

# EASTPOINTE COMMUNITY SCHOOLS ELEMENTARY SCHOOL HANDBOOK

## OFF TO A GOOD START. . .

### School Hours

#### K-2 Lower Elementary (Crescentwood and Forest Park)

<b>Full School Day</b> 8:35 A.M. until 3:30 P.M.	<b>Half School Day</b> 8:35 A.M. until 12:05 P.M
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#### 3-5 Upper Elementary (Bellview and Pleasantview)

<b>Full School Day</b> 8:05 A.M. until 3:00 P.M.	<b>Half School Day</b> 8:05 A.M. until 11:35 A.M
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### Arriving at School

Students should report to their assigned door **no earlier than five minutes before the bell**. This request is made because of the lack of supervision prior to the starting time of school. Advise your child to be alert to his/her personal safety at this time.

**If severe weather conditions exist (15 degrees or below or a wind chill factor of 10 degrees or below) children will be allowed to enter the building 5 minutes prior to school starting.**

### Walking to School

Heavy traffic in school areas creates a need for school walkers to carefully observe driver and pedestrian safety rules.

Students should walk only on sidewalks; cross streets at corners except where designated, and carefully obey adult crossing guard instructions. Jaywalking is never acceptable under any circumstances. It is preferable and safer if students walk to and from school in most types of weather.

Please discuss and encourage your children to **NEVER** talk to strangers or enter anyone's home or car.

### Riding a bus to School

Students must conduct themselves at all times in a manner consistent with the goals and values of Eastpointe Community Schools as well as the community at large. Students should recognize that going to and from school, on the bus, or at the bus stop they are representatives of our school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while traveling to and from school, on the bus, or at the bus stop will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others in the community. Students are expected to go directly home at the end of the school day or school sponsored event. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege for the remainder of the school year.

K-2 parents and guardians **MUST** pick up their students on time at the bus stop, or they may lose their bussing privileges.

## Dismissal from School

Please note full school day and half school day dismissal times on the previous page. We expect all students to leave the building **promptly** at dismissal time. Parents are notified of dismissal times through newsletters, reminder notes, marquee messages and P.A. announcements, and robo calls. **Students who have not been picked up from school by 15 minutes after the bell rings may be turned over to the local police department to await the intervention of Macomb County Protective Services, particularly if the child has been left after dismissal in the past.**

Early dismissals are allowed on an occasional basis AND will count towards truancy. If you **MUST** pick up your child early, you need to do it **AT LEAST 30 minutes** before the end of the school day. Students will not be called to the office until the parent/guardian has arrived at the building.

## Dress and Grooming

Students are expected to dress appropriately for school. Students should come to school neatly dressed, clean and well-groomed. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. (See Board of Education Policy 8240)

Students may not wear shorts and skirts above mid thigh. [The length of shorts can be no shorter than the finger tips when they are worn at the waist and arms are extended at the sides.]

Examples of **inappropriate** school clothing include, but are not limited to:

1. Form-fitting clothes, and low cut clothing. No tank tops, strapless tops, bare midribs (no navels showing), halter tops, thin strapped tops or revealing tops or mesh shirts
2. Hats or headwear
3. Fishnet gloves or arm coverings; no gloves in school
4. Low-slung pants (low riders), pants that extend beyond the shoe soles, or pants with excessive buckles, safety pins, ripped, or with holes or cutoffs.
5. Gang-style apparel (including but not limited to heavy chains, "colors," etc.)
6. Platform shoes, back-less or toe-less shoes, high heels or chunky heels more than 2 inches high, flip-flops or sandals, crocs, no skate shoes; no spikes on shoes or apparel.
7. Outdoor boots (children must wear shoes during the school day)
8. Excessive Make-up, extreme hairstyles or long earrings or large jewelry.
9. Clothing displaying foul language, drugs, cigarettes, violence, weapons, alcoholic beverages, or inappropriate language or pictures
10. No perfume / cologne / hand cream permitted
11. Purse size may not exceed 8 ½" x 11", the size of this page

***Building principals are authorized to make the final decision about the appropriateness of specific clothing in a given school building.***

## Personal Property

The following are personal subjects which most students must deal with at one time or another.

1. **CLOTHING:** All students' outerwear such as coats, boots and gloves, should be labeled. Hundreds of dollars worth of lost or misplaced clothing materials are not claimed each year.
2. **PETS:** Pets are *not allowed on school property* without written permission from the principal.
3. **MONEY:** Students should not carry more money than what they need for lunch.
4. **ITEMS FOR PERSONAL COMMUNICATION:** Student use of cell phones is closely regulated in accordance with Board of Education policy.
5. **ITEMS FOR PERSONAL ENTERTAINMENT**

Collectibles, playing cards, handheld electronic games, radios, recorders, cameras, laser pens and other personal items and toys not related to educational endeavors are not to be brought to school without prior permission given by administration.

Unpermitted items may be confiscated and will only be returned to a parent or guardian. **The school is not responsible for the loss, damage or theft of personal items.**

## **Breakfast / Lunch**

Eastpointe Community Schools participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). All enrolled students of Eastpointe Community Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day throughout the school year.

## Lunch and Recess

<b>K-2 Lower Elementary Lunches (Crescentwood and Forest Park)</b>	<b>3-5 Upper Elementary Lunches (Bellview and Pleasantview)</b>
(A) 11:15 A.M. until 11:45 A.M. (B) 11:45 A.M. until 12:15 P.M. (C) 12:15 P.M. until 12:45 P.M.	(A) 11:10 A.M. until 11:40 A.M. (B) 11:40 A.M. until 12:10 P.M.

There will be up to **three** lunch periods. Each lunch period will be **30 minutes in length**. Therefore, all children are encouraged to eat lunch at school. Fresh air and exercise aid in the physical and educational growth of students. Each school has an outdoor recess program. Children will go outside every day before or after eating lunch unless:

1. Recovering from a chronic or severe illness such as pneumonia. Requests to remain inside at lunch recess or a chronic or severe illness must be accompanied by a note from the physician to the building principal. This is based on the belief that if a child is well enough to return to school he/she is well enough to go outside for fresh air and exercise. If a student is asthmatic and needs to remain indoors, this information must be stated in the care plan on file with the school.
2. Severe weather conditions prohibit the children from going outside. Examples of severe weather conditions are storms, severe cold (15 degrees or below or a wind chill factor of 10 degrees or below) and hazardous playground conditions.

*It is very important that children wear enough clothes to stay outdoors each recess, particularly during the winter months. The clothing items missed most often during winter are hats, heavy coats, boots and gloves or mittens.*

## Lunch Time Guidelines

Students are supervised by lunch aides and support staff. Students must **respect and obey the lunch staff** and observe the following lunch time guidelines:

1. **Use good manners.** No throwing of food or other objects is permitted in the lunchroom.
2. **Use proper language at all times.** (Swearing, name calling and rude gestures are not allowed.)
3. **Show respect for school property and for individual property.**
4. **Do NOT bring glass or sharp instruments to school.**
5. **Food should not be shared with classmates or other students, without classroom teacher permission.**
6. **Tables and floors should be cleaned prior to exiting the lunchroom.**

## Playground Guidelines

The following guidelines assure safe and friendly playground activities during recess and lunch hours:

1. Be respectful towards teachers and supervisors.
2. Play in assigned areas only. **Stay on school grounds at all times.** Remain within the area being supervised by the lunch aides.
3. Use playground equipment properly. For example:
  - Swings and slides are to be used by only one person at a time in a sitting position.
  - Swing chains should not be twisted.
  - All swinging is to be in the same direction, not side to side.
  - No student is to run or walk up the slide chute.
4. Hardballs, such as baseballs and golf balls, should not be brought to school.
5. Throwing snowballs, rocks, or other objects are not allowed.
6. Fighting, pushing, shoving, play fighting and other roughhouse activities are forbidden.
7. No tackle games are allowed.
8. Line up quietly at the end of each recess or playground period.

# ABOUT ATTENDANCE ...

Students should attend classes every day in order to receive full advantage of the programs available to them. The best place for a child to learn is in school. Research has proven that the most critical factor in a student's education is **time-on-task**. Dental or doctor appointments, shopping trips, or vacations take away from **time-on-task**.

