

# Ewen-Trout Creek Elementary School



**Parent / Student Handbook**

**2019-2020**

**Mr. Dave Radovich, Superintendent  
Mrs. Patti Witt, Principal**

**[www.etc.k12.mi.us](http://www.etc.k12.mi.us)**

# Ewen-Trout Creek Elementary School

~ Forward ~

The purpose of this handbook is to acquaint both students and parents with the rules, regulations and procedures that have been established for the Ewen-Trout Creek Elementary School. They are based upon the premise that in order for the school to succeed at its primary task, which is the education of its students, it is necessary that everyone understands what is expected of them. This handbook is designed to help parents, students, teachers and administration to achieve this goal.

## Our School's Five Basic Rules

1. **We will show respect for others and their possessions.**
2. **We will keep our hands, feet, and other objects to ourselves.**
3. **We will use acceptable language.**
4. **We will follow directions.**
5. **We will not prevent the teacher from teaching or other students from learning.**

### Ewen-Trout Creek School ~ Mission Statement ~

The Ewen-Trout Creek School System believes in the cooperation of school, family and community in order to provide our youth with the skills, knowledge, and attitudes necessary to contribute to today's changing society.

Living

Doing

Learning

Thinking

### Contact Information

K-12 Main Office: 906-813-0620, Option 1  
Superintendent: 906-813-0620, Option 2  
Business Office: 906-813-0620, Option 3  
Principal : 906-813-0620, Option 4  
Food Service: 906-813-0620, Option 5  
Maintenance: 906-813-0620, Option 6

Website: [www.etc.k12.mi.us](http://www.etc.k12.mi.us)

## **Elementary Daily Time Schedule**

8:10 – 8:30	Breakfast*
8:35	Classes Begin
11:15-12:00	Lunch / Recess
TBA	PM Recess
3:20	Dismissal/Board Busses

### **After School Activities**

If a child remains after school for scheduled activities, they must bring a note from home giving permission to do so, and be supervised by an adult.

### **Appointments**

Children will be excused for doctor or dental appointments on written request of parents. Please send a note to your child's teacher to let us know that you will be taking your child out of school. We urge, however, that an attempt be made to schedule these appointments when school is not in session. Students will not be excused for appointments such as private music lessons etc. Please have your child bring a note to the office upon return to school from any appointment.

### **The Community Youth Enrichment Team (C-YET)**

The C-YET was established to draw parents, teachers, students, and community members together to support and provide activities and resources which will enrich the students' school experience. The activities and resources serve students in grades K-12 throughout the year. The group meets monthly throughout the school year in room 415 located in the elementary wing of the E-TC School.

### **McKinney-Vento Homelessness Act and District Liaison**

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. The district liaison is Mrs. Sandra Maki. She can be contacted by calling 906-813-0620 or by email: [smaki@etc.k12.mi.us](mailto:smaki@etc.k12.mi.us).

### **Buses**

If, for some reason, your child must ride a bus to a friend or relative's home, a written request, signed by the parent, must be brought to the child's teacher for approval. The teacher will not write a permission slip for the bus driver unless the student has written permission from their parent/guardian.

## Classroom Policies

Policies must be established to insure the safety of each child within the school. Below is a list of rules which students will be expected to adhere to:

1. Students are not permitted to run in the room or hallways.
2. Students will not chew gum unless permitted to do so by their classroom teacher.
3. Food and drink will be permitted in the cafeteria only.
4. Students will not engage in activities which will cause injury or damage to themselves or their classmates.
5. If a student is removed from the classroom because of behavior problems, the student will call their parent/guardian to explain why they have been removed.
6. Homework policies will be determined by the individual classroom teacher.
7. Additional classroom rules will be established by each classroom teacher as necessary.

## Destruction of Property

The cost of damage resulting from the malicious destruction of property will be paid by the parent/guardian of the children responsible for the damage. Such damage could include writing/scratching on walls, desks or other surfaces. When a book is lost or destroyed, the child responsible will be required to make restitution for the amount as determined by the administration. This amount is determined by the age of the book and the amount of abuse received.

