must sit, it's not really quite the same.

Even when he calls it right, I often make a mistake that surely
makes him look as though his coaching is at stake.

He'll take the blame for losses and walk out on a limb, but he'll
give his team credit for each and every win.

So be there when I need you. Shout encouragement to me.

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 Eastpointe Community School District 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 Community School District believing to be discriminated against on the basis of the aforementioned regulations, may contact the following compliance officers:

Title IV and Title I
Instructional Services
24685 Kelly Road, Eastpointe, Michigan 48021
Telephone: (586) 533-3000

Section 504 Coordinator
Lori Rush, Director of Special Education
15501 Couzens, Eastpointe, Michigan 48021
Telephone: (586) 533-3738

Complaint Procedures

A person who believes s/he has a valid basis for complaint, shall discuss the alleged violation informally and on a verbal basis with the appropriate Local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within ten (10) business days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the following steps:

Step 1 A written statement of the complaint, signed by the complainant, shall be submitted to the Local Coordinator within ten (10) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matter of the complaint and reply in writing to the complainant within ten (10) business days.

Step 2 If the complainant wishes to appeal the decision of the Local Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within ten (10) business days of his/her receipt of the Superintendent's response in Step B. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4 If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to:

Office of Civil Rights
Department of Education
Washington, D.C. 20024