The Michigan Compulsory Attendance Law also recognizes the value of regular attendance at school. Students are expected to be in school except in cases of emergency or for the following reasons:

- Personal Illness – the school may require verification by a doctor;
- Illness in the Family – work with your child’s teacher to keep school work current;
- Death of a Relative – absence arising from a family death. Please notify your child’s counselor should you feel your child may need support when they return to school;
- Religious Holiday – children will be excused from class if the absence is for the purpose of observing a religious holiday which is part of the child’s’ creed or belief;
- Medical Appointments – parents should schedule their child’s regular medical and dental appointments for times after school or on weekends.

## Reporting an Absence

If a student is going to be absent, the parents must contact the school attendance line or login to their parent portal account under the attendance tab and provide an explanation. **It is necessary to call the school before 9 a.m.** (a message can be left on the school’s voice mail system 24 hours a day). If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

<u>School Attendance Lines</u>	<u>Telephone number</u>	<u>Ext.</u>
Bellview	586-533-3100	31115
Crescentwood	586-533-3200	32110
Forest Park	586-533-3300	30138
Pleasantview	586-533-3400	34007

An excused absence allows the student to make up all possible work. It is the responsibility of the student and parents to obtain and complete missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

If a student is absent for the entire instructional time offered by the district on a given date, it is considered to be a full-day absence, even if the date is scheduled for only a half day of instruction.

If your child should become ill during the school day, you will be notified and someone must come pick them up immediately. Be sure the school has multiple emergency numbers to call in such cases. Please give the school these numbers at registration time, and keep them updated as the school year progresses.

## Tardiness

Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If a student is late in arriving to school, he/she must report to the office so as not to be marked absent and to order lunch.

## Deviations in AM/PM attendance

In an effort of uniformity with the attendance record keeping at the elementary level, the following will be used at our elementary schools.

**K-2 Lower Elementary** (Crescentwood and Forest Park): Students who arrive *after 8:40 A.M. but before 10 a.m.*, will be marked **tardy**. **Students who arrive after 10 a.m. will be marked absent for ½ day.** Students who leave before 2:00 PM will be marked absent for ½ day. Students leaving early after 2:00 P.M. will be marked tardy.

**3-5 Upper Elementary** (Bellview and Pleasantview): Students who arrive *after 8:06 A.M.*, but before 9:30 a.m. will be marked **tardy**. **Students who arrive after 9:30 a.m. will be marked absent for ½ day.** Students who leave before 2:00 PM will be marked absent ½ day. Students leaving early after 2:00 P.M. will be marked tardy.

## Truancy

**Truancy is a legal term used by the Juvenile Justice System.** Students who have excessive absences from school, or excessive tardiness resulting in loss of educational time for the child may be identified as *truant* by the juvenile justice system unless a medical report or other documentation is on record at the school. The Macomb Intermediate School District provides attendance officers to help school principals and teachers in cases of violations of compulsory attendance laws, including, but not limited to persistent tardiness or truancy. The attendance officers work with the courts on attendance law enforcement.

In order for an absence to be medically excused, a doctor's note must be turned in to the main office or uploaded into powerschool. If a reoccurring health problem exists, parents must inform the school and provide documentation. This documentation is shared with the Attendance Officer(s) at the Macomb Intermediate School District.

To assist parents in monitoring their children's attendance and tardies, the principal will contact parents by letter. If truancy concerns are not addressed by the parent/guardian, the Macomb Intermediate School District Attendance Officer(s) may intervene.

## Suspension from School

Absence from school due to suspension shall be considered an excused absence. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that the student complete missed assignments during the suspension and turn them into the teacher upon his/her return to school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any make-up tests.

## **IN THE CLASSROOM . . .**

### **Highly Qualified Staff**

A highly qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. Additionally, all paraprofessionals working with students in the instructional setting, must meet certain requirements. Eastpointe Community Schools is in full compliance with the requirements of Section 1119 of the No Child Left Behind (NCLB) Act of 2001 for highly qualified teachers and paraprofessionals.

### **A Parents Right to Know**

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

Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.

The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

### **Curriculum**

Eastpointe Community Schools curriculum encourages students to take responsibility for their own learning and challenges them to achieve their highest potential. The district's grade level curriculum brochures, distributed at the beginning of each school year, detail the elementary school learning standards and expectations for each grade. The district curriculum is based on the Michigan Curriculum Framework Standards and Benchmarks and Common Core Standards. Common Core State Standards have been established for the curriculum areas of ELA and Math. Grade Level Content Expectations (GLCE's) have been established for the science and social studies areas in grades K-8. Teachers are encouraged to creatively apply the expectations for each core curriculum area into teaching and learning. The district supports curriculum and instruction that is based on research about best practices in each grade level and content area. Teachers use a variety of tools to assess student progress throughout the school year.

### **Curriculum Review by Parent/Guardian**

The curriculum for core grade level instruction and special subjects is available for parents to review. The parent(s)/guardian(s) shall be permitted to inspect all instructional materials used by the district in evaluating, surveying, and analyzing students in furtherance of the instructional program. Instructional material shall include teacher's manuals, films, tapes or other supplementary materials. (See Board of Education Policy 7420) Requests can be made in the principal's office.

### **Health Education Disclosure**

The Board of Education recognizes that a course of study may contain content and/or activities that some parents find objectionable because of religious beliefs or value system. After review of program lessons and/or materials, a parent may request that his/her child be excused from particular lessons for specific reasons. The student will be provided alternative learning activities during times of parent requested absences. (Board of Education Policy 7115)

## **Film, Video and Other Media**

Films or other forms of media are used to enhance the learning of students. Films used in the classroom are related to the academic content, standards, benchmarks and common core standards of the district grade level curriculum. **Only G rated films are permitted at the elementary level.**

## **Assemblies/Events**

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

## **Guest Speakers**

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

## **Field Trips**

Field trips may be scheduled by classroom teachers as a means of enriching the classroom learning experience. Each parent/guardian will be required to sign a field trip permission slip for each trip taken by his/her child. Field trips are considered part of the school day. All school rules apply both on and off school property. All school rules will be observed on all field trips from the time of departure to the time of return, even if beyond the normal school day. Student behavior during the field trip is a reflection upon the school, the sponsor and the students themselves.

## **Student Assessment**

Classroom tests are necessary to assess student progress, achievements and assign grades. Formative assessments (quizzes and tests) assist teachers in determining the students' progress in learning and the correctives needed. Summative exams are used to determine mastery of the subject matter. Performance data from student assessments are used for instructional planning. All assessments are aligned with the curriculum outcomes. To measure student progress, students will be tested in accordance with State standards and District policy. Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Eastpointe Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Students will be expected to take the appropriate state assessment tests or district assessments.

The State assessment tests are given to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students to determine mastery of the state core curriculum. The results are used to evaluate individual student learning, as well as the district curriculum and classroom instruction. Parent reports will be sent home with students.

## **Grading Scale**

Grading children in kindergarten through grade two is intended to document student development in the academic areas. Children between the ages of 5 and 8 develop their cognitive skills at varying rates. More appropriate indicators demonstrate growth on the K, 1, & 2 report cards.



For grades 3 through 5, the grading scale is as follows: 90% - 100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D; 50 - 59% = E; less than 50% = F. Individual teachers may adjust the scale to indicate - (minus) or + (plus) grades.

## Report Cards

Report cards are sent home at the end of each marking period.

## Promotion to Next Grade

Consideration for retaining a child in the same grade is based on his/her cognitive achievements, as well as his/her social, emotional, and physical growth. While some children simply need more time to master or learn their skills and may catch up in the next grade, other children may benefit from repeating a grade.

The classroom teacher, the principal, and other educational professionals will make a recommendation to the parents if retention is being considered.

## Transitions

Eastpointe Community Schools works hard at making students feel comfortable as they move through the grades and provides transition services from preschool to kindergarten, from lower to upper elementary school, from upper elementary to middle school, and from middle school to high school. In addition, our Special Services department transitions students at each level including the transition from high school to the world of work. Transitions include but are not limited to visitations, student and parent meetings, open houses, orientations, buddy programs, transition IEPs, welcome events, curriculum events, and more.