## Dress and Social Policy

Proper student attire for school is the responsibility of the student and his/her parents or guardians. However, students are to wear clothing appropriate for school. Clothing with suggestive or degrading pictures or phrases is not appropriate. Students are not to wear tattered or torn clothing. Hats are not to be worn in the building by either male or female unless by permission of their classroom teacher. Hats are always to be removed upon entrance into the building.

## Field Trips

All students must have signed permission slips to participate in field trips. Notices will be sent home with information concerning all scheduled field trips. If parents have questions, they should call the school and talk with the respective teacher.

## Breakfast/Lunch

A nutritious breakfast and lunch are available to all students on a daily basis. Breakfast and lunch will be offered to **ALL** students in grades Kindergarten through 12th grade in the Ewen-Trout Creek School District **FREE** of charge. Parents must complete the "household Survey" in order for the district to continue the free breakfast and lunch program. Students who choose to carry their lunch may purchase mild in the lunchroom for \$0.65.

## **Inclement Weather**

In the event of extremely cold or stormy weather, school may either start late, or be canceled for that day. The Ewen-Trout Creek School District uses an information system that will alert parents/guardians by telephone and email. For this reason, it is very important that your current telephone number as well as your email address be listed on the Student Information Sheet included in this Handbook. The School District will inform local radio/television stations as has been done in the past as well. If the weather worsens after the start of the school day, school may be dismissed early. Again, this would be announced through our information system and on the local radio/television stations. Students are generally kept indoors for their scheduled recess periods in the event of extreme cold and or stormy days.

## **Lockers (Grades 3 - 6)**

Lockers assigned to students are the property of the Ewen-Trout Creek School District and at no time does the district give up the control of lockers. If the locker is damaged in any way during the school year, report this damage ***immediately*** to the classroom teacher. If damage is not reported, the student to whom the locker was assigned will be held accountable. ***Students are not to share lockers with friends and should be careful not to let other students know their combinations.*** Locker inspections will be conducted each quarter or could be called at any time. Refrain from using tape and adhesive decals that could damage paint and avoid defacing lockers. (Magnets are permitted on lockers)

## **Marked Clothes**

Please mark your children's belongings, preferably with permanent marker, so that they can be easily identified should they be misplaced.

## **Parent/Teacher Conferences**

The Ewen-Trout Creek School District holds a parent/teacher conference and one open house each school year. The parent/teacher conference is scheduled in the fall, at which time the teachers and parents review the student's academic progress, and hand out report cards. The purpose of these parent/teacher conferences is to have the opportunity for communication between the school and home. Conferences, other than those scheduled by the school, can be arranged by teachers and parents.

If you should have any questions about your child's progress at any time during the school year, feel free to contact the respective teacher to schedule a meeting.

## **Personal Belongings**

Personal items such as toys, electronic games, tape/CD players, iPods, cell phones, etc are not permitted in school unless the student's teacher and the Principal grant permission. If such permission is granted, the student must keep such belongings in their locker until the end of the day. The school is not responsible for lost, damaged, or stolen items.

## Recess

Students generally benefit from a recess period. We expect every student to go to recess unless a health condition prohibits. A doctor's note is necessary to excuse a student from participating in recess. Proper behavior during recess is expected of students.

## School Attendance

Every effort should be made by parents to see that their child is in school each day that school is in session. It is critical to a child's success in school that habits of regular attendance begin in kindergarten and continue throughout their school years. Our instructional program includes a series of skills beginning in kindergarten that is built on at each grade level thereafter. It is very difficult to satisfactorily make up work missed by absences since a great many of the skills are learned in large or small groups with active participation and discussion between students and teachers.

