

# **Ewen-Trout Creek School District**

## **Junior High / High School**



## **Student & Parent Handbook**

**2022 - 2023**

**Mr. Dave Radovich, Superintendent**

**Mrs. Patti Witt, Principal**

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

## **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 Middle School, Junior High and High School. They are based on 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 understand what is expected of them. This handbook is designed to help the parents, students, teachers, and administration achieve this goal.

## **Our Mission Statement**

The Ewen-Trout Creek Consolidated School District 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.

## **The E-TC School District Motto**

Educate the Child  
Enrich the Community

## **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 that will enrich the students' school experience. The activities and resources serve students in grades K-12 throughout the year. The group will meet monthly 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).

## **Contact Information**

K-12 Main Office:	906-813-0620, Option 1
Superintendent:	906-813-0620, Option 2
Business Office:	906-813-0620, Option 3
Dean of Students:	906-813-0620, Option 4
Food Service:	906-813-0620, Option 5
Maintenance:	906-813-0620, Option 6
Website:	<a href="http://www.etc.k12.mi.us">www.etc.k12.mi.us</a>

## **Introduction**

The Ewen-Trout Creek Consolidated School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

### **Students (persons enrolled in grades 6-12) have the responsibility to:**

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

### **Parents have the responsibility to:**

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

### **School Staff Members have the responsibility to:**

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students

in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

### **When and Where the Code of Student Conduct Applies**

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- “At school,” meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

## **Types of Suspensions and Expulsions**

### ***Definitions:***

1. ***Detention*** – A student who has been given detention will be kept in a classroom, supervised by a teacher during the scheduled lunchtime, for the amount of detention they have been given. No student will be denied his or her lunch the day that they spend in noon detention.
2. ***In-School Suspension (ISS)*** – A student is removed from the classroom setting and spends a specified period of time in a “Detention Room”. All classroom work is brought to the student throughout the day and credit is given for work completed. Student is permitted to get their lunch at the specified time and eats his/her lunch in the detention room. A student is disallowed interaction with fellow students as much as possible while serving their “In-School Suspension”.
3. ***Out of School Suspension(OSS)*** - Removal from school for a specified period of time.
4. ***Restorative Action***—A student who has been referred for discipline will have the option to participate in restorative action. Restorative Action involves mediation between the student and the individual(s) he or she impacted through their behavior. Restorative Action is an alternative to detention and, in some cases, suspension and will only be used in cases where the safety of the entire school is not at risk. Students who participate in the restorative action process may perform school based community service tasks in lieu of serving a detention as a part of the mediation process.
5. ***Expulsion*** – Permanent removal from school. A student may be expelled from the Ewen-Trout Creek Consolidated Schools according to District Policy 5610.

### **Weapons, Arson, or Criminal Sexual Conduct Expulsion**

For students in grades six (6) and above, school districts are required to expel students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311]. The term “criminal sexual conduct” is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520.

It refers to sections which describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g]. The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by 10 a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of “firearm” in section 380.1311 refers to

the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law, which defines “firearm” as:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device.

Dangerous Weapon Exceptions: School boards are not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

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

A student who possesses a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students.

### **Weapon-Free School Zone and School Property Definition**

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property [MCL 750.237a]. “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses [MCL 750.237a].

### **Reporting Requirements**

If a dangerous weapon is found in the possession of a student while the student is attending school or a school activity, or while the student is en route to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent/guardian and the local law enforcement agency [MCL 380.1313(1)].

### **Physical Assault - Student to Employee, Contractor or Volunteer**

A student in grade six (6) or above who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1311a].

A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students.

### **Physical Assault - Student to Student**

A student in grade six (6) or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310].

## **Bomb Threats or Similar Threats**

If a student in grade six (6) or above makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee.

## **Violations of the Student Code of Conduct**

### **Progression of Consequences**

- 3 Tardies = 1 Lunch detention
- 3 Lunch Detentions = 1 In school suspension or optional Restorative Action Conference
- 5 Lunch Detentions = Mandatory Restorative Action Conference
- 2 In school Suspensions = Out of school suspension
- No Show for lunch detention = ISS

*If a parent decides to pull a student out of an ISS, the school will report it to the state as an out of school suspension and the student must serve an additional day of out-of-school suspension.*

### **Student Rights and Responsibilities**

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the Principal or Superintendent.

Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. The Code of Conduct is based on the Michigan Department of Education's "Revised Code of Student Conduct." The school community will take appropriate action as deemed by the administration where allowable according to relevant district policy and will refer students to civil authorities where required by law.

1. **Bullying:** A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. Students who repeatedly engage in bullying will be subject to suspension and / or expulsion.

"At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

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

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- 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.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Cheating / Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline. The student will receive a failing grade on the assignment the first offense and will fail the quarter after the second offense.
3. **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Students will be expected to make restitution for damages.
4. **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction. Students will be expected to make restitution for damages.
5. **Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption. Students will be removed from the building for disorderly conduct and will face suspension and/or expulsion based on the seriousness of the incident.
6. **Fighting:** A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated. Students will be removed from the building for fighting and will face suspension and/or expulsion based on the seriousness of the incident.
7. **Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation.
  - “Harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.
  - Students who do engage in this behavior will be removed from the building and will face suspension and / or expulsion.
8. **Hazing:** The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term “organization” means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t]. Students who engage in hazing will be suspended and / or expelled.
9. **Improper, Negligent, or Reckless Operation of a Motor Vehicle:** A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property. Students who operate a motor vehicle in the above manner will lose the privilege of driving a vehicle on school property.
10. **Public Display of Affection:** Students will not engage in inappropriate displays of affection. Students who engage in such behavior will receive a detention.
11. **Appropriate Dress and Grooming:** A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Students will be asked to change clothes. Repeated offenses will result in detention.
12. **Insubordination/Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct. Students who are insubordinate or unruly will be subject to detention, suspension and / or expulsion.
13. **Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel. Students who do will receive a detention.

14. **Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration. Students will have their property confiscated and may be subject to suspension and / or expulsion.
15. **Profanity and/or Obscenity Toward Students:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student. Students will be subject to detention, suspension and / or expulsion.
16. **Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers. Students will be subject to detention, suspension and / or expulsion.
17. **Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. Students who engage in this behavior will be subject to a suspension and / or expulsion.
18. **Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers. Students who engage in this behavior will be suspended, pending expulsion.
19. **Smoking:** A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district. Students who possess tobacco will be suspended and referred to civil authorities.
20. **Technology Abuse:** A student will not violate the district's "Technology Use Guidelines." Students who violate this policy will lose their right to use the district's technology for a length of time determined by the administration.
21. **Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student. Students who engage in this type of activity will be suspended and referred to the civil authorities.
22. **Threat/Coercion:** A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting. Students who threaten or coerce another will be suspended and / or expelled based on the seriousness of the incident.
23. **Truancy:** A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian. Students who are truant will be referred to the Intermediate School District's Truancy Officer and School Success Coach.
24. **Weapon Look-A-Likes:** A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon. Students who possess a facsimile weapon will be suspended and / or expelled based on the seriousness of the incident.

### **Possession Or Use of Personal Communication Devices (PCDs)**

Students may use personal communication devices (PCDs) before and after school, and during their lunch break as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), Apple watch, and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.



Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting).

- **1<sup>st</sup> Offense:** The device will be taken away from the student and can be picked up in the Principal's Office by the student after school that day. Student is assigned a lunch detention.
- **2<sup>nd</sup> Offense:** The device will be taken away from the student kept in the Principal's Office until their parent picks it up. Student is assigned two lunch detentions
- **3<sup>rd</sup> Offense:** Student will not be permitted to have the device in school. Student is assigned an in-school suspension.

A person (student or staff) who discovers a student using a PCD in violation of this policy is required to report the violation to the administrator or secretary.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

**Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

Students may use school phones to contact parents/guardians before and after school and during lunch.

*Reference: E-TC Board Policy 5136*

### **School Community Responses to Violations**

The school community will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff may use mutually respectful and accountable intervention strategies, as determined by local district policies including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention and diversion, and others. Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

- administrator/student conference or reprimand
- administrator and teacher-parent/guardian conferences
- referrals and conferences involving various support staff or agencies
- behavioral contracts
- Behavior Intervention Plan (BIP)
- consultation with a behavioral specialist
- change in student's class schedule
- school service assignment
- confiscation of inappropriate item
- support restitution of offense
- restoration for all affected parties
- before- and/or after-school detention
- denial of participation in class and/or school activities
- in-school suspension
- other intervention strategies, as needed
- out-of-school suspension (short-term) from one (1) school day up to and including five (5) school days
- law enforcement agency notification
- payment for property damage

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. School staff and administration will seek the option that maximizes students' learning and pro-social development while prioritizing keeping students engaged in learning.