Students moving from one age-level building to another may be involved in age appropriate activity in order to create a smooth transition. Contact the building principal for more information regarding transition from preschool to kindergarten, lower to upper elementary, or upper elementary to middle school.

## ELL Support

Support for English Language Learners (ELL) is provided through the Macomb Intermediate School District tutors. A home language survey is included in the registration packet.



## Child Find

Child Find is a continuous process of public awareness activities, screening, and evaluation. It is designed to locate, identify, and refer as early as possible all young children with disabilities and their families who are in need of early intervention or preschool special education services of the Individuals with Disabilities Education Act (IDEA). Under IDEA, the State of Michigan and Eastpointe Community Schools locates, identifies, and refers children who need early intervention or special education services. Contact your building principal, or the Director of Student Support Services at (586)533-3738 for more information or to refer a child.

## Summer Programs

Eastpointe Community Schools offers summer programs for the students who are most in need of continued academic support.

- The *Extended Year Program* serves students who have completed kindergarten through fourth grade. Students attend a series of small group literacy and mathematics tutoring sessions.
- The *Summer Success Program* serves students who have completed fifth, sixth, and seventh grades.
- The district also offers special summer programs in cooperation with the Macomb Intermediate School District.

## **Textbook / Library Books and Other School Materials**

All textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe keeping of all materials. When textbooks and other workbooks are issued, will sign them out using the barcode system. Books returned at the end of the year must be the same that were issued at the beginning of the year, or an authorized replacement. Students will be responsible for lost, stolen or damaged books. Students will be assessed a fee for items that are lost or damaged unreasonably during the school year.

## **Media Release**

The school district is occasionally asked if pictures or videos of students may be used in relation to a news media article about programs of the district.

If a parent chooses to *exclude* a student from participating in media interviews, the parent must complete an *objection to the release of the media information form*. The objection to the release of media information should be submitted to the building principal, and is due by October 1<sup>st</sup> of the current school year. A copy of the form will be kept on file in the superintendent's office.

# **COMMUNICATING WITH YOUR SCHOOL . . .**

## **We're in This Together**

A school district doesn't operate in a vacuum. It needs the cooperation, energy and ideas of parents to educate children effectively.

## **Parent Involvement in the School Program**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals(s). To this end, parents should be meaningfully involved in:

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
2. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
3. Establishing and supporting a consistent and share approach to child guidance and discipline;
4. Providing for the proper health, safety, and well-being for their child;
5. Establishing mutually respectful relationships between families, students and school staff.

Parent involvement produces higher grades and test scores, better attendance, more positive attitudes toward school, better behavior, higher graduation rates, and increased enrollment in education after high school. If you want to help at home, the best instruction technique is a personal example. Researchers tell us the attitudes and values parents place on education, as well as the advice and personal guidelines they give, will have the greatest impact on how children act in the classroom. You are also urged to request completed assignments from your child to keep close track of his/her classroom work.

## **Parent/Adult Volunteers**

Keeping our students as safe and secure as possible during school related activities has always been a top priority of the Eastpointe Community Schools.

We appreciate the help of adult volunteers and chaperones. As an extra security precaution, however, we are requiring all parents, guardians and other adults that work with our boys and girls in the buildings or on field trips to complete Volunteer Release Forms annually.

Copies of the form, which allow for background screenings, are available in every school's main office. We thank everyone for their cooperation and support in making this procedure work for the benefit of everyone.

Parent/Adult volunteers are expected to model the same behavior that all staff members exhibit while on school property, at extracurricular activities and on field trips. All volunteers should arrive at school sober. The use of tobacco, alcohol or illegal drugs are not permitted for the duration of the field trip or other school activity.

## **Here's How We Communicate**

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community.

Teachers and the principal use quarterly progress reports, parent-teacher conferences, telephone calls and classroom and school newsletters and Parent Portal for most of the communication.

Local newspapers also cover school news extensively and its representatives attend Board of Education meetings. These newspapers include the **Macomb Daily**, the **Eastsider**, and the **Warren Weekly**.

In addition, information may be obtained through:

- ROBO Calls from school
- District and school websites - <https://www.eastpointeschools.org/>
- Local Cable Station (WOW Channel 15, or Comcast Channel 20).
- ClassDojo
- Parent Portal

## **News from Us to You**

Each school year is filled with many dates, subjects or topics which are important to your child's education. Most of these issues will be announced and discussed regularly in the school newsletter.

Special events, calendar dates of significance, after-school community education offerings, parent-group changes or progress, and community neighborhood news are among the subjects published in school newsletters.

You are urged to review the newsletter when it is brought home for articles of interest or importance to you. The newsletters may also be accessed on our website at <https://www.eastpointeschools.org/> by clicking on the building name. This review updates you on school activities and also prevents school personnel from taking time to send duplicate messages.

## **Open House/Curriculum Night**

Each September, an Open House/Curriculum Night is conducted to introduce parents/guardians to the teacher and the expectations of the grade level curriculum. Please check your school newsletter for the exact date of this important event!

## **Parent/Teacher Conferences**

Parent/teacher conferences are conducted twice per year. After the first marking period, all parents are invited to attend conferences with individual teachers to review their child's progress. There is one afternoon of parent-teacher conferences every spring by invitation only. Additional conferences are scheduled throughout the year as the need arises. See the school calendar for specific dates and the school newsletter for calendar updates.

## **Parent /Teacher Organization**

All elementary schools have parent volunteers and parent-teacher organizations. Posted on our school website at <https://www.eastpointeschools.org/>, are the days and times that the parent meetings are held at each school. You are invited to lend your time and support to these worthwhile groups. If you are interested in joining a parent group, the principal at your child's school will be happy to help you make your selection.

## **School Visitations**

The Eastpointe Community Schools welcome visits to its elementary buildings by parents and other citizens. Please call ahead to make an appointment in order to assure that school personnel will be available to help meet your needs.

**To assure a safe and orderly environment in the school, all visitors MUST report to the Main office to obtain a Visitor Pass. This includes guests, vendors, parents and siblings.**

## **Visitors/Guests**

Students are **not permitted to bring visitors** to school within the regular school day unless they have prior approval from the principal.

## **Annual Education Report**

The Annual Education Report (AER), as required by the Michigan Department of Education can be found on our website at <https://www.eastpointeschools.org/>. Our annual reports to the community can also be found. The community reports tell you more about our school and who we are. Like the AER, the community report documents district and school assessment data, graduation rates and attendance data, student achievements and demographics, and professional qualifications of our teachers. Copies of the community reports are distributed annually to each family, or can be obtained from the principal's office.

## **Web Site**

The Eastpointe Community Schools has a web site that provides the community with valuable information about the school district as well as individual school buildings and programs. The web site may be accessed at <https://www.eastpointeschools.org/>. We are also on Facebook as Eastpointe Community Schools.

## **Cable and YouTube Station**

The local cable channels (WOW Channel 15, or Comcast Channel 20) broadcast information about the school district, as well as information regarding individual school buildings and programs. The Board of Education meetings are also broadcast on the Eastpointe Community Schools YouTube site.

## Tips for Staying in Touch . . .

It is important that the public always has accurate information and receives quick answers to questions about school. The following suggestions will help you express your ideas more effectively:

- Get to know school principals and staff members. Attend school open houses, parent-teacher conferences, and other events. Learn about what is expected from the students.
- Communicate with the staff member or administrator **closest to a situation**. Contact a higher administrator only if there is a matter that remains unresolved... (See page 34 for parent concerns procedure.)
- Communicate with the appropriate person by telephone or write a letter. Be sure to provide sufficient details so that teachers and administrators can deal with each situation effectively.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be answered.
- Let a principal or staff member know when you are pleased about something, as well as when you are dissatisfied.

School officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to find an answer or solution that is fair and reasonable.

## Residence and/or Telephone Changes

The main office is to be informed of all emergency contacts, telephone number and/or address changes as soon as possible.

## Moving during the school year

To effect a smooth transition of records from EDPS, all families who are moving out of the district should notify the school secretary. All School-owned property and material must be returned.

## HERE'S TO GOOD HEALTH!

Your child's health is essential to a successful education. Good sight, hearing, speech and hygiene contribute much to the ability to concentrate on daily classroom lessons.