1. Students will be allowed twelve (12) days per school year with their parent/guardian's written excuses. Students will be required to make up any school work. Students will have the number of days missed, plus one additional day to complete all make-up work. If a student misses a class more than twelve (12) times, without a doctor's written excuse, an excuse because of a death in the family, an approved Vacation Form, the student may be considered truant and sanctioned for excessive absence.
2. Absences due to reasons such as needed at home, hunting, fishing, ill, shopping, out of town, babysitting, overslept, in court, car broke down, personal reasons, etc, **will be counted in the twelve (12) days allowed per school year.** Absences due to skipping school **will** be counted in the 12 days allowed. Students will be referred to the School Success Coach after four absences.
3. All school required and/or approved absences **will not** be counted in the twelve (12) days allowed per school year. ***(Examples of these absences would include early dismissals, field trips, extra curricular activities for particular groups such as sports, debate teams, band members, students who travel to interviews, looking at colleges/universities as well as approved appointments with the various counselors and representatives of the courts who periodically visit the school campus. All of the before mentioned absences must be with the approval of the Principal, Superintendent or Counselor's Office)***
4. Doctor/Dentist/Counseling/Physical Therapy appointments **will not** be counted in the twelve days, providing the student turns in to the school office an excuse slip for the appointment.
5. Vacations **will** count against the student's twelve (12) days.
6. Teachers will each keep attendance records on their respective students through the school's computer system as well as their attendance book. Doctor slips as well as all written excuses will be kept on file in the Principal's Office. Teachers may compare their records with the office records on their classroom computer or by direct contact with the office at anytime.

**PLEASE NOTE...A written excuse should be sent to the child's teacher at the time that the child returns to school. This excuse must be written, signed & dated by a parent/guardian.** Students who arrive late to school should report directly to their classroom.

## Student Illness

If a child becomes ill at school, he or she will be sent home **ONLY** after contacting a parent or the person who is listed on their student information form.

## Supplies

Textbooks, workbooks, and some supplies will be provided for the children by the school district as well as through donations from our community. Students may be asked to help provide some supplies that are not available. Each class will be given a note to take home to their parents if they are required to provide any supplies themselves.

## Vacations

If, at some time during the school year, you plan on taking your child out of school for a vacation, please notify the school in advance so that the teacher can make proper arrangements for work to be made up.

## Telephone Use

Students will be permitted to use the office or classroom telephone to make calls for illness or school related business. Approval must always be granted by the classroom teacher or other authorized personnel.

## Philosophy of Discipline

*It is the belief of the district that discipline is an important part of what students should learn at home and in school. There are two purposes for discipline -*

1. To make school a pleasant, neat, orderly and safe place for students to learn
2. To help students learn what behavior is expected of them at school and in the community

Students, parents, guardians and school officials are responsible for the conduct of students at school. It shall be the responsibility of the school, in cooperation with the home, to work in such a way that students conduct themselves in a socially acceptable manner.

## General School Rules

1. Listen to and follow directions.
2. Walk quietly everywhere in the building. Running is allowed only in the gym or outdoors.
3. Always carry objects in a safe manner.
4. Safely remove and neatly hang all personal belongings in assigned areas. Leave other children's property alone. Students are encouraged not to bring toys or other valuables to school. **The school is not responsible for lost or stolen items.**
5. Speak politely at all times. Loud voices are to be used outdoors only. Unacceptable language is not permitted in school buildings or on school grounds.
6. Take good care of all school property and equipment.
7. The following items must **NEVER** be brought to school: knives, lighters, tobacco, matches, guns, fireworks, drugs, alcohol, etc.
8. Considerate behavior, fair play, and good sportsmanship of all students is required.

9. During school hours, children must remain on school grounds at all times. Any student who needs to leave must make prior arrangements with their teacher.
10. Everyone must remove their hat upon entrance into the school.
11. Street shoes will not be permitted on the gymnasium floors. Students should have an old pair of sneakers to keep at the school, which will be used specifically for gym class.

### **Bathroom Rules**

1. Flush the toilet when you have finished, and wash your hands before leaving.
2. Be sure to put the hand towels in the garbage after drying your hands.
3. Don't stand around in the bathroom after you've finished using it.
4. Don't stand on the bathroom fixtures.
5. Keep your hands off of the light switch.
6. Absolutely no writing on the walls
7. Students unable to act appropriately while using the bathroom will be escorted by an adult for the remainder of the year