**If a student is persistently disobedient, the E-TC School District will take the following steps:**

1. Persistently disobedient students will be identified by the E-TC Staff and Administration
2. A meeting will be set up between the student, parent/guardian, the school and school resource officer.
3. A behavior contract or behavior plan may be implemented.
4. Failure of the student to comply with the behavior contract or behavior plan could result in referral to the court system or to the Board of Education for possible expulsion from school.

**Very Serious Violations**

Legal mandates and community safety may require removal of individuals who possess weapons, commit arson, are a threat to school safety, or engage in criminal sexual conduct (Gun Free Schools Act, 1994; Michigan Compiled Laws under MCL 380.1311), make bomb threats or engage in verbal assault (MCL 380.1311a), and who commit physical assault against another (380.1310, 380.1311, 380.1311a, 380.1312). **The actions below will result in referral to civil authorities and expulsion proceedings.**

- The school will explain what the student is accused of and will give him/her the opportunity to speak with an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or attorney.
- If the student's case requires a hearing, the school will provide the student and his/her representative with copies of all documents that might be used in the hearing, a list of all witnesses and an opportunity to prepare for the hearing ahead of time.
- During the hearing, the student and/or representative will have an opportunity to cross examine witnesses. If the student is found not guilty of the alleged misconduct in a criminal trial, the school district may consider re-evaluating the student's expulsion.

**Alcohol, Drugs, Vaping Paraphernalia, and all ENDS (Electronic Nicotine Delivery Systems):** A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, alcohol, or ENDS. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school.

**Arson (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].

**False Fire Alarm or Bomb Report:** Tampering with Fire Alarm System: Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student 25 from the school district for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)].

**Fireworks:** A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers on school property or any school-related event.

**Interference with School Authorities:** A student will not interfere with administrators, teachers, or other school personnel or volunteers by threat or violence.

**Physical Assault:** A student will not physically assault another person. If a student enrolled in grade six (6) or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days [MCL 380.1310(1)].

If a student enrolled in grade six (6) or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5) [MCL 380.1311a(1)].

**Robbery:** A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

**Sexual Assault:** A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code [MCL 750.520b to MCL 750.520g].

**Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

**Weapons: Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

**Weapons: Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

**Weapons: Use of Legitimate Tools as Weapons:** A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of Community Mental Health agency, and notifies the individual’s parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral [MCL 380.1311(4)].

The school district may request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation with special attention given to applicable special education rights afforded children with disabilities. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be a source approved by school district administration.

## Other Student Responsibilities

The school community encourages student responsibility in terms of attendance, technology, and property. The expectations for these issues are defined below.

### Attendance

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

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, or an approved Senior Personal Day, the student may be considered truant and sanctioned for excessive absences. It is the student's responsibility to turn in their written excuse after being absent.

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.

After three tardies to school or to classes, students will be marked absent for one class period. Absences incurred due to tardies will be counted in the twelve (12) days allowed for the school year.

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, 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 Dean of Students.)***

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.

Vacations and Senior Personal Days ***will*** count against the student's twelve (12) days.

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 any time.

Married students, as well as those 18 or older will abide by the same rules as all other students.

### **TO BE ADMITTED BACK TO CLASS AFTER ANY ABSENCE, A STUDENT WILL USE THE FOLLOWING PROCEDURE:**

Students in grades 6 – 12 must report to the Principal's Office ***BEFORE*** entering a class, with a written excuse from a parent/guardian or the doctor's office stating the reason for the absence. The excuse must include the full name of the student, date of absence and the signature of the student's parent/guardian or doctor.

## **Technology**

The student will respect school district technology by adhering to the district's technology use policy.

## **Property**

The student will respect the school-district-provided lockers by adhering to the district's policy.

### **Lockers Are School Property**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

### **Legitimate Use of School Lockers**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the principal or his/her designee.