Good health attitudes and practices begin at home. School personnel do provide minimal professional care to deal with obvious health issues. This section introduces parents to the health services and programs we offer. It also provides information and advice for the routine health issues which school personnel face each year.

## Health Services

Several health services are available to assure that all students are physically and medically fit for their education.

**Vision and hearing tests** are available at school through the Macomb County Health Department. Vision tests are given each year to grades 1, 3, 5, 7, and 9. Hearing is tested each year in grades K, 1, 3, and 5. Referrals in both are accepted for any grade.

Students with obvious **speech difficulties** are tested by trained school district personnel. Speech and language therapists are available to help remedy routine speech problems and defects.

## Illness

When a child complains of not feeling well on a school day, the parent must decide whether the child stays home or goes to school. The information in this handbook **is not intended as medical advice**, but is designed to provide guidelines to be followed until your doctor can be contacted for his opinion.

**Children with the symptoms listed below should be kept at home.**

1. Red, watery, itchy eyes
2. Persistent sneezing or runny nose
3. Cough, particularly if persistent or congested
4. Any skin eruption or rash on the body
5. Sore throat causing difficult or painful swallowing
6. Swollen, painful glands around the face and neck
7. Temperature over 99.8 degrees
8. Nausea and vomiting
9. Pain and stiffness of the neck with headache
10. Diarrhea and persistent abdominal pain

Any of the listed symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable disease, but must be considered as signs of illness. Students should be 24 hour symptom free before they may return

When any of these symptoms are noted while children are in school, personnel will notify parents to pick up their children. Under these circumstances, a parent is urged to have the child seen by a physician. The student should not return to school until he or she is under medical care or is fully recovered.

## Communicable / Infectious Diseases

In compliance with the law, students cannot attend school when infected by a communicable or infectious disease. A student should stay home until the communicable stage has passed. An absence report should be made to the school office and a doctor's note should be supplied before reentry to school. Any students with symptoms suggestive of a communicable disease will be excluded from school.

## Emergencies/Emergency Card

For the safety of all students, parents are required to fill out emergency cards. Parents are asked to fill out an emergency card so they can be contacted in case of an accident or illness. The following information is required:

1. Home and cell phone numbers
2. Place of employment and phone number
3. The names and phone numbers of two close neighbors or relatives who could pick up a child with a slight illness.

**It is critical that essential and up-to-date information be provided to the school by parents.** Students can only be released to parents or persons listed on the emergency card. Please notify the school if emergency information changes during the school year.

The school personnel will first call the parent at home or the place of employment if a child becomes ill or injured at school.

If a child must be released from school during the day, he/she must be picked up from the school office by his/her parent, legal guardian or the party whose name is listed **ON THE EMERGENCY CARD**. Individuals picking up students may be asked to show picture identification.

## **Evaluation by Health and Other School Personnel**

A child's teacher or the principal may request that a healthcare professional see a specific child when the child expresses concern about his/her health, or if the teacher notices a condition that may be health related. Occasionally the principal or designee may check siblings or a class if there is a possibility that a contagious disease may have been transmitted. Parents will be notified if their child appears to have symptoms of a communicable disease.

If a student is experiencing problems with attention in the classroom or behavior in school, and an assessment is needed, the parent or guardian will be asked to sign a permission for testing and evaluation. The results of such evaluations will be shared with the parent. If a referral to other school personnel (social worker, speech therapist, etc.) is made, the parent will be notified. Occasionally, school personnel may suggest that a student be evaluated by a professional outside of the school setting.

Activities may be offered in the school to assist children in developing social skills, behavior management, conflict resolution, etc.

## **Homebound Students**

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

## **Immunizations**

Michigan law requires that all school age children be immunized when entering school. A record of immunizations required with month, day and year is to be given to the school upon registration.

The Eastpointe Community Schools follow the State of Michigan and the Macomb County Health Department guidelines on exclusion policies for communicable diseases. Students transferring into the school district from out-of-district schools must present, at the time of registration, or not later than the first day of school, proof of immunization.

Any questions regarding these requirements should be directed to the school secretary or principal. Students who remain out of compliance with the required immunization rules will be excluded from school until the requirements have been met.

NOTE: As of January 2010, the following NEW requirements will be in effect:

**Required for all children entering kindergarten, all 6<sup>th</sup> grade students,  
and all children changing school districts:**

- Two doses of varicella (Var) vaccine or history of chickenpox disease.

**Required for all children 11-18 years of age who are  
changing school districts or who are enrolled in 6<sup>th</sup> grade:**

- One dose of meningococcal (MCV4 or MPSV4) vaccine
- One dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since last dose of tetanus/diphtheria vaccine – DtaP, Td or DT)

## Medication

Arrangements for the administration of medication can be made by contacting your school office. Medication will be administered in accordance with State law and School Board policy. **No medication (prescription or over-the-counter) can be administered without a *Permission Form* and a *Care Plan* being completed and signed.** Forms may be obtained from the principal's office and need to be renewed on a yearly basis. **Prescription** medication may be administered to a student on a regular basis during the school day when the parent/guardian and physician sign a *Standard Accommodation Plan specific to your child's medical condition*. Arrangements will be made to have medication administered by school personnel.

The procedure for administering **Non-prescription** medications is similar for prescription medications, except that an *Authorization for Administering Non Prescription Medication*, with written instructions authorizing administration of the medication, is submitted by the parent/guardian.

**All** medication (prescription or over-the-counter) must be brought to the main office of the school, and be delivered with the appropriate form by the parent/guardian. Medication must be in a labeled container as prepared by a pharmacy, physician or pharmaceutical company, with the pupil's name, the name of the medication, dosage and the frequency of administration (See Board of Education Policy 2780).

For students who need to take medication on a regular basis during the school day, arrangements will be made to allow the student to go to the office or another designated area for the medicine when necessary.

Prescription medication used for relief or prevention of asthma symptoms, diabetes management, and medication necessary for a medical emergency as directed by a physician are the only prescription medications approved for self-possession (See Board of Education Policy 2780), and only with a Care Plan signed by a medical professional. In some cases, it may be necessary for a student to possess and use an inhaler for the relief of asthma symptoms, or before exercise to prevent the onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity. Once the building administrator or his designee has received copies of the *Form for Prescription/Non-Prescription Medication*, and the written approvals from the physician and the parent guardian, s/he will inform the teachers and other school personnel of the student's possession and need to use the inhaler. In the event that a student is found to be irresponsible in the self-administration procedure, he/she will not be allowed to carry the medication. We ask that you provide the school office with an additional inhaler in the event of an emergency, but you are not required to do so.

## Accidents

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

## Guidelines for Treating Head Lice Infestations

Head lice infestations can happen to **anyone** so it's important to recognize the signs, know how to treat it and how to prevent it from happening again.

**What are head lice?** They are tiny insects that live on the human head. They hatch from small eggs, called nits, which are attached to individual hairs.

**How does someone get head lice?** Head lice can be transmitted by direct contact with an infested person, by borrowing a comb, brush, hat, ribbon or scarf from a person who has lice. Sharing towels or pillowcases can also spread lice.



**What signs should I look for?** Persistent itching of the head may indicate lice. You will probably not see the lice but can see the eggs or nits. They are very small, oval shaped, white to brown in color and are firmly fixed to the hair shaft near the scalp. Nits are difficult to remove. Dandruff and flaking due to hair care products, on the other hand, are easily removed.

**Treating the individual.** Obtain head lice treatment, remove all clothing worn at the time of infestation, protect the eyes, apply head lice treatment according to physician's or drug manufacturer's direction. Following the treatment remove all nits. Combing with a fine tooth comb may remove some nits, but many nits will need to be removed one by one, by hand. Place nits on a wet tissue and flush in the toilet. Have the individual put on clean clothing after the treatment, and launder any articles of clothing worn during the treatment.

**Treating personal articles and the environment.** Machine wash and/or dry all washable clothing and bed linens that have been in contact with the individual. Toys and items that cannot be washed may be dry cleaned or placed in a sealed plastic bag for at least two weeks. Soak combs and brushes in the lice treatment for an hour or in hot water (130 degrees) for an hour. Vacuum upholstered furniture, carpets, pillows, mattresses, floors, upholstered car seats and wherever the child plays. Wiping uncarpeted floors to pick up loose hairs is also recommended. Human lice will not live on animals, but animals may serve as a means of transmission.