### **Lunchroom Rules**

1. Students are reminded to WALK to the serving line. Running down the halls for any reason will not be tolerated.
2. Students may not "cut" into the serving line. No student who has already gotten into the serving line is permitted to give "cuts" to another student.
3. Students are permitted to talk quietly in the cafeteria during their lunchtime. No loud conversations or shouting.
4. Students will remain at the table that they choose to sit at. No switching tables during lunch once you've sat down.
5. Only six (6) students are to be sitting at a table at one time during the elementary lunch period.
6. ***ABSOLUTELY NOTHING*** is to be thrown around in the cafeteria. NO food or beverage will be permitted to be taken out of the cafeteria and into the hallways, gym, classrooms, bathrooms, or outside of the building.
7. Coats, jackets, hats, boots and other items, which are worn outside of the building, may not be worn or carried into the cafeteria during the lunch period.
8. Students will follow the directions of the cafeteria supervisor on duty. Supervisors are there to make the lunch area a comfortable and safe environment for all students. Students can do their part by following the rules and being cooperative and respectful.
9. Students are not permitted in their classroom areas during their lunch period unless a teacher supervises them.
10. Students who create or leave a mess behind them will be given a period of lunchroom clean-up as a "learning experience"
11. Due to the fact that our district is a "Closed Campus", no students will be permitted to leave the school property at any time during the school day, which includes the lunch period.
12. Students will remain inside of the cafeteria, seated in their chairs until they are called at their dismissal time.
13. Disregard of ANY of the above rules will result in the student being removed from the lunchroom for a specified period of time.



## Recess Rules

1. ***DO NOT*** climb on the playground fencing
2. Play safely on all playground equipment or you will be restricted from using it.
3. Help to keep the play area clean.
4. Stay inside the designated play areas.
5. Take turns and share the equipment with other students fairly.
6. Do not throw rocks, snow, ice, or any object that is not meant to be thrown.
7. Students must listen to the playground supervisor at all times.
8. Line up quietly when the whistle blows. No running, pushing, shoving, or tripping others as you get in line.
9. Students who do not follow instructions or the recess rules will lose recess privileges.

## Bus Rules for the Ewen-Trout Creek Consolidated School District

**IMPORTANT REMINDER!** Transportation to and from the school by the bus system is a privilege, not a right. The school administration is authorized to deny that privilege to any student if they feel that their conduct justifies this action. The following rules and regulations for bus riders in the Ewen-Trout Creek Consolidated School District has been established by the Ewen-Trout Creek Board of Education:

1. Students waiting for the bus must stay off the roadway at all times.
2. Students wishing to ride the bus must be at the designated stop **ON TIME**. The driver has a strict schedule to follow and cannot wait for anyone.
3. You can be expected to walk from ½ mile up to as much as 1 mile to a bus stop if the school district should deem it necessary. (State of Michigan Regulation)
4. Do not move toward the bus at the loading zone until the busses have been brought to a complete stop.
5. **ONLY REGULARLY ASSIGNED STUDENTS RIDE THE SCHOOL BUS. A BUS SHOULDN'T BE USED TO TRANSPORT GUESTS TO YOUR HOME** unless absolutely necessary, and only if pre-approved at least one school day in advance by the Principal's Office. A written slip must be given to the bus driver when a student's guest boards the bus. Students **MUST** ride the bus that they are assigned to unless told otherwise by the Principal. **NO** student may switch busses without the approval of the Bus Driver and the Principal's office.
6. Students are required to sit in their assigned seats and are not permitted to stand or walk around in the bus while the bus is in motion.
7. Assist in keeping the bus safe and sanitary at all times. Don't be a litterbug! Food and beverages should not be consumed on the bus at any time without the permission of the bus driver on duty.
8. Keep your hands and head inside of the bus at all times!!
9. Never tamper with the bus or any of its equipment
10. Be certain to remove all of your belongings from the bus when you get off
11. **DO NOT** throw anything out of the bus window!
12. Be courteous and polite to fellow passengers as well as the driver on duty
13. Remain quiet when the bus is approaching and stopping at a railroad crossing
14. It is strictly prohibited and illegal for any person to use any tobacco product, drink alcohol, use drugs or be in possession of any of these substances on the school bus.
15. Parents will be notified by the Principal's Office if there is misconduct on a bus by their child/children.

Depending on the severity of the incident, the student(s) causing the problem may be denied the privilege of riding the bus to school.