### **Search of Locker Contents**

Random searches of school lockers and their contents may have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

The principal or his/her designee shall not be obligated to but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **Seizure**

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

**Students in grades 6-12 are eligible to request an additional locker to store personal items. Students will pay a refundable fee of \$5 for an extra locker, if the locker is undamaged at the end of the school year the deposit will be returned to the student.**

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

**The following Rules and Regulations for students who ride a bus in the Ewen-Trout Creek Consolidated School District have been established by the Board of Education and will be enforced:**

- Students waiting for the bus must stay off roadway at all times.
- Students wishing to ride the bus must be at the designated stop on time. The bus has a schedule to keep and cannot wait for you.
- You may be expected to walk from ½ mile up to 1 mile to the bus stop, if necessary. This is a State of Michigan Regulation.
- Do not move toward the bus at the school-loading zone until the buses have come to a complete stop.
- Students are required to sit in their assigned seats and should not stand or walk around while bus is in motion. Do not attempt to get on or off the bus while it is in motion.
- Assist in keeping the bus safe and sanitary at all times. Don't be a litterbug!
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Do not throw anything out of the bus window.
- Follow the directions of the bus driver.
- Keep absolutely quiet when approaching a railroad-crossing stop.
- There is to be no vaping, smoking or other use of tobacco on the bus or at bus stops by either passengers or driver.
- Always cross the road when necessary after getting off the bus (at least 10 feet in front of bus) but only after checking to be sure no traffic is approaching and after receiving the signal from the driver.
- Help look after the safety of small children.
- Passengers must get off at regular stop only unless they have written permission from principal and parent's written consent.
- Students who ride more than one bus to and from school must remain at the transfer location until the other bus gets there. Students will observe the following rules:
  - No crossing streets or highways.
  - Students must behave at transfer point.
  - Students must not leave the area to shop.
- **Transportation to and from school is a privilege, not a right. The school administration is authorized to deny the privilege of riding to any student if it feels the conduct of the student justifies this action.**

### **Student Rights and Appeals**

1. A student charged with a violation which might justify expulsion or suspension for more than ten days shall be provided a hearing if the student so desires.
2. The student and his parents or legal guardian shall be given a written notice of the hearing by registered letter far enough in advance to insure a full opportunity for a proper defense.
3. The hearing shall be held by the Board of Education.
4. The student shall be given an opportunity to testify and to present evidence and any witnesses of his choice. He shall have an opportunity to hear and question adverse witnesses. In no case shall any evidence be considered against the student in making a determination unless he has been advised of its content and the names of any persons making charges against him, and unless he has had an opportunity to rebut unfavorable inferences, which might be drawn.
5. Hearsay and improperly acquired evidence shall not be admitted into the record and the final decision shall be based solely upon matters that are placed in the record during the hearing.
6. In the absence of a transcript there shall be both a summary of the proceedings as well as a verbal record, such as a tape recording of the hearing.

### **Appeals**

1. Suspensions of up to 10 days may be appealed to an appeals board.
2. The appeals board will consist of the principal, 4 teachers and 4 students (the officers of the student council)

3. The student in question may appeal his case to the appeals board with witnesses and any evidence that might be to his benefit.
4. The decision or recommendation of the appeals committee will be final and binding.

## **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 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.

## **Vacation Policy**

A student planning a family vacation during the school year should obtain a vacation form at least **two weeks prior** to leaving school and have it signed by all his/her teachers as well as their parent/guardian. It then must be submitted to the Principal for approval. Vacation Request Forms are available in the Principal’s Office. Vacations will be counted towards the twelve (12) days a student is allowed to miss during the year.

## **Senior Personal Days**

Each senior class member will be allowed **one** (1) personal leave day. Obtain a Personal Leave Form in the Principal’s Office at least **three days prior** to the day being requested. Submit it to the Principal for approval. Personal leave requests after the fact will not be granted. Senior Personal Days **cannot** be used for a “skip day”.

## **Ewen-Trout Creek School District Dress Code**

While fashions change, the reason for being in school, as well as the school rules and policies do not. All students in school are there for the purpose of learning. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. If a student selects a manner of appearance/dress that presents a risk to themselves or others, they may be removed from the educational setting.