**How do you keep from getting head lice?** Identification of an infestation and prompt treatment of all affected persons is necessary to prevent re-infestation.

1. Notify the school and the parents of your child's playmates if your child has head lice.
2. Teach your children not to share combs, brushes, hats or other headwear.
3. Check your child for head lice at least twice a month.

*Any child who has head lice should be checked by a healthcare professional before returning to school.*

## **Bed Bug Infestations**

Bed bugs are difficult to control because they are skilled at hiding, which allows them to travel in our belongings (clothing items, luggage, furniture, electronics, etc.) without our knowledge. Most people do not even realize they have visited somewhere with an infestation, and bring the bed bugs back to their residence. Once established in a residence, or even a school, the bed bugs can travel between rooms on their own or on people's clothing or other belongings.

The following are common risk factors for bringing bed bugs home with you:

- Bringing uninspected, used or second-hand furniture (particularly mattresses and box springs), clothing, or electronics items into the home.
- Staying in a shelter, hotel, youth hostel, group home, apartment building or dormitory where population turnover is high.
- Travel, both domestically and internationally. Always inspect your luggage when returning home.

*Parents have the ultimate responsibility for their children. This includes:*

- Assisting in the prevention and management of bed bugs through regular checks when bed bugs are found in the class, on the child, or in the home,
- Providing a safe and healthy living environment
- Educating themselves and their children, and
- Making immediate arrangements for inspection / treatment when bed bug infestation is suspected or confirmed.

In rare or extreme cases, a school may have to confront a situation where a parent or caregiver has not been able to remedy a bed bug infestation in the home.

*The school has a responsibility for:*

- Providing a healthy, pest-free environment for students to learn.
- Providing a healthy, pest-free environment for staff.

### **If a bed bug is found**

- If a specimen is found and confirmed to be a bed bug, the school principal will notify the affected class or classes.
- If a confirmed bed bug was found on a child, then the school principal will inform the child's parents or guardian by phone.

- In most instances, students should not be excluded from school due to bed bugs. Schools are not closed due to the discovery of bed bugs. Infestation of a school is unlikely, rather the school may become a source of dispersal to others in the school environment. For instance, bed bugs brought into the school in a child's book-bag or on their clothing could drop off in the classroom. The bed bugs might then be picked up and taken home by another student or staff member inadvertently.

Currently there is no scientific evidence demonstrating that enforced exclusion policies are effective at reducing bed bug transmission in the school environment. *However, in some cases this option may need to be considered or utilized for resolution of the situation.*

## **SAFE SCHOOLS ARE OUR PRIORITY!**

**Each building has an Emergency Management Plan / Crisis Response Manual** that has specific instructions for each type of emergency. Parents may review this manual. Please contact the building principal for information.

### **Evacuation & Fire Drills, Severe Weather Drills, Lockdown, and other Emergency Drills**

- Evacuation and fire drill practices are required for all schools. Drills will occur throughout the school year.
- For tornado drills and other emergency drills, students are to go to the predetermined areas and be as quiet as possible. (The Emergency Management Plan has specific instructions and details.)
- In the event of an actual emergency, the district and building Emergency Response Plans will be implemented.

### **School Closing (Weather, Other Emergencies)**

In the event of inclement weather, listen to local radio -- WNIC (100.3), WJR (760), and WWJ (950) -- and television stations (Channel 2, 4 and 7) for a list of school closings.

### **In case of emergency ... Please do not call the school or the police/fire department to obtain information!**

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

# **STUDENT CONDUCT**

## **Rights and Responsibilities**

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

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

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

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

## **For the Common Good**

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

Every student's right to a public education carries with it a responsibility to know and observe school rules. These rules help keep non-educational distractions to a minimum each school day. They also help a student prepare for adult responsibilities and discipline.

Attention can be devoted to teaching and learning when the school has a safe and orderly environment. This means that the school has procedures and rules that are communicated clearly to parents and students. In a safe and orderly school, students are in control of their own behavior. Both the student and school staff play a role in learning proper behavior and control.

Student conduct and control extend beyond classroom behavior and includes respect for adult authority, respect for the common good, and respect for school rules and the law. The Board of Education supports the vast majority of parents who want discipline exercised in classrooms when necessary. All school staff members have been instructed to protect the rights of students who wish to focus on teaching and learning activities each day.

## **Proper Conduct in School**

From time to time during the school year, we are confronted by disciplinary problems in the classroom. Fortunately, many of these problems are of a minor nature. A student may temporarily forget his good manners by speaking out of turn, by playing some practical joke on a classmate, or by causing some other disturbance. The teacher, acting in the capacity of a combined counselor and disciplinarian, can usually bring the situation under control by a word of warning to the offender and by a careful explanation of expected behavior to the student involved or to the class.

Students are expected to exhibit proper conduct in all schools, to obey the law and all school districts rules:

1. Be on time for school every day and use his/her time for study;
2. Respect the rights of others;
3. Be protective of the school and all property;
4. Use self-control so as not to interrupt or interfere with a school's educational and extracurricular activities;
5. Demonstrate and maintain respect for adult authority;
6. Develop well-mannered habits and attitudes;
7. Keep the school a healthful and safe place;
8. Exhibit proper lunchtime behavior (See page 3);
9. Exhibit proper behavior on the way to and from school.

## **Responsibility for Students**

Many people share the responsibility for student conduct. Each student is responsible for his or her actions. This responsibility increases as children grow older.

## **Parental Responsibilities**

Parents must make sure that their children attend school regularly, arrive on time, and are picked up immediately after school. Arrangements may be made to have a child go to the School Aged Child Care (SACC) program if s/he cannot be picked up on time. Parents are responsible for their children's conduct and must help in solving behavioral and academic problems, and to follow the rules of the school. Parents are expected to be models for their children by explaining the rules and modeling them.

## **School Staff Responsibilities**

The school staff is responsible for assuring order in the school. All school employees have a duty to help maintain and encourage good student conduct. Employees are expected to model appropriate behavior for the children, explain the rules when necessary, and be models for following rules. All employees are expected to be watchful of student behavior, stop misconduct, report serious or repeated violations, and help students with specific problems.

While the staff works to keep the school safe, orderly, and a good place for learning, the cooperation of students, parents, and others is needed.

## **Assaults, Threats, or Other Violence by Adults or Students**

Violence of any type will not be tolerated. This includes both verbal and physical assault. Threatening behavior consisting of any words or deeds that intimidate or cause anxiety concerning a person's physical and/or psychological well-being is strictly forbidden. Any person who is found to have threatened another will be subject to discipline or reported to the authorities.

## **Bomb Threats**

Threats against school property or threats against the safety of staff members and students will not be tolerated. Such threats intimidate, and cause anxiety and chaos in the community. Michigan law requires that students in grades six or above be expelled from school for 180 days if found to have communicated a bomb threat. Children below grade six will be strictly disciplined, and may be referred to the appropriate civil authorities.

It is important to note that the Macomb County Circuit Court Juvenile Division has ruled in several cases that restitution be made to school districts for expenses related to the making of bomb threats.

## **Drug Free Schools**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal whenever such help is needed.

## **Harassment**

The Eastpointe Board of Education defines harassment as any form of written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, racial, physical characteristics, etc., toward a fellow student, staff member, or other person associated with the District.

SEXUAL HARASSMENT is considered to be any verbal or written form of unwanted sexual advance and/or improper physical contact. In either case, elementary students in violation of this policy will be subject to disciplinary action up to and including suspension from school.

Repeated offenses for harassment of any kind by any student may require intervention by a Student Assistance Team or referral for an evaluation for a suspected emotional impairment or other disability. Violations of an unlawful nature may require the involvement of civil authorities.

## **Hazing**

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

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

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

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

## **Search and Seizure Guidelines**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school personnel may search a student and student desk under the circumstances outlined below and may take possession of any unauthorized or illegal materials discovered in the search.

Student desks and closet areas are school property and remain at all times under the control of the school district. Students are expected to assume full responsibility for the security of their items at school because school property is

subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of desks, closets, and the building at any time without notice, without student consent and without a search warrant.