16. The driver is responsible for controlling the students riding their bus. Students **MUST** obey the driver promptly and courteously. Abusive language or conduct directed towards the bus driver will result in immediate disciplinary action
17. When it's necessary that you walk in front of the bus to cross the road, **ALWAYS** do so at least **10 FEET IN FRONT OF THE BUS** so that you remain in the clear view of the bus driver
18. Help the bus driver to assure the safety of the smaller students who may be riding the bus with you
19. Passengers must get off at their regular stop **ONLY!** Exceptions to this rule will be made with the expressed written permission of the driver on duty, only after he has witnessed the written consent for the student to do so from the student's parent/guardian
20. Always keep in mind, transportation to and from school **IS A PRIVILEGE** for E-TC students who live a distance from the school and **IS NOT A GIVEN RIGHT.** The Ewen-Trout Creek School Administration is authorized to deny this privilege to any student who they feel displayed conduct that would justify the action. Severe cases of misbehavior may result in the immediate temporary or possibly permanent suspension of bus privileges. The bus driver and the school administration in the presence of the student will make decisions jointly. Upon suspension of bus privileges, a student **MAY NOT** ride any bus in the school system

## **Your Role in the Educational Process**

Parents, guardians, teachers and students all have a role to play in order to make sure that everyone receives a quality education.

### **Parents/Guardians**

1. Parents/guardians are requested to go to the Principal's Office to pick their child up during the school day when necessary.
2. Parents/guardians are encouraged to make sure their children are dressed properly before coming to school. This includes both adequate clothing as well as footwear. It is encouraged that students bring boots to school during the early Spring, late Fall and Winter months, being told by their parent/guardian that they are expected to, and will be required to wear them. If a family is having difficulty with having enough clothing for their children, please contact the school office.
3. Parents/guardians who expect to have their child remain inside the building during their recess or lunch periods, should obtain a note from their child's doctor stating that they must be kept inside.
4. Parents are requested to write an excuse for their child after he/she has been absent or tardy from school for any amount of time, stating the reason why.
5. It is very important that you keep your child at home if they have a fever or any illness in order to prevent the other children in class from becoming ill.
6. For treatment of any type of a communicable disease, please contact your family doctor or the Health Department.
7. **IMMUNIZATIONS** ~ Prior to entering school, all children **MUST** be properly immunized or they can be denied entry into school. Check with your doctor, school administrator or the Western U.P. Health Department @ 906-884-4485 to be certain that the child is up to date on all immunizations.
8. Parents are requested to work with school personnel and community agencies in solving school behavior problems.
9. Please review and discuss the various School District and classroom rules with every child in the family

who will be attending school.

11. Encourage your child to return the enclosed information slips as soon as possible, and turn it in to their teacher. This should be done during the first week of school.
12. Periodically check your child/children/s progress by computer access to their PowerSchool account. If you have not received your account information, inform the office and the school will mail a copy to you.

### **Students**

1. Conduct yourself properly in class, on school grounds, on the school bus, both to and from school daily, as well as during any school related activity
2. Attend school regularly, arrive on time, be prepared to learn, and be ready to hand in all assigned work on time.
3. Respect the rights and feelings of all fellow students, parents, school personnel and all others that you may encounter during the school day.
4. Know and follow the rules and regulations of the district, school and classroom.
5. Participate in formulating rules and procedures in your individual classroom.

### **Teachers**

1. Provide a good atmosphere for teaching as well as for learning.
2. Help students realize that as individuals they are all important, and that as a group, they should act in a responsible manner.
3. Seek conferences with parents and other school personnel in an effort to understand and resolve behavior problems.
4. Know and enforce consistently and fairly, the rules and regulations of the district, school, and classroom.
5. Formulate and implement rules and procedures in school and in the classroom.
6. Post your own individual classroom rules and consequences.
7. Keep their student's grades and assignments updated regularly on the PowerSchool System.

### **Non-Instructional Staff**

1. Review and be familiar with the district and school rules.
2. Contribute to the overall effectiveness of the school.
3. Treat students with respect and assist in monitoring student behavior.

### **Administration**

1. Know and enforce fairly and consistently, the rules and regulations of the district and school.
2. Maintain proper disciplinary measures, which protect the rights of the individual to learn as well as control the operation of the school.
3. Ensure that the students, parents and school personnel are aware of the district and school rules.
4. Provide for the establishment and development of programs, which will minimize student discipline problems.
5. Ensure that the school district's administration is aware of the policies of the Board Of Education and the laws of the State Of Michigan relating to discipline.