***The following styles or manners of dress are not allowed at the Ewen-Trout Creek K-12 School:***

1. Types of dress or appearance, which are disruptive to the progress of the education programs at E-TC are not allowed.
2. Skirts and shorts can be no shorter than mid-thigh (tip of the index finger)
3. Tops with spaghetti straps need to have a shirt worn over them. Tops that do not cover the abdomen or chest area, strapless shirts, or “cut-out” t-shirts are not permitted.
4. Jeans and other pants need to be pulled up on the hip, with no undergarments showing.
5. Jeans and other pants with tears/holes exposing skin above mid-thigh are not appropriate for school and will not be permitted without leggings under them.
6. Modes of dress advertising/showing illegal substances and/or paraphernalia, tobacco, alcohol, drugs, profanity, violence or obscenities are not allowed.
7. Images or language that creates a hostile or intimidating environment, based on any protected class or consistently marginalized group, are not allowed.
8. A reasonable expectation of cleanliness and personal grooming is necessary. Personal hygiene of students is very important.
9. Students should not wear outdoor apparel to class or in the classroom except in an emergency. Such garments should be stored in the student’s locker.
10. Hats, bandanas, hoods are not to be worn in the building.
11. Shoes shall be worn at all times for health, safety and sanitation reasons.
12. No jewelry can be worn during athletic contests or other classes where the teacher feels it presents a safety or health problem.

13. Heavy chains (such as those that tether a wallet) and other items deemed unsafe are not to be worn on school property.
14. Students cannot carry blankets and pillows to class.

The classroom teacher is the final authority for judging the appropriateness of a student's appearance and they reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process. A student may be sent home for violating the dress code. Any absence for such violation is unexcused. Repeated violations of the dress code will be considered as a disruption to the learning environment and will be subject to the appropriate consequences.

*Failure to comply with the above conditions may result in the following consequences:*

1. Student will be asked to turn clothing inside out (in the case of offensive language or graphics)
2. Student may be asked to change into appropriate clothing
3. Parent/guardian may be called to bring in appropriate clothing
4. Student may be sent home
5. Non-compliance after the above steps have been taken will result in detention or suspension

## **Closed Campus Policy**

The Ewen-Trout Creek School District has a closed campus policy. Students must stay on school grounds from the time they arrive on school property until they are dismissed from school. Students who must leave school grounds during the school day shall request permission from a building administrator and sign out in the high school office. During lunch hour, students will have access to designated supervised areas such as the gym, cafeteria and commons area. Parking lots are off limits during the school day. Any student who needs to go to their car during the school day must have permission from the Principal's Office prior to leaving the building.

Students who need to leave school during the day for reasons of illness are required to inform the office and call their parents prior to their departure. Permission to leave the school building at any time during the school day for reasons other than illness must be secured in advance from the Principal's Office. In any event, permission to leave the campus during the school day, including the lunch period, will be granted only for medical or dental appointments, family emergencies, personal illness, and legal obligations. Students leaving the building without permission will be treated as having skipped school and will be subject to a suspension as per the rules in the Student Handbook.

## **Food and Beverages**

No food or beverages, with the exception of water, will be allowed in any classroom or in the hallways, unless prior permission is granted by the teacher. People who carry lunch and/or beverages must keep them in their lockers until noon. No uncapped beverages will be allowed in the lockers. Food and beverages will be allowed in the cafeteria **only**. **Faculty and Staff members are asked to enforce these rules in each of their individual classrooms as well as the hallways during the school day.**

## **Prescription Medications in School**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian must be submitted to the office. All medication must be kept in a prescription labeled container and dispensed through the office. Use of non-prescription drugs in school also requires parental permission. It is the sole responsibility of the student to remember to come to the office for their medication.

## **Noon Hour**

The following supervised areas will be available for all students in grades 6-12 during this break: The Commons Area, Cafeteria, and Gymnasium. Food and beverages are allowed in the cafeteria only. Students entering the gym during noon hour must wear proper footwear. The library will be open for students who wish to have a quiet place to read or work.