A student's personal and/or personal effects (including, but not limited to a backpack, book bag, athletic bag, or purse) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of unauthorized or illegal materials.

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

1. There should be reasonable suspicion for school authorities to believe that the possession constitutes a rule violation or crime.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his presence in most situations.
4. Illegal items including but not limited to firearms, explosives, weapons, flammable material, or other possessions reasonably determined to be a threat to the safety and/or school authorities will be seized for the security of others.
5. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession.

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

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

1. Arson - The intentional setting of fire.
2. Physical Assault – intentionally causing or attempting to cause physical harm to another through force or violence.
3. Bomb Threat - Students found violating this rule will result in a recommendation for 180 day expulsion from the Eastpointe Community Schools as required by law. Costs for evacuation, searches, salaries for extended hours, and loss of revenue will be referred to the courts for remuneration.
4. Burglary - Stealing of school or personal property.
5. Criminal Sexual Conduct
6. Explosives - Explosives are not permitted on school property or at school sponsored events.
7. Extortion, Blackmail or Coercion - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
8. Forgery - The false alteration of signatures or fraudulent writing of school passes, papers, etc., is not permitted.
9. Gambling - Gambling for money or other valuable items is not permitted in or around school property.
10. Harassment - any form of written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, racial, physical characteristics, etc., toward a fellow student, staff member, or other person.
11. Larceny - Theft.

12. Malicious mischief - Property damage.
13. Profanity - Use of profane language or gestures directed toward a school employee, or another student.
14. Robbery - Stealing from an individual by force or threat of force.
15. Sale, use or possession of alcoholic beverages or illegal drugs. The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian. The school officials shall adhere to District Discipline Procedure.
16. Trespassing-Being present in an unauthorized place/refusing to leave when ordered to do so.
17. Unlawful interference with school authorities, interfering with administrators or teachers by force or violence.
18. Unlawful intimidation of school authorities, interfering with administrators or teachers by intimidation with threat of force or violence.
19. Weapons are prohibited on school property or at school sponsored events. Possession of a weapon (or any object replicating a weapon) which is life threatening to another student or staff member will result in immediate suspension and police involvement. If a non-weapon is portrayed as a weapon, this policy applies. State law requires that students be expelled from school for 180 days if found with a weapon.
  - a. Weapons may include, firearms, explosives (including firecrackers), knives (including but not limited to dirks, daggers, stilettos, any blade over 3", or a pocket knife opened by a mechanical device), iron bars, brass knuckles, electrical shocking devices, mace-like sprays, or any other object deemed to be potentially dangerous by school authorities.
  - b. Replicas of firearms or other weapons shall be considered to be weapons under the intent of this school regulation.
  - c. All such objects shall be confiscated by school authorities and not returned.

The commission of, or participation in, above activities or other criminal acts in school buildings, on school property or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether criminal charges result.



## **EASTPOINTE COMMUNITY SCHOOLS ELEMENTARY DISCIPLINE SYSTEM**

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement the grade 3, 4, 5 discipline system is a point system. All points will be assessed by a building administrator or designee. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.
2. Notice of the specific rule violation by the student and the nature of evidence supporting the infraction.
3. Notice of the date of hearing sufficiently in advance to permit preparation of the defense where removal of more than thirty (30) days is involved.
4. Notice of the student's procedural rights at the disciplinary hearing.

*The policy applies to the entire academic year, grades K-5, and is to be the behavior code for our students at school and at all school sponsored events.*

### Early Elementary Students (Grades K, 1, 2 Plan)

All students are expected to exhibit proper conduct in all schools, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children. Early elementary students (typically kindergarten to second grade) sometimes exhibit behaviors which may result in formal disciplinary action against the student. Aware that early elementary learners (K-2) are younger, discipline for K, 1, 2 students will be implemented keeping mindful of age, experience, and ability of the student. Discipline will be designed to support social and academic maturity. Past incidents of misconduct will be carefully noted. Parents will be contacted.

*Approved by the EDPS BOE 8/18/07, Revised 8/22/07  
Revised 7/28/11 Approved by BOE 8/8/11  
Revised 6/10/13 Approved by BOE 6/24/13*

*Revised 04/22/10, Approved by the EDPS BOE 05/20/10  
Revised 6/5/12 Approved by BOE 6/25/12*

OFFENSES – GRADES 3, 4, 5	POINTS PER OCCURRENCE		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup> or more
Banned items, including inappropriate use of electronic devices	2	3	4
Detention – missing an assigned day/time	2	2	3
Disrespectful behavior	2	2	3
Dress code violation	1	1	1
Falsification-cheating, lying	2	2	3
Fighting	6	9	11
Insubordination	2	2	3
Unsafe condition/behavior	2	3	6
Misconduct/Classroom disruption interfering with the learning process	2	2	4
Physical aggression (pushing, shoving, kicking)	2	2	6
Profanity	2	2	3
Teasing	2	2	3

Approved by the EDPS BOE 8/18/07, Revised 8/22/07  
 Revised 7/28/11 Approved by BOE 8/8/11  
 Revised 6/10/13 Approved by BOE 6/24/13

Revised 04/22/10, Approved by the EDPS BOE 05/20/10  
 Revised 6/5/12 Approved by BOE 6/25/12

Safe schools are our priority. Although very rare in elementary schools, more severe offenses are listed to inform parents and students of dispositions. Students are expected to exhibit proper conduct in all schools, to obey the law, and to obey all school district rules. Violence of any type will not be tolerated. Violations of an unlawful nature will require involvement of civil authorities.

OFFENSES – GRADES 3, 4, 5	POINTS PER OCCURRENCE		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup> or more
Alcohol or other drugs – Sale or Transfer	***	***	***
Alcohol or other drugs – use, possession, alcoholic beverages, other behavior altering substance. Also applies to look-alike drugs, or look-alike beverages such as non-alcohol beer.	10*	10*	10*
Arson	***	***	***
Assault	15*	15*	15*
Assault on staff, school employee or volunteer	15*	15*	15*
Bomb threats, false fire alarms, 911 calls	15*	15*	15*
Computer trespassing/misconduct	2	3	6
Drug Paraphernalia	3	4	5
Extortion/physical threats for favor or money	2	3	5
Gambling	1	2	3
Harassment: racial	3	5	6
Harassment: sexual: verbal	3	5	6
Harassment: physical	6	6	9
Verbal/Bullying intimidation directed at another person and witnessed (cyber bullying)	3	5	6
Loitering/Trespassing	2	3	4
Pornography (Distribution) and/or possession	1	2	3
Possession of knife with blade less than three (3) inches	6	6	6
Profanity and vulgarity and/or lewd behavior and/or language directed at a school employee	5	6	9
Public display of affection	1	2	3
Skipping School	3	3	3
Theft/ possession of property not belonging to student, < than \$20.00	3	4	5
Theft/ possession of property not belonging to student, > than \$20.00	6	6	9
Serious threat or implied threat to school employee or their property	6	10	15
Serious threat or implied threat to do bodily harm, either verbal, non-verbal, or electronically, regarding another student and witnessed.	6	6	10
Tobacco product use/possession	3	4	5
Vandalism or destruction of property less than \$50.00 & restitution	3	3	6
Vandalism/destruction of property > than \$50.00 & restitution	3	6	6
Weapons possession (see note)	10*	10*	10*

- \* **Requires a written report to the parent and an appearance before the Superintendent.**
- \*\*\* **Automatic suspension from school, possible a long term/expulsion hearing before the Eastpointe Board of Education; police report filed.**



Offenses not specifically listed may also result in points being assessed as per the discretion of the building principal including but not limited to behavior requiring police intervention. Parent meetings may be requested or required as well as a behavior intervention plan.