## Sick or Injured Children

1. Children will receive first aid only. Supplies are in the Health Room located in the Principal's Office
2. The information sheet that is included with this handbook will be kept on file in the student's classroom as well as in the school office. This form will be used in the case that your child/children may be sick or injured during the school year. Please be certain to fill the form out as completely as possible so that we are able to use it to quickly take care of the child's illness or injury.
3. If a child is seriously ill or injured, the following procedure will take place:  
First aid will be administered and the parent/guardian will be notified. If the parent cannot be reached, the alternate number will be called. If neither can be reached and the situation is serious, the family doctor will be called. A child will not be sent home during school hours until an adult is at home to assume responsibility for them.
4. If your child has been diagnosed as having a communicable disease, he/she is to be sent home and is to remain at home until recovered, and no longer infectious. *In the case of Lice, Scabies and Impetigo, a doctor's slip **MUST** be submitted to the Principal's Office before the child will be allowed back in school.*
5. When a child is absent, a written excuse including the child's name, nature of illness or injury, and length of absence must be given to the classroom teacher. If the child saw a doctor, ask them for a "Back to School Slip"
6. The parents are requested to notify the school principal whenever there is a case of suspicious communicable disease.
7. Parents must send a letter giving the school administrator permission to pass out medication of any type. (See info below)
8. Whenever a child receives a head injury calling for first aid (Ice, bleeding, etc) this information will be shared with parents so that they may be watchful for any suspicious symptoms.

### **\*\*\*PRESCRIPTION MEDICATIONS IN SCHOOL**

If it is necessary for a student to take any form of medication while at school, a signed note from a parent/guardian must be presented to the school office. All medications must be kept in a prescription labeled container and be dispensed through the office. Use of non-prescription drugs also requires written parental permission. It is the responsibility of the student to remember to come to the office to receive their medication. If you give your child permission to take medication, even if it's over the counter medication, you must complete and return the enclosed Medication Authorization Sheet **AND** include the medication you're permitting.

## **Ewen-Trout Creek Policy Notification Statement Of Compliance with Title IX Prohibiting Sex Discrimination in School**

It is the policy of the Ewen-Trout Creek School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Dave Radovich, Superintendent of the Ewen-Trout Creek School District, 14312 Airport Road, Ewen Michigan 49925 Telephone (906) 813-0620. Compliance Information can also be obtained by writing to the Director Of The Office Of Civil Rights, Department of Health, Education and Welfare, Washington DC.

## **Policy of Compliance with Federal Law**

It shall be the policy of the Ewen-Trout Creek School District not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities and services.

It shall continue to be the policy of this school district to make all employment decisions in a non-discriminatory manner. No decisions as to hiring, assignment, promotion, transfer; layoff, termination or reinstatement shall be made on the basis of religion, race, nationality, sex or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort and responsibilities.

## **Ewen-Trout Creek Consolidated School District Policy for Drug Free Schools**

The Ewen-Trout Creek School District Board Of Education is concerned with and for the safety of its employees and students. The Board understands the necessity of a healthy work environment in order to successfully accomplish its mandate to provide education to the students of the school district and the need to maintain employee productivity. Accordingly, it is the policy of the Board of Education to maintain a "Drug and/or Alcohol" free workplace for all employees and students.

It is further the policy of the School District that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited on all premises on which School District programs or related activities are conducted or located or at which any employee of the School District is performing his/her responsibilities.

The Ewen-Trout Creek School District Board Of Education hereby established a Substance Abuse Prevention Program for the District's employees and students inclusive. The board will create, maintain, and enhance (when applicable) a Student Assistance Program and Employee Assistance Plan in full compliance with PL100-890 and PL 101-226. Further, the Superintendent of the district may employ the services of a professional organization to establish and operate the aforementioned services.

## Responsibility

The Board Of Education hereby delegates to the Superintendent the responsibility to oversee and implement the requirements of this policy. The Superintendent is charged with the responsibility of making a good faith effort to maintain a "Drug/Alcohol/Tobacco" free workplace through the implementation of this policy.