# Ewen-Trout Creek High School Graduation Requirements

## *22 Credits Required for Graduation*

- 4 credits of English
- 4 credits of Math
- 3 credits of Science
- 3 credits of Social Studies
- 1 credit of Health/Physical Education
- 1 credit of Art or Band/Vocal
- 2 credits of the same foreign language\*
- 4 Electives

\*One year can be substituted by taking a full-year of Art, Band, or Vocal.

**Elective Classes Available Are As Follows:** (classes are worth one (1) credit each and are available to students in grades 9 through 12 unless otherwise noted) Some classes are offered in alternating years.

Band (9-12)  
Vocal Music (6-12)  
Accounting (CTE)  
Computer Media & Publishing (9-12)  
Physical Education (7-9)  
Spanish I & Spanish II (9-12)  
Graphic Design (9-12)  
Art I (6-12)  
Art II, III, IV (7-12)  
Ceramics (1 semester)  
Math Reinforcement  
Photography (1 semester)

\*Virtual Learning (on-line)  
Robotics (CTE) (10-12)  
Welding (CTE) (10-12)  
Agriculture (CTE) (10-12)  
Certified Nursing Assistant (CTE) (10-12)  
Computer Programming & Web Design (10-12)  
Creative Writing (8-12)  
School-to-Work Experience (11-12)  
Pre-Calc  
STEM  
Strength & Conditioning

\*Virtual Learning Classes are available to students in grades 6-12. Virtual Learning is a non-traditional method of receiving pupil instruction for courses that are taken via the Internet online, or otherwise on a computer. The lists of online courses available at Ewen-Trout Creek can be located at the following website:

<https://www.odysseyware.com/course-catalog> Additional virtual classes may be available through other providers.

Career and Technical Education Classes (CTE) are available to all students in grades 10-12. Some of these classes are 2 periods in length and are worth two credits upon successful completion.

Classes are on-site at The Ewen-Trout Creek School and The Ontonagon Area School:

Robotics On-Site @ E-TC  
Computer Programming & Web Design @ E-TC  
Computer Aided Drafting and Design @ E-TC  
Certified Nursing Assistant (CNA) @ E-TC  
Welding @ Ontonagon  
Agriculture @ E-TC  
Accounting @ E-TC

Students who take CTE classes in Ontonagon will be required to ride the bus.

## **Work-Based Learning**

Juniors and Seniors will have the opportunity to participate in the Work-based Learning Program and earn high school credit. The Work-based Learning Program involves a placement at a business within the Ewen-Trout Creek School District at which students will learn skills necessary to gain employment in a particular field of work. Requirements for participation and placement options for the Work-Based Learning Program can be discussed with Principal.

**Dual Enrollment Program**

Students who attend the Ewen-Trout Creek High School are eligible to participate in the Dual Enrollment Program through Gogebic Community College. In order to participate, students must earn a qualifying score on entrance assessments used by Gogebic Community College. The classes that students are eligible for must not be offered by the high school and must lead towards postsecondary credit, accreditation, certification and/or licensing. The Ewen-Trout Creek School District pays for a portion of courses taken through the Dual Enrollment Program. Students who take a class through Gogebic Community College and do not successfully complete it, may be required to reimburse the school district for all or part of the cost of the course.

**Personal Curriculum Option**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. The parent or guardian of a student for whom a personal curriculum is sought, or the student if the student is of the age of majority or an emancipated minor may request a personal curriculum.

Other potential requesters include, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role.

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact Dave Radovich, Ewen-Trout Creek School District Superintendent or Patti Witt, Principal.

**Middle School / Junior High School Required Classes**

All 6<sup>th</sup>, 7<sup>th</sup> And 8<sup>th</sup> Grade classes listed below are required.

Sixth Grade	Seventh Grade	Eighth Grade
Math 6	Math 7	Pre-Algebra 8
English Language Arts 6	English / Language Arts 7	English / Language Arts 8
Social Studies 6	Social Studies 7	Social Studies 8
Science 6	Science 7	Science 8
Health / PE 6	Physical Education 7	Physical Education 8
Band 6	Band 7 or Art	Band 8 or Art

## Dropping And / Or Adding Scheduled Classes

*Students will be permitted to add or drop a class during the first week of 1<sup>st</sup> and 2<sup>nd</sup> semester. Dropping a class after that period will result in a failure for the class that the student drops.* The Teacher whose class is being dropped and the teacher whose class is being added must agree to the change. The Principal must also agree to the change. Please see the Building Secretary for Drop/Add Forms.