The Levels of Dispositions are as follows:

<b>One Point</b>	Warning and possible detention
<b>Two Points</b>	Detention
<b>Three to Four Points</b>	Detentions or one full day Out-Of-School Suspension
<b>Five Points</b>	One full day Out-Of-School Suspension A referral to a social worker may be made.
<b>Six to Nine Points</b>	3 Full Days of Out-Of-School Suspension A referral to a social worker may be made.
<b>Ten Points</b>	5 Full Days Out-Of-School Suspension or 3 Full Days In-School Suspension (if available). Student and parent may be required to meet with school principal in order for the student to return to school. A referral to a social worker may be made.
<b>Eleven Points</b>	7 Full Days Out-Of-School Suspension or 4 Full Days In-School Suspension (if available). Students and parents may be required to meet with the principal in order for the student to return to school. A referral to a social worker may be made.
<b>Twelve to Fourteen Points</b>	9 Full Days Out-Of-School Suspension or 5 Full Days In-School Suspension (if available). A letter will be sent to the parent regarding the student's status. Students and parents may be required to meet with the principal prior to the student's return to school. A referral to a social worker may be made.
<b>Fifteen Points</b>	Immediate Out-Of-School Suspension for 30 school days. Upon return to school from a 30-day suspension, the student will begin with zero (0) points. The student and parent may be required to meet with a social worker upon to the student's return to school. The second accumulation of fifteen (15) points during the school year may result in an automatic 180 school day suspension.



## BUS / BUS STOP BEHAVIOR

Students must conduct themselves at all times in a manner consistent with the goals and values of Eastpointe Community Schools as well as the community at large. Students should recognize that going to and from school, on the bus, or at the bus stop they are representatives of our school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while traveling to and from school, on the bus, or at the bus stop will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others in the community. Students are expected to go directly home at the end of the school day or school sponsored event. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege for the remainder of the school year.

## BUS / BUS STOP OFFENSES

1 <sup>st</sup> Occurrence	Warning
2 <sup>nd</sup> Occurrence	1 Day Bus Suspension
3 <sup>rd</sup> Occurrence	3 Day Bus Suspension
4 <sup>th</sup> Occurrence	5 Day Bus Suspension
5 <sup>th</sup> Occurrence	Bus Suspension for the Remainder of the School Year

## BUS / BUS STOP MAJOR OFFENSES

Points will be assessed in accordance with the Elementary Discipline Point System.

## Point Roll Backs

1. If a student accumulates zero (0) points for one calendar month, the student's point total will be reduced to zero (0) points by action of the building administrator.
2. Students will begin each new school year with zero (0) points.
3. Points can be rolled back if a student voluntarily engages in community service. Community can be defined by principal and parent agreement.

## Suspensions

**Suspension days are defined as days when classes are in session.** If a student is suspended with five (5) or more points, a parent/guardian must pick up the student or make arrangements for the student to be picked up within two hours after being notified by administration. If a student is not picked up within two hours, police and/or protective services may be notified.

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

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate. The principal will reach the decision and inform the parents in writing within (10) school days after the receipt of the written request.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. Appeals to the Superintendent must be for one of the following reasons:

- A. Incident of which the student is being disciplined did not actually occur.
- B. The incident did occur. However, the punishment administered was inconsistent with the policy.

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

**Note:** A weapon includes conventional objects like guns, knives or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pen, pencils, furniture, jewelry, and so on. Criminal charges may be filed for this violation. Any student in possession of a dangerous weapon, or facsimile thereof, shall be placed under immediate suspension, pending an investigation of the incident by the appropriate school or legal authorities. The Superintendent is authorized to suspend students who violate this policy from school and all District activities for up to 180 days without action by the Board. (Board Policy 8190)

*Approved by the EDPS BOE 8/18/07, Revised 8/22/07  
Revised 7/28/11 Approved by BOE 8/8/11  
Revised 6/10/13 Approved by BOE 6/24/13*

*Revised 04/22/10, Approved by the EDPS BOE 05/20/10  
Revised 6/5/12 Approved by BOE 6/25/12*





No student is permitted to have in his/her possession any instrument exclusive of school-related supplies, which may be capable of inflicting bodily injury, either in the school building, on school grounds or at school sponsored activities.

Parent/Guardian contact will be made.

- A. At all levels, a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of this behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.
- B. Whenever deemed appropriate, social workers, outside agencies and law enforcement officials may be brought into the process.

### **Special Needs Students**

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

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

1. Notify the student’s parent or guardian in writing of proposed change in placement; and,
2. Convene an MDR/IEPT to determine:
  - a. Did the disability cause, or have a direct and substantial relationship to, the misconduct?
  - b. Did the District’s failure to implement the IEP cause the misconduct?
3. If the answers to both questions are NO, a suspension of more than ten (10) days must be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

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



# ACCEPTABLE USE POLICY

Eastpointe Community Schools encourages and strongly promotes use of technology in the educational community. To ensure students, staff and parents can take full advantage of available technologies, all technology use in the district must be properly authorized, adhere to district policy, and be in support of and consistent with the purposes and stated goals of the school district. The district fully understands and is in compliance with all regulations of the **Children's Internet Protection Act (CIPA)**. As such, the district utilizes an Internet filtering system that is supported and maintained by the Macomb Intermediate School District (MISD). **Students and staff using computers and/or copying equipment improperly, OR without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension.**

## Technology Guidelines

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

## Technology Users Will:

- Comply with district policies, rules and regulations.
- Use networks and technology in support of education, consistent with the curriculum and programs of the district.
- Obey all copyright laws.
- Report to the building administrator or teacher any misuse of networks and technology.
- Provide a letter from their parent/guardian if they do NOT want their project and/or photograph to be placed on the Internet and/or the district's subscriber network.

## Technology Users Will Not:

- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files, and/or passwords without authorization.
- Use district technology for commercial or for profit purposes.
- Use district technology to obtain illegal copies of software, printed material or other material to which they do not have ownership.
- Use district technology to send or receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Use district technology to distribute material that violates the Family Education Rights and Privacy Act; jeopardizes the health and safety of staff or students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying; or is not approved by the Director of Technology (or their designee).
- Use district technology to threaten, intimidate or otherwise disrupt the academic scope and purpose of education (cyber bullying). This includes staff and students on campus or off campus. "On the clock or off the clock."
- Post unauthorized media/videos online that jeopardizes the health and safety of staff and students.

## **EASTPOINTE COMMUNITY SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

### **TECHNOLOGY USE BY STUDENTS AND STAFF**

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

- A. All District computers, servers and any information, student data, programs, or software provided by the District are the property of the District and are to be used for educational or communication purposes.
- B. The use of the district's computers/technology and networks is a privilege. The District may review activities and use of computers and Internet at any time. Using the computer or Internet in a manner not authorized may result in disciplinary action or removal of access. The staff member is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to intentionally:
1. altering of system software
  2. placing or distributing of unlawful or unauthorized information
  3. installing viruses or harmful programs on or through the computer system either in public or private files or messages
  4. misrepresenting other users on the network
  5. disrupting operation of the networks through abuse of equipment or software
  6. malicious use of the networks through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
  7. using district technology for commercial or for profit purposes
  8. extensive use for non-curriculum related communication
  9. illegal installation of copyrighted software
  10. unauthorized copy or use of licensed copyrighted software
  11. allowing anyone to use an account other than the account holder
  12. intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to other users
  13. using district technology to distribute material that violates the Family Educational Rights Privacy Act; jeopardizes the health and safety of staff and students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying; or is not approved by the district technology department.
- C. The District retains the right to access and review all electronic mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's system. Staff members should have no expectation that any information contained on such systems is confidential or private.
- D. A staff member will not use his/her access to intentionally access or remove any material that is unlawful, obscene, pornographic, abusive, or objectionable; doing so will result in progressive disciplinary action. If the staff member is not certain whether material falls outside of these parameters, approval should be sought from their immediate supervisor prior to accessing or transmitting such material.
- E. All information services and features contained on the networks are intended for the educational use of its registered users and may not be used for commercial purposes. Staff members will not send or forward chain mail or unsolicited advertising.

**EASTPOINTE COMMUNITY SCHOOLS  
TECHNOLOGY ACCEPTABLE USE POLICY**

**(Continued)**

F. The use of networks are resources for:

- |    |   |
|----|---|
| 1. | support of the academic program   |
| 2. | telecommunications  |
| 3. | general information   |
| 4. | school communications   |
| 5. | reasonable personal or association communication to the extent that such use does not violate any express prohibitions of this agreement and does not interfere with assigned duties and responsibilities |

G. The District and/or Internet networks does not warrant that the functions of the system will meet any specific requirements that the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The staff member will diligently delete old mail messages on a weekly basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

I. The District and/or Internet networks will periodically review and make determinations on whether specific uses of the networks are consistent with the acceptable use policies. The District and network reserves the right to log Internet use and to monitor electronic mail space utilization by users.