The use, possession and/or sale of alcohol, drugs, and tobacco is not permitted by any person anywhere on school premises (including a student's car in the school parking lot) or at school sponsored activities. Those who violate the alcohol/drug/tobacco rule will receive a suspension/expulsion from school with the length of time to be determined by the severity of the offence.

The student is also suspended from any extra-curricular activities held during the suspension period. The student must agree to a drug-alcohol evaluation before returning to school after any suspension. Any alcohol, drugs or tobacco will be confiscated from the individual in position as a violation of the school code and State Law. School officials have the obligation to inform law enforcement authorities which may lead to the arrest of a student in violation of State Law.

## Sexual Harassment

The Ewen-Trout Creek School District will not tolerate sexual harassment in any form, neither by employee to employer, student to student, employee to student, or student to employee.

A complete policy on sexual harassment is available in the Superintendent's Office upon request. Any suspect sexual harassment would be reported immediately to an administrator in the school system.

Examples of sexual harassment include but are not limited to: comments, gestures, actions, or attention that is intended to hurt, offend, or intimidate another person. With sexual harassment, the focus is on things like a person's appearance, body parts, sexual orientation, or sexual activity. Sometimes sexual harassment can even get physical when someone tries to kiss or touch someone that does not want to be touched.

Incidents should be reported to the Principal or Superintendent immediately.

## Weapons

**In order to provide a safe learning environment for all children, our schools must be weapon-free.**

- A. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length] iron bar, or brass knuckles.
- B. As a matter of School District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun,

look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, etc.

School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

### **Possession, Sale or Use of Alcohol or Drugs**

The use, possession and/or sale of alcohol, drugs, and tobacco will not be permitted by any student or adult at anytime, anywhere on school premises (including a student's car in the school parking lot) or at school-sponsored activities. If a student violates said drug rule they will receive a suspension with the length of time suspended to be determined by the severity of the offense. Should there be a second offense, the student will then be referred to the Board of Education. The student is also suspended from any extra curricular activity held during the suspension period, and is not permitted to be on school property during this time. The student must agree to a drug-alcohol assessment and recommended counseling as determined by the assessment and initial interview by a certified drug and alcohol counselor before returning to school after any suspension. Any alcohol, drugs, or tobacco found will be confiscated as a violation of the school code and State Law.

School officials have the obligation to inform law enforcement authorities which may lead to the arrest of a student in violation of State Law. Any student attending school sponsored functions, whether it is classes, dances or other events, either on or off school property, while under the influence of alcohol or drugs, shall be suspended from school and all school activities. The above rules apply to all students regardless of age.

### **ANTI-BULLYING/INTIMIDATION POLICY**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

#### ***What Is Bullying?***

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

- Verbal:** Name-calling, teasing, threatening, taunting and gossiping
- Emotional:** Shunning, isolating, rejecting, terrorizing, extorting, defaming, Humiliating, blackmailing, manipulating friendships, initiating

rumors and exerting coercive peer pressure

**Physical:** Any sort of aggressive physical contact, including punching, poking, Shoving, kicking, choking, pulling hair, beating, biting and tickling

## Prevention

The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes and skills necessary to discourage bullying; standards of acceptable behavior, and ways in which students can be actively involved in creating a safe school environment.

## Intervention

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person. Reports of bullying must be brought to the attention of the Building Principal or a teacher immediately.
2. Bullying/intimidation will lead to the following disciplinary consequences, including, but not limited to: reprimand, suspension, expulsion.

## Directory Information & Freedom of Information Act

From time to time, requests are made to the school under the Freedom of Information Act. The E-TC Board Of Education Policy states that certain "Directory Information" can be disclosed under the Family Educational Rights and Privacy Act. (FERPA) The following information is designated under the law as "Directory Information":

1. *Student's Name*
2. *Participation in officially recognized activities and sports*
3. *Height and weight*
4. *If a member of an athletic team*
5. *Date of graduation*
6. *Awards received*
7. *Honor rolls*
8. *Scholarships*

Parents and adult students may refuse to allow the District to disclose any or all of such "Directory Information" upon written notification to the District within 10 days after receipt of this handbook.