## Honor Roll

Students who achieve a 3.00 grade point average will be placed on the E-TC Honor Roll. The Honor Roll will be computed on the following scale :

A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	.67
C+	2.33	F	0

The student's grade point average (GPA) for their four years of High School will be computed using the same scale.

No student who has been suspended from school during the nine weeks will be eligible for the honor roll during that marking period.

## School Dances

There are two (2) regularly scheduled dances during the school year, those being the Fall & Winter Homecoming Dances for students in grades 6–12. Any other dances that are scheduled will be done so by the individual class advisors and grade levels permitted to attend will be determined by the principal at that time. Students who wish to invite guests from neighboring schools, must have prior approval by the Principal or Dean of Students at least three days in advance. Only individuals who are between grades 6-12 may attend school dances. Students must be in grades 9-12 to attend the Junior Prom. 8<sup>th</sup> grade students will be permitted to attend, if they are escorted by a member of the Junior Class. Any guest students from neighboring schools must be approved at least three days in advance by the Principal or Dean of Students.

## Sports and other Extracurricular Activities

In order for a student to participate in extracurricular activities, they must pass all of their classes. Grades will be reviewed every other Tuesday beginning on the 4<sup>th</sup> Tuesday of each quarter. If a student has a failing grade, he/she and his/her parent(s) will be informed immediately and be given a one week grace period to bring the grade up to passing. If the student is still failing that class or any other, they will be ineligible to play until the next weekly grade check. **Students who are failing one class may participate in practices and meetings but not in games or events. Students who are failing two classes may not participate in practices and meetings or games and events.**

If a student accrues more than 3 tardies within a class in a grading period, they will be deemed ineligible until they make up their detention time. If tardies continue, the administration reserves the right to determine the athlete ineligible for an extended period of time.

If a student accrues more than 7 excused absences during a grading period, the administration reserves the right to determine the student ineligible due to excessive absences. If a student accrues more than 1 unexcused absence in grading period, the administration reserves the right to determine the student ineligible due to attendance issues.

School policy is that student-participants must attend classes the full day, both the day of and the day after events, except for the Monday after Friday games, unless excused by the building Principal or designee. Excuses may

include doctor or dentist visits but not hair appointments or other personal business. If they do not attend, they will be ineligible for the next contest.

## **Student Council**

Each class, grades 7-12, will elect the following class officers: President, Vice President, Secretary, Treasurer, and two Student Council representatives. (The Vice President is also a member of the Student Council.)

The President shall be a member of the senior class. If no senior member wishes to run then it will be open to juniors. The entire student body will elect the President, grades 7-12.

The President will then call a meeting and hold an election of representatives present to elect the Vice President, Secretary, and Treasurer.

## **National Honor Society**

Students in grades 10-12 who have earned at a 3.0 GPA or above will have the opportunity to be inducted into the Ewen-Trout Creek High School National Honor Society. The National Honor Society (NHS) recognizes outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.

Four main purposes have guided chapters of NHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in the students of secondary schools. These purposes also translate into the criteria used for membership selection in each local chapter.

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

It is the policy of 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. Inquires regarding compliance with Title IX may be directed to Mr. Dave Radovich, Superintendent, Ewen-Trout Creek School District, 14312 Airport Road, Ewen, Michigan 49925, Phone 909-813-0620, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## **District Non-Discrimination Policy**

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 nondiscriminatory manner. No decisions as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of religion, race, national origin, sex, or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort, and responsibilities.

## **Sexual Harassment**

The Ewen-Trout Creek School District will not tolerate sexual harassment in any form neither by employee to employee—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 suspected sexual harassment should be reported to an administrative office as soon as possible.

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 of sexual harassment should be reported to the Principal or Superintendent immediately.

## **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”:

*Student’s Name*  
*Participation in officially recognized activities and sports*  
*Height and weight*  
*If a member of an athletic team*  
*Date of graduation*  
*Awards received*  
*Honor rolls*  
*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.

## **Inclement Weather / School Delay / School Closure**

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, text message, and e-mail. For this reason, it is very important that your current telephone number as well as your email address be listed on the forms returned to the school office. 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.