J. The staff member may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the district technology director (or designee). The staff member will be liable to pay for the cost or fee of any file, shareware, or software intentionally transferred without such permission.

K. Student supervision of networks use is expected to the extent possible. Staff members however, will be released from liability for inappropriate acts committed by a student with regard to the network or Internet without their knowledge.

L. The District will provide each staff member with a password for accessing the network and e-mail. The staff member will protect the password and provide for its security. For “student computers” the district will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District may use passwords and or filters. Note that as new websites are established daily, every effort will be made to prevent access to inappropriate material.

M. The District reserves the right to log computer use and to monitor fileserver space utilization by users.

N. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

O. The user is responsible for the proper use of the equipment and will be held accountable for any damage to or replacement of equipment caused by abusive use.

# EASTPOINTE COMMUNITY SCHOOLS

## INTERNET SAFETY POLICY

Eastpointe Community Schools encourages and strongly promotes use of technology in the educational community. To ensure students, staff and parents can take full advantage of available technologies, all technology use in the district must be properly authorized, adhere to district policy, and be in support of and consistent with the purposes and stated goals of the school district. The district fully understands and is in compliance with all regulations of the **Children's Internet Protection Act (CIPA)**. As such, the district utilizes an Internet filtering system that is supported and maintained by the Macomb Intermediate School District (MISD). The BESS filter is designed to restrict access by category to inappropriate sites that may be deemed harmful to minors including direct communications such as Chat rooms, E-mail and Social Networking sites. Students using computers and/or copying equipment without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension.

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

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

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

### Guidelines:

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

## **EASTPOINTE COMMUNITY SCHOOLS: GRADES K-5 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY**

Eastpointe Community Schools encourage and strongly promote the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

### **Privileges and Rights**

- The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences.
- I will take responsibility for my behavior while using the equipment.
- When using the equipment, I will always tell the truth.
- If I find a problem, I will tell an adult.
- I will try my best to produce quality work to share with my teacher, family and friends.

### **Guidelines Hardware/Software**

When using hardware/software:

- I will take care of the hardware/software.
- I will only login using my assigned computer id and will keep my password secret.
- I will always ask if I can use the equipment.
- I will only use the software that is provided by the school.
- I will let my teacher know if the equipment is broken or not working.
- I will let my teacher know if someone is not using the equipment properly.
- I will use hardware/software applications for the intended purpose.

### **Internet Guidelines**

When using the Internet:

- I will only go on the Internet with my teacher's approval.
- I will only use the Internet for school projects.
- I will let my teacher know if I find any information that makes me feel uncomfortable.

### **Consequences for misuse of school equipment**

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for an amount of time that he/she decides is appropriate.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the District Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.



# IF YOU HAVE A CONCERN...

## Procedure for Addressing Parental Concerns...

Concerns initiated by parents toward the instructional staff shall follow the steps outlined below. Efforts will be made to resolve the problem as soon as possible.

1. **The parent(s) shall contact the teacher and arrange a conference** between the parent(s) and the teacher or professional staff member at the building level.

*If unresolved . . .*

2. **The parent(s) shall contact the principal** who shall arrange a conference between the parent(s) and principal.

*If unresolved . . .*

3. **The principal shall arrange a conference with the parent(s), the professional staff member(s) and principal present.**

4. **If concerns are unresolved at the principal's level, the parent(s) shall contact the Superintendent**, who will discuss the problem verbally and suggest a resolution or request the parent(s) to submit the complaint in writing to the Superintendent.

5. **The Superintendent may call a hearing** of concerned parties for the purpose of resolving the issue. The Superintendent, in collaboration with the participants, shall render a decision.

6. **If the parent(s) finds the decision unacceptable, an appeal may be made to the Board of Education** in an open or closed hearing, per Policy #8350, Due Process Rights. The Superintendent or designee shall assist parents in arranging for the open or closed hearing. The Board will act as a group and render a final decision.

## Due Process Rights of Students and Their Parents

Students and their parents are to be advised of any charges against the student and who is making them. The principal shall be responsible for assuring that *due process* is provided for students and their parents. The principal shall give the student an opportunity to be heard and to present his/her view of an occurrence. When the decision has been made by the principal to suspend the student, the student and parents/guardians are to be notified as to the cause, length of the specific disciplinary action, and conditions to be met before the student may be reinstated.

A long term suspension (more than ten consecutive days) or expulsion of a student must be approved by the Superintendent and/or the Board of Education. In such cases the principal or designee must give the parents written notice of the intention to suspend or expel and the reasons, as well as the date when such action is scheduled to be heard by the Superintendent or the Board of Education.

The parent must be provided with a summary of the facts and a list of witnesses who may appear at the hearing. Parents have the right to request an open or closed hearing with the Superintendent and/or the Board of Education.

# Non-Discrimination and Complaint Procedure

## Non-Discrimination

The Eastpointe Community Schools supports and adheres to the principles, rules, and regulations of Title IX of the Education Act, Section 504, of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and applicable Michigan Law. The School District of Eastpointe hereby notifies all employees, residents, and students, that it does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, age, disability or against otherwise qualified, handicapped individuals with respect to the district educational programs, activities, and employment practices.

Inquiries or complaints by students and/or their parents/guardians related to discrimination on the basis of disability/handicap; inquiries or complaints made by students (grades Pre K through 12) and/or their parent(s)/guardian(s) related to discrimination on the basis of sex, race, color, national origin, religion, height, weight, age, or marital status; and all other inquiries related to discrimination should be directed to:

**Superintendent of Schools  
24685 Kelly Road  
Eastpointe, Michigan 48021  
(586) 533-3022**

The Civil Rights Coordinator, as specified herein, is designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy (See Board of Education Policy 2450).

## Complaint Procedures

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

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

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

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

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

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

# Student Records and Directory Information

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

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

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

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

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

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

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

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

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

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

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

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<sup>1</sup>These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c).

## **8260 - PROHIBITION OF BULLYING**

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

### **BULLYING IS PROHIBITED**

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

### **DEFINITION OF BULLYING**

Bullying is defined as any **ongoing**, 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:

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

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

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

### **REPORTING AND INVESTIGATING REPORTS OF BULLYING**

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

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

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

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

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

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

### **CONFIDENTIALITY**

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

### **NOTIFICATION**

This policy will be annually circulated to parents and students, and will be posted on the District website.

The Superintendent is directed to develop administrative guidelines to implement this policy.

LEGAL REF: Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

## **ANNUAL NOTICES TO THE COMMUNITY**

### **Asbestos Hazard Emergency Response Act (AHERA)**

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

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

The AHERA regulation requires periodic surveillance of ACM condition every six (6) months and re-inspection every three years. Also, in accordance with regulatory standards, trained qualified in-house personnel performed a building re-inspection in June 2014. In addition, one individual in each school district must be selected to oversee the asbestos-related activities. This person is referred to as the designated person. East Detroit Public School officials have contracted with Arch Services, Inc., to oversee these activities.

### **PESTICIDE – WEED SPRAYING PROGRAM**

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

As a result of this legislation, you are being advised that a routine application of pesticides may take place. These applications will take place after school hours in non-student areas, e.g. boiler rooms, custodian closets, etc. Routine dates for weed spraying shall be posted on the Eastpointe Community Schools website and posted in the school building. If you have any concerns regarding these programs, and would like specific information, or would like to be personally notified when these products will be used, please contact the building principal.

### **DRUG FREE SCHOOLS**

#### **Drug-free Schools and Communities Act of 1996 (amends Michigan Public Health code) Public 174 of 1994**

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

## **BADGE SYSTEM FOR VISITORS, VOLUNTEERS, GUEST TEACHERS AND STAFF**

For security purposes, the District requires all visitors, volunteers and guest teachers to wear an identification badge while in any school building. All persons entering a school building are requested to immediately report to the main office to obtain an identification badge. All staff members and secondary school students are to wear their badges in a visible manner.